

## PPCDT Trustees and Trust Members Meeting Minutes

Thursday 8<sup>th</sup> December 2022 – 7pm Pinwherry Primary School

Ann Berry (AB)	Trustee	Jack MacDonald (JM)	Member
Jean Wylie (JW)	Trustee	David Logan (DL)	PPCC
Joe Rigby (JR)	Trustee	Neil Gates (NG)	Member
Brian Duffie (BD)	Trustee	Amy Watson (AW)	PPCDTPO
Marie McNulty	Chair		
Janette Gates (JG)	Trustee		
Anthony Hills	Trustee		

MM opened the meeting by welcoming everyone to the newly completed Phase 2 of the building.

**Apologies:** David Hall (DH) Martin Arbon (MA)

**Declarations of Interest:** None

**Approval of minutes dated 10th November 2022:** Proposed JG. Seconded AB

**Matters arising:** None

**School Building Works:** AW handed out the PPCDTPO Monthly Report – See appendix 1

Building control have passed Phase 2 and this part of the building is now available for occupation.

Westgale have received their final instalment less a retainer for snagging. A snagging list to be compiled, including the comments on the guttering etc and handed to the builders. **Action AW**

Funding for phase 3 of the works is being pursued with the stage 2 application to Kilgallioch now amended to 60K. Decision expected on 14<sup>th</sup> December.

RCGF funding has been applied for and if successful would leave a funding shortfall of around 54k. AW will apply to the Pinwherry and Pinmore Community Fund (formerly Assel Valley/Hadyard Hill Fund). **Action AW**

It is hoped that all Phase 3 funds will be available by March 2023

A general discussion ensued around the old hall. The old hall is to continue to be used by the community for larger events until Phase 3 works are completed.

AB reported that the BT broadband was to be relocated to the school on 14<sup>th</sup> January.

MM has proposed that the community be invited to take a look at the new asset on 22<sup>nd</sup> December.

**Action MM**

There will be a formal opening involving our funders and other stakeholders on 23<sup>rd</sup> February. AW will arrange banners/tarps with funder logos etc. **Action AW**

Furniture needs will be addressed on an ongoing basis.

The trees at the back of the school are to be cut back to reduce maintenance going forward. **Action MM**

### **Funding Update:**

AB reported that the accountants have confirmed that the Trust accounts had been audited. The current bank balance is £50136.25 (restricted funding) and £69.21 in petty cash.

AW confirmed that funding for running costs in the sum of 13k has been approved.

Due to limited occupancy now, the insurance for the school remains high with a premium of 6392.42

**Pinwherry Field Project** The horses haven't been in the field lately and if there is a recurrence, the horse owner will be approached formally to desist.

AB will purchase a new gate padlock and BD will get links for key safes. **Action AB and BD**

NG gave an overview of the costs for rainwater harvesting (app 1). BD will take a look at solar power for lighting and the water pump once he has completed a similar install for a neighbouring society. NG asked for volunteers to assist with the project. **Action NG and BD**

**Pinmore Green Play Project:** MM is having problems getting replies from SAC regarding Public Liability and ongoing maintenance. MM will chase up **Action: PPCC/MM**

### **AOCB**

AW supplied paperwork for funding of raised beds etc for the field. AW will look into getting 'Cosy Space' funding from SAC to provide a 'Hot Hub' in the school for residents. **Action AW**

MM has met with Tom Henderson (TM) the Community Wealth Officer for SAC. TM can investigate potential uses for the nursery and create a business plan for same. Possible uses could be holiday lets which would create a source of income for the Trust. TM will meet with Trustees in the New Year. **Action MM**

There being no further business the meeting closed.

## Appendix 1

### Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid November – Mid December 2022

#### Pinwherry School – Phase 2

The update from Gordon is as follows:

- Phase 2 Works completed and available for use.
- Building Control final inspection should be happening Thursday morning
- I am awaiting a Health and Safety manual from Westgale which will include some instruction information. To be forwarded shortly.
- Invoice is imminent from Westgale for works – this will be for £60,431.82 including VAT. There is a small balance which is held back for 6 months to make sure everything is OK with the works
- So essentially we are finished this phase and awaiting funding outcome for next.

For Phase 2, we have received 3 invoices which have been paid:

1. £4,474.89 – ARPL Invoice 1 (A5681)
2. £13,540.92 – Westgale Invoice 1 (INV-0307)
3. £7,638.00 – ARPL Invoice 2 (A5707)

Today, we were sent the second Westgale Invoice which totals £60,431.82. The budget for Phase 2 and how we have drawn it down so far (excluding the £60k), is below:



## **Pinwherry School – Insurance**

The insurance quote has come through at £6,392.42, which is only £206.44 cheaper than last year (£6,598.86). The explanation from insurance broker was; *“Sums insured have increased by around £200,000 however rate is very slightly less than last years. I had hoped insurers would have accepted it as being occupied but they are reluctant while there is still fit-out to be completed.”* I have gone ahead and asked him to make the policy live today (8<sup>th</sup>) to make sure the building is insured.

## **DTAS Membership**

John Main (from DTAS) is unable to make the December meeting, so intends to come along to the January meeting.

## **Pinwherry Field**

Ann has kindly provided the materials and equipment list required to create the community garden/horticultural project on Pinwherry field. I have written the application to The D’Oyly Carte Charitable Trust and will be able to submit it once two Trustees can sign the Trustee Financial Declaration letter and Bank Details Form, please. The next grant making meeting is on 15<sup>th</sup> March. We will be applying for the following:

Description	Quantity	Unit Price	Total
Fork and spade	2 of each	£15.00	£60.00
Rake	2	£12.50	£25.00
Trowl	6	£10.00	£60.00
Watering can	2	£6.00	£12.00
Small storage hut	1	£150.00	£150.00
Pergola 10ft x 10ft	1	£1,500.00	£1,500.00
Sleepers for raised beds	multiple		£1,000.00
Rain water butts	4	£50.00	£200.00
Polytunnel	1	£1,200.00	£1,200.00
Fruit / veg			£100.00
Soil	Half ton		£100.00
Volunteer subsistence	Weekly	£10 per day	£320.00
<b>TOTAL</b>			<b>£4,727.00</b>

Other potential funding streams for this, should D'Oyly Carte be unsuccessful, are:

- The Pebble Trust
- Stanley Smith Horticultural Trust
- Millward Charitable Trust

## Core Costs application

The Hadyard Hill application for PPCDTs core costs (£13,830) has been submitted and was considered at the meeting on 1<sup>st</sup> December. Clare advises me it was approved and I'm just waiting for the grant offer letter.

## Pinwherry Field - Rainwater harvesting estimated costs, kindly provided by Neil Gates

### Estimated costs including VAT to roof both containers:

Timber and fixings - £940

Roofing sheets - £660

4000 litre water tank - £780

Guttering & downpipes - £80

12 volt pump - £90

TOTAL MATERIALS COST - £2,550.00

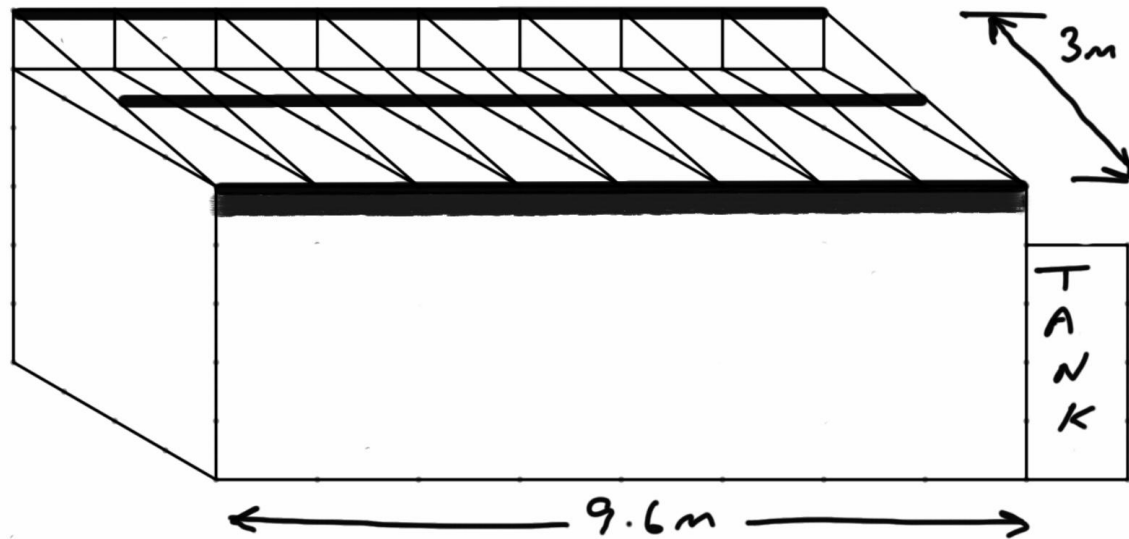
### Estimated work duration with volunteers:

Roof frames - 4 days

Guttering & plumbing - 1.5 days

Solar Power

A leisure battery will be necessary to power the pump, with a small solar power system. Advice needed on this as beyond my area of expertise.





## Other

- I have revised the Pinwherry School Business Plan again to reflect recent project advancements, so it is fully up to date, except for the Trustee descriptions for Brian, David Hall and Janette. When you get chance, could you please send me a couple of sentences about your work/volunteering experiences and skills?
- I have completed the end of project funding report for PPCDT running costs 2021/22 grant.
- I have uploaded the October PPCDT meeting minutes to the Documents page of the community website and linked to Facebook.