

## PPCDT Trustees and Trust Members Meeting Minutes

Thursday 9<sup>th</sup> May 2024 – 7pm Auld School Community Centre

Marie McNulty (MM)	Trustee	David Hall (DH)	Trustee
Janette Gates (JG)	Trustee	Joe Rigby (JR)	Trustee
Brian Duffie (BD)	Trustee	Jean Wylie	Trustee
Ann Berry (AB)	Trustee	Neil Gates (NG)	Member
Amy Watson	PPCDTO		

MM opened the meeting by welcoming all present.

**Apologies:** David Walker (DW)

**Declarations of Interest:** None

**Approval of minutes dated 11<sup>th</sup> April 2024:** Proposed MM. Seconded JG

**Matters arising:** BD had contacted Simon Russell and had copied AB in.

DH has ordered the plaque for the playpark. DH also reported that he is having difficulty sourcing mobile catering but will continue to pursue. **Action: DH**

**School Building:** BD had attended the fortnightly site meeting:

- There had been a power surge that had knocked out some equipment in Phase 2. Caretaker to investigate repairs etc. **Action: NG**
- ARPL have stated that we have an open contract for a year after handover in which to get Westgale to order items that are being funded by the £10,000 contingency. BD stated that this would mean that we would be able to take a more considered approach to purchasing items. The meeting agreed that we should ask Westgale to investigate the cost of vertical blinds for all appropriate windows. **Action: BD**
- JG is to investigate whether FS had approved our application for funding of tables and chairs. **Action: JG**
- Handover: ARPL have asked for a limited number of people to be briefed on using the buildings systems (alarms, heating etc) who could then pass the knowledge on. It was agreed that JR and NG would attend. **Action JR and NG**

The opening of Phase 3 on 22<sup>nd</sup> June was discussed:

- It was decided to ask Alec Clarke to open Phase 3 **Action: BD**
- Buffet catering to be arranged. **Action: BD**
- Valley Choir to be approached to see if they would be willing to perform. **Action: BD**
- Small grant application for £500 to cover opening day costs to be submitted to PPCC. **Action: BD**

### **Finance:**

AB had provided a breakdown of cash in hand, viz:

£150558.03 of which £148719.24 was restricted.

AB confirmed that RCGF funding is still being drawn down. **Action AB**

The PPCDTO's monthly report is at App 1

### **Pinwherry Field Project**

MM and NG had examined the containers and were in the process of clearing them out. The ladies toilet block is in a very poor state of repair and replacement of same may have to be considered. **Action MM and NG**

AB to order a bulk bag of 10mm gravel for the shed base. **Action AB**

Repair of the sit on mower is to be investigated. **Action: NG**

### **Pinmore Green Play Project:**

DH shared a video of the excellent progress the contractors were making. Opening would take place on 29<sup>th</sup> May and PPCC would approach Cllr Alec Clark. **Action DH/PPCC**

### **AOCB**

MM confirmed that the hall war memorial had been located and that a request has been made to SAC for its refurbishment and return. It would then be wall mounted in Phase 3. **Action MM and NG**

JG reported that the Community Transport project was progressing well, and it was expected to have the first routes up and running before the end of the Summer. **Action JG**

MM reported that the SCOTO reports were being finalised and will be shared once issued. ARIA are keen to support the points raised in the reports. **Action: MM**

MM confirmed that as we were now a Biosphere Community the relevant village signs would be updated idc. **Action MM**

An external keysafe is to be installed to allow access to the building with an internal keysafe also to be installed. **Action: NG**

There being no further business the meeting closed.

## Appendix 1

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

Mid April – Mid May 2024

#### Pinwherry School – Phase 3

I submitted the paperwork required for the first claim for the RCGF funding back in March and 6 weeks later, the funding hadn't been deposited into PPCDT's bank account. We had since paid the second invoice to Westgale and I submitted the claim paperwork to SAC for that and with the third invoice looming, we had no way of paying it. Another (slightly stronger) email and phone call later and SAC have now paid out the first two invoices.

However I hadn't realised at the time that invoice 1 from Westgale included VAT and invoice 2 didn't. SAC paid both in full but have stated that the next invoice will need to be amended to reflect their over payment of VAT. Obviously we have to pay the VAT, but RCGF (SAC) isn't funding the VAT element of the project and therefore can't pay it. So, Ann is kindly raising an invoice to SAC for the third Westgale invoice that claims for the construction fees only and will include a credit for the VAT from invoice 2.

I have enquired with Foundation Scotland as to whether we can spend £10,000 underspend of the contingency for phase three to purchase other items for the school, for example window blinds or AV projector system etc. Linda is enquiring and will let me know. Has a decision been reached as to what the £10,000 should be spent on?

#### AGM and School Opening

The AGM has been scheduled for Saturday 22<sup>nd</sup> June and I will start to prepare the necessary paperwork within the next couple of weeks. Could we please clarify who is wishing to stand again, who is wishing to stand down, and whether anyone would like to be an office bearer?

I also have a few questions regarding the opening, which may have been discussed at the last board meeting at which I wasn't present. If so, apologies for rehashing this!

- Invitees – the community, PPCC, funders, builders, architect, SAC, Councillors, user groups – anyone else?
- MC – will Marie be MC-ing the event?
- Opening – who should open the building? I wonder whether it would be nice if we could have a former school pupil and perhaps a local child “cut the ribbon” together? Or is there someone else of local prominence who could/should?
- Speeches – who will be speaking? Should we invite someone to talk about the history and evolution of the building? Anyone else?
- Catering – would we like to take Rosie up on her kind offer of providing a buffet? If so, can we decide on a cost per head?
- Entertainment – perhaps someone playing a musical instrument as people are coming in? Or a local group performing? This may not be appropriate or possible?

I feel that we maybe need to make more of this event than last years, given that the whole building will be open, so any other suggestions welcome!

### **Caretaker and Cleaner Salaries and Recruitment**

We found out a few weeks ago that we were successful with our application to the Pinwherry and Pinmore Community Fund application for funding for the part time Caretaker and Cleaner! This means that Neil's contract is extended and we are now advertising for the Cleaner. Marie and I will interview the applicants on 20<sup>th</sup> May and I understand the funding for both positions has been paid out to PPCDT.

### **School Chairs and Tables**

I completed and submitted an application to the community fund for new chairs and tables. As it was submitted a week before the panel meeting in April, it couldn't be considered at that meeting. However, I explained to Linda the time sensitivity of this funding request in terms of the opening of the school in June and she confirmed that the panel were happy to consider the application by email, as opposed to it being pushed forward to the next panel meeting in July. I haven't heard the outcome yet.

### **Pinmore Play Park**

The play park installers are on site and cracking on! They have sent through their interim invoice, which Ann has paid. The remainder (approx. £40k) will likely be invoice upon completion of the project.

### **Newsletter**

I have written the copy for the next community newsletter and then designed the layout. It is ready to go to the printers, except for inserting who photos of the play park when it is installed.

### **Reporting**

I seem to keep coming across more Foundation Scotland reports that need completing! So, this month I have submitted an interim report for Community Development Officer and a final report for CDO funding and I also accepted the Terms and Conditions for the new Caretaker/Cleaner salaries funding.