

PPCDT Trustees Meeting Minutes

Thursday 14th July 2022 – 7pm Pinwherry Community Field

Anne Berry (AB)	Trustee	Jack MacDonald (JM)	Member
Jean Wylie (JW)	Trustee	Martin Arbon (MA)	PPCC
Janette Gates (JG)	Trustee	David Hall (DH)	PPCC
Joe Rigby (JR)	Trustee		
Brian Duffie (BD)	Trustee		
Marie McNulty (MM)	Trustee - Chair		
Amy Watson	PPCDTPO		

Apologies: Anthony Hills and David Walker

MM opened the meeting by welcoming all present

Declarations of Interest: None

Approval of minutes dated 6th June 2022: Proposed JG. Seconded JW

Matters arising: None

School Building Works/Funding update: AW handed out the revised schedule of works and funding for June and July. See appendix 1 below. A site visit has been arranged for the 22nd July. Exact time to be confirmed with the architect. **Action AW**

MM reported that the Trust had £70894.64 in the bank. Running costs for the school would now have to be considered. Funding Scotland to be approached regarding running costs and funding for future projects. It was noted that the application would be an 'umbrella' amount instead of individual costings. MM distributed a schedule of current funding/liabilities. See appendix 2 below

AW mentioned that funder's logos needed to be displayed and this will initially be achieved with a tarp banner, once all funding is drawn down

Pinwherry Field Project: MM is still to liaise with Jim Stewart (JS) regarding the provision of mains water. MM and AW to discuss further to clarify requirement. **Action: MM and AW**

AB gave a resume of the meeting with Amey that was facilitated through the Biosphere. We have asked for car park tarmac, an accessible footpath in the field and a pavement by the roadside. Our ask is quite big and we await Amey's response. The blue container has been pulled out and Kings Scrap Merchants will attend to remove. AB to confirm date with JM and BD so that one of them can attend. Kings to be asked if they can remove the caravan chassis. **Action: AB, JM and BD**

Garnerburn Sawmill can supply the requisite amount of 8ft sleepers for the raised beds for £850 inc delivery. The cost for a decent Pergola and an equipment shed will be about £1500. AB to establish a total price including fixings etc for submission to Pinmore and Pinwherry Community Fund. SAC will supply soil/compost **Action: AB**

Pinmore Green Play Project: DH confirmed that the mail costs for the survey will be met by PPCC. DH further confirmed that PPCC had a database of all addresses. PPCC will set a deadline for completion of the survey. AW will create an electronic survey form and link it to Survey Monkey. There will be one hard copy survey per household.

AW will get a quote from JB printers in Newton Stewart and pass on to DH.

MM cited public liability if someone hurt themselves on the equipment. It is believed that SAC will cover this as part of their 10 year equipment maintenance commitment. **Action AW and DH**

AOCB

JS is pursuing spare poles for the marquee to replace the wind damaged ones. AB suggested that local fabricators could possibly repair or replace the poles. MM will ask DW to liaise with JS to pursue. **Action MM, JS and DW**

MM reported that the Trust's accounts were currently with the auditors.

MM invited Trust members present to stand as Trustees.

JM queried the grass cutting. It was noted that the current machine was missing a blade and was prone to overheating and therefore may not be economical to repair. DH mentioned that any new equipment purchased would probably warrant H & S training to mitigate any liability on the Trust. DW will continue to cut the grass meantime and BD will approach a local contractor for costs.

Action: BD

There being no further competent business, MM closed the meeting.

Appendix 1

Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid June – Mid July 2022

Pinwherry School – Next Phases

As reported at the previous Board meeting, the redevelopment of Pinwherry School is now in 3 Phases:

- Phase 1 being the essential repairs of both buildings,
- Phase 2 being the redevelopment of the north end of the building which includes the accessible toilet, meeting room, IT room and open coffee/display space and
- Phase 3 the redevelopment of the south end, which encompasses the main hall, kitchen, entrance area, toilet block, store room and second accessible toilet.

We now have all funding in place for the second phase as we have been granted permission from the various funders who have pledged so far, to be able to draw down the funds for this particular stage of works. The funders include:

£25,000 – Carrick Futures

£25,000 – Assel Valley Community Fund

£20,000 – Pinwherry and Pinmore Community Council

£10,000 – Hadyard Hill Community Fund

There are various conditions attached to each, including that payment of the grant will be made on presentation of invoices as per the conditions for large grant awards and I was also required to prove via the Land Registry Extract, that the building is in community ownership and that the property will not be sold or transferred to another legal entity. Clause 108 of PPCDTs constitution explains that, *should* PPCDT be dissolved in the future, all assets owned by the Trust will be transferred to another charitable, or community-owned organisation, thereby retaining the school buildings under community ownership. However, it is not PPCDTs intention to dissolve. We're also required to display funders logos where requested.

There was also a funding shortfall of £17,180.02 and Clare Graham advised I should apply to Hadyard Hill for this amount. This funding application has now been approved.

This means that the builders can carry on with Phase 2 and Gordon has advised the builders accordingly. He informs me that the first phase stripping out works are complete, there is just some minor snagging to be checked off. Westgale are now putting together a programme for the next phase and they will give Gordon some dates for an official start, soon.

The Building Warrant came through yesterday, which is very quick, so things are looking good to move on through the next phase of work.

In terms of a site visit next Friday 22nd at any time or any day the week after would suit Gordon. He said he prefers morning after 9.30 but it could be anytime to suit the Trust. We just need to make sure someone brings keys with them!

The invoices paid to date are:

- £21,440.21 (inc. VAT) - INV-0059 - 2nd March 2022
- £29,857.72 (inc. VAT) – INV-0108 - 13th April 2022
- £31,762.34 (inc. VAT) – INV-0143 – 13th May 2022
- £26,929.88 (inc. VAT) – INV-0188 – 15th June 2022
- TOTAL = £109,990.15

Anticipated timescales going forwards:

Phase 1 capital works completion	Week commencing 13 th June 2022
Phase 2 capital works commence	Week commencing 25 th July 2022 (anticipated)
Phase 2 capital works duration	10 weeks approx.
Phase 2 capital works completion	Week ending 30 th September 2022
Community Occupation of North End of building	October 2022
Phase 3 Fundraising	June 2022 – January 2023
Phase 3 Capital works commence	April 2023
Phase 3 capital works duration	20 weeks approx.
Phase 3 capital works completion	End of August 2023
Community Occupation of entire ground floor	September/October 2023

Phase	Funder	Amount	Status
1	Advancing Community Assets Fund (SAC)	£106,710	Secured
2	Carrick Futures	£25,000	Secured
2	Assel Valley Wind Farm	£25,000	Secured
2	Pinwherry & Pinmore Community Council	£20,000	Secured
2	Hadyard Hill Wind Farm	£27,180	Secured
3	Kilgallioch Community Benefit Fund	£40,000	Stage 2 deadline = 17 th Oct. Decision expected by end Dec 2022
3	Regeneration Capital Grant Fund	£181,110	Stage 1 submitted. Decision Sep 2022. Stage 2 deadline (if invited) = Oct 2022. Decision Jan 2023
	TOTAL	£425,000	

Above is the current funding strategy for the school. Phases 1 and 2 are based on current costs. Phase 3 is based on an initial costing carried out in April 2021, so it is anticipated that costs will have risen since this time. My thoughts are to seek a quote for the remainder of the works in the autumn of this year to co-inside with the RCGF Stage 2 application as we will require accurate costs for that. Any earlier and it is likely they will be out of date.

During this past month I have been liaising with Colin Love and Milissa McCulloch from South Ayrshire Council and I have written and submitted the RCGF Stage 1. This is a Scottish Government fund, but it has to be supported by the local authority, so both Colin and Milissa are up to speed with the project and believe it has a good chance of securing funding due to the small figure we're asking for, the level of match funding already in place and how advanced the project is. The figure is also flexible, so we may be able to ask for a bit more at stage 2, if required.

I have begun the Kilgallioch Stage 2, however I require the updated costs from the QS before this can be submitted. The deadline isn't until October, so there is plenty of time.

The funders I have in reserve are:

- Garfield Weston Foundation (up to £20,000)
- Lottery Awards for All (up to £10,000)

- Pinwherry and Pinmore Community Fund (possibly up to £50,000)

Pinwherry School – Business Plan

I have been working in updating the school project business plan (again!) to reflect the advancements in the project.

Pinmore Play Park

Marie and I have edited the wording for the questionnaire to go out to each household in the parish. I've also created a designed version of the questionnaire and circulated it to David Hall, David Logan and Marie.

Is there funding for the printing and distribution/postage of the questionnaires?

Outline Financial Forward Plan for PPCDT

PPCDT is, structurally, the key organisation in the community for managing and running community projects and therefore it is inevitable that the majority of applications for general village running costs (for example, grass cutting, school running costs, accounts prep etc) and project costs (for example the field, school redevelopment, play park etc) will be submitted by the Trust. So, Clare (from Foundation Scotland) wants to explore the possibility of a more effective, timely and stream-lined process of accessing funding. In recent years, PPCDT has submitted lots of smaller funding applications for many different costs, however if we can apply for a larger sum over three years, it would make the process easier from an admin perspective and from a project management perspective.

This would likely include a sum for Trust running costs for each year, a sum for the school refurbishment and a sum for other key projects, such as the field, the play park and some community events. These figures need to be based on previous costs, or accurate quotes and I have begun to create an Outline Financial Forward Plan for PPCDT, but could use some input from the Board, please.

Other

- I have updated the website where required and have uploaded the draft AGM minutes to the Documents page and linked to Facebook.
- Thanks to a well-attended AGM PPCDT now has 38 Members and the database has been updated.
- Identified all funding received for 2021/22 financial year

