

Kettins Parish Hall

Minutes of Meeting Monday 1 June 2015

1. **Welcome & Apologies:** The Chairman welcomed everyone to the meeting and made special reference to the sad death of our good friend and colleague, Raymond Gow. He would be missed by everybody.

Attendees:

Trustees:

Russell Miller
John McLean
Graham Bell
Susan Smith

John Kettles
Isobel Hynd
Andy Robb
David Wheatley

Non Trustees:

Peter Middleton

Joanna Robertson

Apologies: Cheryl Bisset and Douglas Westwater

2. **Minutes of meeting on 27 April 2015:** subject to minor amendments, the minutes were proposed by John Kettles and seconded by John McLean
3. **Matters Arising:**
 - a) **Agenda item 3 (b):** the additional work on the list of members had not yet been completed. **Action: Andy Robb**
 - b) **Agenda Item 6(a):** the chairman had discussed the increase in legal fees of £150 for the land with the solicitor. It was reluctantly agreed that we would have little option but to pay these.
 - c) **Agenda Item 6 (c):** Jock Findlay had agreed to help supervise the relocation of Adam Reid's garage. This had been successfully completed and he seemed to be happy with all that had been done. There were some minor items to be cleaned up.
 - d) **Agenda Item 8 (a):** it was confirmed that the sponsored walk would start at 9am and that currently we had 17-20 participants plus those from the school.
 - e) **Agenda Item 9(b):** Russell Miller still had to provide a list of names of those who had helped with the fencing and site works. **Action: Russell Miller & Andy Robb.**
4. **Governance & Membership:**
 - a. It was decided that the names of the Trustees would be listed on Facebook and the website. We should also get an e-mail address for the hall and the chairman. The chairman would be the addressee for that mailbox.

b. We would have to notify OSCAR about Raymond's death. There would be a form for doing this in the dropbox. **Action: Andy Robb**

5. **Treasurer's Report:** There had been no transactions since the last meeting and the balance in the bank was currently sitting at £14,978.67. The Treasurer was still experiencing problems getting digital banking launched. This had to be done on line but they required all trustees to sign the forms. Last year's accounts were with the auditor.

6. Project Development:

a. **Business Plan: douglas Westwater had been caught up in problems with the Forth Road Bridge and was unable to make the meeting. The Business Plan was discussed in his absence:**

- i. **Costings:** Douglas Westwater had considered that the costings were okay albeit that the professional fees seemed a bit on the low side. These had been based on a fee quotation and RM would give him a breakdown.
- ii. **Budget:** The budget had been revised to £610k and Douglas Westwater had identified funding sources for this amount. He wondered if we were aware of any local sources that he didn't know of. John McLean suggested the Laing Foundation.
- iii. **Cash Flow:** we needed to meet with Douglas Westwater to discuss the cash flow. The funding organisations would want to see a good broad range of interested organisations to ensure that the annual running cost budgets would stack up. The Committee also needed to be satisfied that it could meet the annual running costs. The chairman would pull together a list of possible users of the hall and present it to the Committee for agreement before he met with Douglas Westwater.
- iv. **Annual Turnover:** Susan Smith would check with her contacts in Fowlis regarding their annual turnover to provide some basis for consideration.
- v. After all this was pulled together, representatives of the Committee would meet with Douglas Westwater in Dundee.

b. **Probable Cost of Proposed Development:**

- i. The latest estimate for the total cost of the project now totalled £610k.
- ii. The in kind contribution had to be identified to ensure we had a realistic budget for funding applications.
- iii. Douglas Westwater was happy with the £572k gross estimated cost for the building itself. We needed to identify funding for this gross amount but any in-kind contribution would reduce the ultimate total required.
- iv. We hoped to be able to get funding associated with Building Warrants etc.

c. D Knight of the Lottery Fund had asked when we would have a final settlement for the purchase of the site. It was agreed that we would write to

Kevin Lancaster and ask if a date of the end of August was feasible.

Action: Russell Miller

- d. There were a number of outstanding planning concerns which had to be agreed and signed off before any other action such as the roof, external finishings, cycle rack etc. The architects would take these forward with the planning officer.
- e. Adam Reid was concerned that we had encroached on his garden. John Mclean had discussed this with him and found that there were inaccuracies in the plans submitted and wondered if anything else was incorrect. Adam Reid wanted proof that his boundary on his Title Deeds was incorrect.
- f. John McLean suggested that we needed a monthly newsletter to keep people, particularly dissenters, informed on what was happening. It was agreed to ask Charlie if he would be willing to take this on. **Action: Russell Miller**

7. **Funding:** No additional issues had been identified at present.

8. **Fund Raising:**

- a. **Fete:** John Kettles would organise a tombola and, if appropriate, throwing the wellie. D Wheatley would run the burger stall and would get soft drinks etc from Tesco on a sale or return basis. We would have membership forms, 'can you help' forms , e-mailing lists and plans for the development all on display.

9. **AOCB:**

- a. Alex McKenzie had complained that he could not get out of the car park because of bad parking at the last football match of the season. We needed to arrange signage to encourage people to use the new car park in future.

10. **Date of Next Meeting:** Monday 6 July 2015 at 7pm in the school.