

## Kettins Parish Hall

### Minutes of Meeting Monday 6 July 2015

- 1. Welcome & Apologies:** The Chairman welcomed everyone to the meeting.

**Attendees:**

**Trustees:**

Russell Miller  
John McLean  
Andy Robb

John Kettles  
Graham Bell

**Non Trustees:**

Peter Middleton

David Westwater was in attendance for item 2.

**Apologies:** Susan Smith, Isobel Hynd, Joanna Robertson, David Wheatley and Cheryl Bisset

- 2. Business Plan Discussion:**

- Douglas Westwater presented the latest version of the Business Plan. He confirmed that the running cost forecasts were now set at fairly pessimistic levels and were now more easily justified. Despite these low levels cash flow projections were satisfactory.
- He was happy with all the budgeted costs and although they might be on the low side for building warrant, application costs, furniture and professional fees, none of these were substantial items.
- We had a useful discussion on the paper itself which was still to be proof read by his staff.
- Where next? A list of potential funders were included in the business case and applications would need to be prepared for those. We would need nearly final plans and costings for applications to Perth & Kinross Council. As far as Lottery Funding was concerned, all programmes were closed until October/November so there was time to work the applications. Place based applications (i.e. at Kettins) would be locally rather than nationally controlled. On a general note, Douglas suggested that while most applications would effectively be based on the business case, it was important that these were put into our own words and that whoever appeared before any Committee was fully conversant with what was contained in the application and the reasoning behind it.

- 3. Minutes of meeting on 1 June 2015:** Costs quoted in paragraphs 6 (a)(ii) and 6 (b)(i) should be £610k. The figure of £572k 6(b) (iii) only related to the building. Subject to those amendments the minutes were proposed by John Kettles and seconded by Russell Miller.

4. **Matters Arising:**

(a) **Agenda item 3 (a):** the list of members had been completed. It was agreed that each of the Committee members should receive a copy. **Action: AR**

(b) **Agenda Item 4(b):** there was no form to notify OSCR about the death of Raymond Gow. That notification would form part of the end of year report together with the notification of any replacement

(c) **Agenda Item 6 (f):** the Chairman had spoken to Charlie Murray who had agreed to take on the production of a monthly newsletter.

5. **Governance & Membership:** There was nothing to report.

6. **Treasurer's Report:** The audited accounts were not yet available but we had until the end of December to get this completed. A total of £289.50 had been raised at the Fete. Income from the Sponsored Walk amounted to £1,314 to date with more to come in. The current bank balance was £16582.17

7. **Project Development:**

a. **Car Park:** The work on the car park had now been completed in accordance with the planning approvals.

b. **Roof Sheeting:** it was proposed that we would use Steadman's Box Profile insulated sheeting. The Chairman would produce a package and put it to the architect who had already been informed about the bike parking.

c. **Car Parking Spaces:** A Method Statement would be prepared for creating the car parking spaces below the trees. That area had been cropped for years so there would be no problem with roots etc in the top 300mm. The Method Statement would simply propose stripping the topsoil, laying down a membrane and then bottoming/finishing. **Action: RM**

8. **Funding:** D. Knight of the Scottish Land Fund was seeking completion dates for the purchase of the land. RM had spoken to Kevin Lancaster about the purchase. The final draft had been received from Hallyburton's lawyers and the only issue was that of VAT. K Lancaster would confirm that thus purchase would not incur VAT and we were now planning for a completion date of 20 August.

There had also been discussions with P&K Council who had provided plans with wayleaves. They had raised the question of our Public Liability Insurance seeking assurance that we would have at least £5m cover. Our current insurance cover provided for £6m and they would be informed of this. The solicitor would also confirm the 20 August completion date to them.

9. **Fund Raising:**

a. **Charity Shop:** we had booked the charity shop in Blairgowrie for the first week of September. Peter Middleton would look out the banner which had

already been made up and confirm what he had. It was agreed that we would place posters etc in prominent positions to advertise this event.

**Action: PM and RM.**

**b. Coffee Morning:** it was agreed to hold the Coffee morning on Saturday 12 December in the Church Hall. **Action: GB**

**c. Xmas Raffle:**

i. A price for the raffle tickets had still to be determined. John Kettles would speak to Jackie Scott to arrange for the production of 1500 tickets for the beginning of November. **Action: JK**

ii. It was agreed that the draw would be on Saturday 12 December at the coffee morning.

iii. We would need to write to the respective managers to arrange to sell raffle tickets for one day in Tesco, Blairgowrie and 2 days in the Co-op, Coupar Angus at the end of November and first weekend in December.

**Action: AR**

**10. AOCB:** No items were raised

**11. Date of Next Meeting:** Monday 24 August at 7pm in the school.