

Kettins Parish Hall

Minutes of meeting Monday 12 January 2015

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

Attendees

Trustees

Russell Miller
Graham Bell
John McLean
John Kettles
Susan Smith
Isobel Hynd
Andy Robb

Non Trustees

Peter Middleton
Joanna Robertson

Apologies: Raymond Gow, Cheryl Bissett and David Wheatley.

2. **Minutes of meeting on 27 October 2014:** these were agreed and adoption proposed by Graham Bell and seconded by John Kettles.

3. **Matters Arising:**

- a. **Agenda Item 4:** the year end had been changed to 31 March and OSCR notified.
- b. **Agenda Item 4:** Sencot Legal had been contacted about the Constitution changes but no reply had been received.
- c. **Agenda Item 5:** if we wanted to access the bank account electronically we would have to move to full digital banking. It was decided against this.
- d. **Agenda Item 5:** it had been decided to set up a Petty Cash book.

4. **Governance & Membership:** no fresh Governance problems or issues had arisen.

Over 60 members had already signed up; and forms were issued to all committee members to canvass for more. Completed forms should be given to the Secretary who would set up a Membership record.

5. **Treasurer's Report:** a detailed report was tabled. The outcome of the main pre-Christmas fundraising activities, net of costs, were as follows:

- a. **Raffle:** £1,176.00
- b. **Charity Shop:** £1,389.00
- c. **Calendars:** £240.00
- d. **Coffee Morning:** £132.00
- e. **Total: £2,937.00.**

We were very grateful to all who had helped with these activities and letters of thanks would be issued.

6. Project Development:

- a. RM would carry out a Risk Assessment for the project. **Action: RM**
- b. RM had spoken to Adam Reid about moving the garage. He was content that we moved the existing garage. Details of the move had been discussed with P&K Council together with formal right of access across the existing car park.
- c. Peter Grewar had offered to deliver stones that week as he had an opportunity to do so at that time. **Action: RM** to speak to Hallyburton regarding their storage.
- d. Land would be bought in the name of the SCIO. The Committee had to sign a letter of instruction asking the lawyer to work on our behalf. RM and JM would meet with Kevin Lancaster to discuss issues on the offer. **Action: RM & JM**
- e. D Stubbs of Parks & Recreation, P&K Council had been in contact and would like to discuss the project and how it fitted in with the Play Park area and how that would tie together with the overall plan.
- f. Our attention was drawn to the fact that the Environmental Fund Grant had to be spent before the end of March; and should be managed accordingly.

7. Funding

- a. **Cairncross** funding had been received
- b. **Scottish Land Fund** had provided £5,000 to spend on a scoping and feasibility study. It was agreed that we would possibly use Douglas Westwater, Community Enterprise to produce a Business Plan. Members of the committee would meet with him on site to discuss and decide how to take this forward.
- c. **Legacy 2014** (Part of the Lottery Development Fund): Bids had to be submitted by mid March.
- d. **Leader**: a new Leader Development Programme was due to start and capital developments were still included on the list of eligible items.
- e. **Gannochy and Robertson Trust**: would be followed up as appropriate.

8. Fund Raising: the Committee were very grateful for everything that had been done in the run up to Christmas as already minuted. Future proposals included the following:

- a. **a Quiz and Raffle** at the bowling club during February; the suggested format would be teams of four at £3 per head. **Action: IH** would organise quiz and quiz master
- b. **Beetle Drive**: another beetle drive was proposed which would be held in the school on Friday 20 March 2015 at 7pm in the school.

9. AOCB: there were no items to discuss.

10. Date of Next Meeting: Monday 16 February 2015 at 7pm in the school.