Kettins Parish Hall

Minutes of Management Meeting on Monday 18 August 2014 at 7pm in Kettins School

Attendees:

Trustees Russell Miller, John Kettles, Isobel Hynd, Tam Miller

Non Trustees Peter Middleton, Joanna Robertson, Susan Smith, Graham Bell, Andy Robb

Apologies David Cox, David Wheatley, Raymond Gow, Cheryl Bissett

**1:**RM welcomed everyone to the meeting and noted that the meeting was not quorate. He would circulate trustees and seek their formal agreement to an AGM at the next meeting. **Action: RM**

**2:** Minutes of 30 June 2014

Proposed by J K and seconded by AR. It was noted that Graham Bell’s name had been incorrectly recorded.

**3:** Matters Arising

Guildtown Visit: RM had now visited Guildtown Hall. The project was not a good comparison but it was agreed that it might be appropriate to visit when we came to considering how to finance running costs

**4:** Governance

4.1: Revised constitution. 3 copies were distributed. RM would circulate copies to everyone else by e-mail. Comments should be submitted to him before the AGM. It was noted that Clause 4.1.1 should refer to a PTA and not a Parent Council for the school. **Action: All**

4.2: Membership Application: A Proposed membership application form was tabled. Any comments should be submitted to RM before the AGM. **Action: All**

4.3: Proposed AGM: We require an AGM to adopt a new constitution which is in return required to satisfy a number of the funding applications. It was agreed that the AGM should be held on 8 September 2014 in the school. RM would arrange the necessary confirmation from trustees by email. It was suggested that we should look to recruit additional trustees at the AGM with at least one trustee from each group with an interest in the project. **Action: RM**

**5:** Treasurer’s Report

Currently there was £8208.88 in the bank. £1766 had been banked since 30 June 2014 with £925 coming from Kettins AFC; £791 from the sponsored walk; and a £50 donation for a fishing lease. It was understood that there was a further £200 cheque due from D Cox for the Walk and £100 cash still to bank. The accounts to the end of March were tabled in draft. These would have to be approved at the AGM.

A replacement treasurer was still required.

**6:** Project Development

6.1: Planning Application: RM had sent the Planners a batch of papers to demonstrate the degree of consultation carried out in the area. A consultant has been employed at a cost of £400 to produce a report on the trees which would also be submitted to the Planners. Thereafter there would be a 21 day objection period and it looked as though the proposed hall would be considered at the October Planning Meeting. Since this proposal would be considered by Councillors, it was appropriate that letters of support or a petition in support were/was submitted. AR agreed to draft two possible formats for letters of support. **Action: AR**

6.2: Project Expenses & Plan: Papers were tabled although actual expenses were still subject to change depending on the final deal with Hallyburton etc.

**7:** Funding

We have been told that we should have a decision in August on the Scottish Land Fund application. Once that is decided work could proceed to take forward other applications to Legacy 2014; P&K Challenge Fund; Cairncross Trust; and Thomson Trust.

**8:** Fund Raising

8.1 Walk: The walk of the Cateran Trail had raised approximately £1100.

8.2: Bingo Tea: IH would arrange the appropriate date with the relevant people (a date at the end of September was proposed) and produce a list of prizes. It was asked if somebody could help to get prizes. Action: IH

8.3 Beetle Drive: It was agreed that it would be held on Friday 3 October in the school.

8.4 Xmas Raffle: Tickets should be produced by the end of Sept/early Oct. JK to arrange. He would also try to get some of the footballers or their partners to sell tickets. **Action: JK**

8.5: Charity Shop: RM would confirm exactly when we had this. Volunteers/helpers would be needed to help staff it. PM undertook to update the banner. **Action: PM**

8.6:Ploughing Match: TM had organised a field and would try to organise a match between Xmas and New Year. It might prove difficult to get a free date as others were also looking to organise a Match around that time. We would consider joint sponsorship of a Match. **Action: TM**

**9:** AOCB

None

**10:** Date of Next Meeting

8 September 2014 in Kettins School after the AGM.