

Kettins Parish Hall

Minutes of meeting Monday 27th October 2014

1. The Chairman welcomed everyone to the meeting.
Attendees:
Trustees: Russell Miller, Graham Bell, John McLean, John Kettles, Susan Smith, Isobel Hynd.
Non Trustees: Peter Middleton and Joanna Robertson
Apologies: David Wheatley, Raymond Gow, Andy Robb, Cheryl Bissett.
2. Minutes of 8th September
One amendment was agreed – Peter Middleton attended as a non Trustee. Minutes proposed by John Kettles and seconded by Peter Middleton.
3. Matters arising from the minutes
A very successful Beetle Drive was held with around 60 people attending and £310 made.
4. Governance
Membership update – over 60 already signed up. Membership forms to be sent out with the minutes. A record to be set up. Action: AR

The financial year end is to be changed to 31st March and OSCR notified. Action: RM
Senscot Legal to be contacted re the constitution changes. Action: RM
5. Treasurer Report
Bank signatories change forms are to be submitted. Check how to access the bank account electronically. Action : IH
A petty cash book to be set up. Action : JM
Donations, sponsorship money and beetle drive income £485. Total in bank £ 8924.48.
6. Project Development
The planning application has been approved. Now need to get a plan of action to do the car park development. A building warrant should not be required for the car park. RM to check. Architect, Auditor and Senscot Legal to be paid.
Land purchase – A written offer and plan to be made to Hallyburton Estate. Clarification on the school garden area. Action : JR.
Kevin Lancaster, Watson, Lyle and Bowie, to be given a copy of the constitution, Trustees names and a map to progress the sale. Action: RM.
A letter from Perth and Kinross Council for a right of access over the car park needed. Action: RM.
Car park work – Working on the costs and the recording of volunteer time. Action: SS/JK
Need public liability and employers' liability insurance, Action: RM/JK. Risk Assessment and Method Statement to be produced. Action : RM/JK.
Scottish Land Fund feasibility study to be started. SS to contact them re consultants and requirements for the GCA fund. JM/RM to complete the claim forms and return them.

7. Funding

Perth & Kinross Council Challenge Fund was successful with a grant of £6,950 to develop the car park and hedging. This is to add to the Thomson Charitable Trust £500. Still to hear from Cairncross Trust who meet in November.

Growing community assets and Legacy 2014 to be contacted re capital project costs.

There is an option to make a community share offer to raise funds. This is to be kept as an option for the future.

8. Fundraising

Charity shop – 1st December for a week. Volunteers needed. IH to contact SSE re an offer of volunteers. Donations needed.

Christmas raffle – ticket sales at Tesco 30th, 31st, Oct and 1st Nov – volunteers needed for 2 hour sessions. RM to co-ordinate. Prizes – £100 hamper and £100 cash as well as bottles etc.

Coffee morning – 13th December in church hall.

Calendar - £10 each and with every purchase a chance to win £1000. Calendar to be put in the raffle and to be on sale in the charity shop.

9. AOCB

None

10. Date of Next Meeting – 12th January 2015