

MINUTES OF
PORT SETON CENTRE MANAGEMENT COMMITTEE
MEETING
HELD ON THURSDAY, 17, MARCH 2016
IN PORT SETON COMMUNITY CENTRE AT 7.00 pm

Present Janice Thomson, Chair
 Helen Bathgate, Treasurer
 Stacey McDonald (ELGA)
 Angie Fraser

In Attendance Gordon Horsburgh
 Pat Gordon, Community Development Officer
 Jacqui Dunlop, Minute Secretary

1. APOLOGIES AND WELCOME

Apologies were intimated on behalf of Christine McLean, Sandra Bell, Katie King, Mary Veyers and Mike Whitton.

2. APPROVAL OF MINUTES OF MEETING OF 28 JANUARY 2016

It was proposed by Helen Bathgate and seconded by Stacey McDonald that the minute of the meeting of 28 January 2016 was a true record.

3. MATTERS ARISING FROM MINUTES OF MEETING OF 28 JANUARY 2016 BUT NOT ON THE AGENDA

- a) Sports Hall – Janice Thomson noted that she had suggested using Chartered Institute of Building Client Brief as the document to which the specifications were aligned. Gordon Horsburgh confirmed they the Council's one had been used, however it was very similar and he had incorporated passages from the document which Janice Thomson had provided. Gordon Horsburgh confirmed that the brief had been submitted and agreed to provide the Management Committee with a copy. (*Action Gordon Horsburgh*)
- b) Gym – Janice Thomson noted that Cara Blair had left her job and had been replaced with three links workers who are not medical workers but rather refer people to services and have no budget. Pat Gordon agreed to find out who was funding these positions. (*Action Pat Gordon*)

It was noted that the gym project would require detailed discussion.

- c) Money held in Council Account – Helen Bathgate confirmed that the money which the council recouped on behalf of the Management Committee, totalling £1,515 had now been paid into the Management Committee's account.
- d) Community Council Newsletter – Pat Gordon confirmed that she had sent an article for inclusion in the Community Council newsletter.

- e) Microphone Flap – Pat Gordon confirmed that Mike Whitton and John Marshall had looked at the microphone flap and confirmed that they were happy it was safe.

4. 2016/2017 DRAFT BUDGET

Janice Thomson circulated a draft budget for 2016/2017 (copy on file). She also noted that work will have to start soon the Development Plan for 2017/2018. Clarification was sought on the undernoted items:

Time Capsule – this will include memorabilia from activities within the Centre for the last 21 years. Stacey McDonald agreed to get a photograph of the Commonwealth Games Torchbearers and send to Pat Gordon. (*Action Stacey McDonald*)

Community Engagement Exercise – money has been allocated to engage with those members of the community who are not currently accessing the Community Centre. It was suggested that the noticeboards be refreshed both inside and outside ahead of the elections.

Vending/Coffee Machines – Between 5 January and 24 January the vending machine made £80 and up to 22 February had made £142. Janice Thomson reported that a coffee machine for installation within the Kitchen costs £2,795 including service and parts/labour, any damage to the machine would be required to be paid by the Management Committee. It was agreed that the Coffee Machine would be purchased for the kitchen and this would be paid for by the credit from the vending machine. The council would be asked to pay for the pipework necessary to install the coffee machine as they were getting the profit from it and also the machine. The council would also be responsible for buying the beans for the machine. Janice Thomson agreed to order the machine and Pat Gordon agreed to arrange the pipework. (*Action Janice Thomson/Pat Gordon*)

it was agreed that the coffee machine's prices would always be cheaper than the vending machine price and Janice Thomson agreed to speak to Petrina about this. (*Action Janice Thomson*)

Stage – Helen Bathgate confirmed that it would be preferable to have the new stage prior to the Pantomime in November.

Blinds/Curtains – Helen Bathgate confirmed that the blinds and the curtains for the Hall have been ordered and should be fitted either this month or next month.

Furniture – a quote had been received for 200 new chairs and two trolleys for the hall at a cost of £5,503 plus VAT. It was noted that a sample of the chairs should be seen before any decision was made.

A quote had been received for the upgrading of the café furniture. This included screening to separate the corridor into Sandcastles (£1,128 including VAT); high gloss orange and white chairs; different shapes of tables and 2 leather sofas and a coffee table (£5,702 including VAT). It was noted that the screens can be printed with logos, or the name of the café and it was suggested that a competition should be held to name the café.

Gordon Horsburgh agreed to provide the contact details for the person at East Lothian Council who deals with interior design as they may have a contact for ordering furniture and could save

the VAT. (*Action Gordon Horsburgh*)

Pat Gordon noted that the current chairs in the main hall had already been measured for coverings ahead of the wedding so did not need replaced before then.

Staff Uniforms – Pat Gordon noted that East Lothian Council no longer pay for staff uniforms. The Management Committee have agreed to purchase new uniforms in purple at a cost of £305 and Pat Gordon confirmed that these have been ordered.

The budget was approved and Janice Thomson agreed to send Gordon Horsburgh a copy. (*Action Janice Thomson*)

5. STANDING ORDERS, DELEGATED AUTHORITY AND SPENDING PARAMETERS

Janice Thomson circulated a copy of the Standing Orders. It was agreed to add Committee Members having authority to make payments of £200 without approval.

It was noted that George will get quotes for repairs to the toilets and the kick-plates which the council will pay for.

It was noted that the upstairs ladies toilet has a bad smell and it was agreed that Pat Gordon would ask Mike Whitton to report this. (*Action Pat Gordon*)

The Standing Orders were agreed and it was noted that they would be reviewed next year. Janice Thomson agreed to send a copy to Gordon Horsburgh. (*Action Gordon Horsburgh*)

6. CENTRE ADVERTISING FOR MAY ELECTIONS

It was agreed that the new noticeboards would be installed prior to the election and Pat Gordon confirmed that Christine Maclean would be measuring them on her return from holiday. Stacey McDonald suggested that the noticeboards outside the Centre should be refreshed and Pat Gordon agreed to speak to Mike Whitton to see how these could be used to promote the Centre. (*Action Pat Gordon*)

Pat Gordon agreed to speak to the Drama Group about re-allocating the booking for the night before the election as the hall will be getting set up for the Election. (*Action Pat Gordon*)

7. MINUTE OF AGREEMENT

Gordon Horsburgh reported that the Lawyer and Myra Galloway are both leaving East Lothian Council and he will try to get the Minute of Agreement signed before they leave. (*Action Gordon Horsburgh*)

Helen Bathgate raised the issue of the CCTV around the building and it was agreed that a visit to the CCTV Centre at Macmerry would be arranged. Gordon Horsburgh agreed to provide details of who to contact regarding this and also who to contact to report that the cameras were not looking at the most appropriate places. (*Action Gordon Horsburgh*)

It was agreed that the review of the Minute of Agreement would coincide with the review of the lease which will be five years.

8. CDO REPORT

Pat Gordon reported that she and Mike Whitton have looked at the website and can update it to include minutes, Constitution and the grant form and would be happy to keep it updated. Pat Gordon agreed to speak to Mike Whitton regarding getting a Twitter account for the Centre. *(Action Pat Gordon)*

Pat Gordon confirmed that the defibrillator and the training defibrillator had been ordered and that the Community Council had contributed £250 to the training defibrillator. Two training courses have been organised which are both full and it is hoped additional training courses can be offered after the summer. Pat Gordon agreed to write to the Community Council to thank them. *(Action Pat Gordon)*

The activities programme run over the February break was a success with over 50 kids taking part in activities and it is hoped to run an activity programme in the summer holidays. Janice Thomson agreed to add to the budget an allocation for the learning programme. *(Action Janice Thomson)*

Pat Gordon sought agreement for shutting the centre when relief staff were having to be employed and there were no activities or bookings being held in the centre. This was agreed.

9. TREASURER'S REPORT

Helen Bathgate reported that there is currently approximately £45,000 in the bank. The company installing the blinds and curtains require £2,000 up front of the total £4,344 and this was agreed.

Grant Applications – the undernoted grant applications had been received:

Cockenzie and Port Seton Amateur Radio – grant applied to offset cost of training. It was agreed that a grant of £250 would be awarded.

Preston Lodge High School Ladies Hockey – it was agreed that a grant of £250 would be awarded. Janice Thomson also agreed to write to them with information on Fundraising Fridays. *(Action Janice Thomson)*

Mothers and Toddlers – Janice Thomson agreed to write to them. *(Action Janice Thomson)*

Andrew Silt – Janice Thomson agreed to write to him. *(Action Janice Thomson)*

It was noted that the Grant Application form should be reviewed and this may include match funding.

10. CENTRE HEAD REPORT

Mike Whitton submitted a report – copy on file.

11. AOCB

- a) Fundraising Friday – Stacey McDonald reported that ELGA had held a fundraising disco and raised £300.