

MINUTES OF ANNUAL GENERAL MEETING
PORT SETON CENTRE MANAGEMENT COMMITTEE
HELD
THURSDAY, 10 NOVEMBER 2016
AT PORT SETON COMMUNITY CENTRE

Present Janice Thomson, Chair (KICC)
 Christine MacLean, Secretary
 Stacey Macdonald, (ELGA)
 Angela Fraser
 Sandra Bell

In Attendance Nicky Fox, Stepping Out – Items 1 and 2
 Jacqui Dunlop, Minute Secretary

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the AGM. Apologies were intimated on behalf of Helen Bathgate, Mary Veyers, Gordon Horsburgh and Mike Whitton.

2. STEPPING OUT

The AGM started with an interesting talk by Nicky Fox from Stepping Out which is a Mental Health Project based in North Berwick, East Lothian. It was agreed that the Management Committee would investigate the organising of workshops in the Community Centre at the start of next year, particularly the Suicide Awareness Workshop. Nicky Fox was thanked for her talk and the Management Committee gave a donation to the Stepping Out Charity.

2. MINUTES OF 2015 AGM

It was proposed by Sandra Bell and seconded by Christine MacLean that the Minute of the 2015 AGM was a true record.

3. MATTERS ARISING FROM 2015 AGM MINUTE BUT NOT ON THE AGENDA

- a) Lease – Janice Thomson confirmed that the lease had been signed but the Minute of Agreement is yet to be signed. It was noted that the lease was due for a review in the third year and this may be when the Minute of Agreement would likely to be signed.
- b) Sports Hall – Stacey Macdonald noted that Haley had met with Mike Whitton and the Architect and Scottish Gymnastics, with the aim of breaking ground in April. It was noted that if the plan was to start in April then planning permission will need to be sought soon.
- c) Re-Design of the Café – Janice Thomson reported that the café area had been refurbished, not the kitchen area. It was agreed that consultation would be done with the users before any further work is carried out. It was noted that the Christmas Tree Switch on 4 November would be a good time to consult on both the café and the sports hall.
- d) Gym Upgrade – A display had been produced which showed various features of the new gym, however it was noted that the costings for the lease of the equipment is yet to be established. Janice Thomson will also get competitive quotes from four contractors

regarding the work which has to be carried out including sheeting to walls, lifting carpets, replacing floor screed, new flooring and the replacement lighting. The gym will be required to be closed from mid-December with the aim of it being open at the start of January. It was noted that when the gym is finished it will be required to be signed off by the Council.

4. ANNUAL REPORT

Janice Thomson presented the Management Committee Annual Report (copy on file) and confirmed that this will be sent to OSCR. There have been eight fund raising Friday's throughout the year, and she noted that for next year it is hoped that a figure could be reported on how much money Fundraising Friday's have made for each of the organisations.

Janice Thomson had attended an OSCR meeting for Trustees Week and had copies of revised OSCR Guidance and Good Practice documents available for Trustees. She noted that the Management Committee should be noting the Charity number on invoices and all other correspondence and she will speak to Mike Whitton regarding this. *(Action Janice Thomson)*

Stacey Macdonald noted that one set of blinds in the main hall are broken.

Janice Thomson agreed to check with Mike Whitton if the Health Board is paying for use of the Centre. *(Action Janice Thomson)*

It was noted that not as much youth work had been carried out over the year, but this was due to staff changes. A new CDO has been appointed and should be in post shortly.

There was not as many photographs available for the Annual Report and Sandra Bell noted that the Community Centre camera had gone missing. Janice Thomson agreed to speak to Mike Whitton regarding the camera. *(Action Janice Thomson)*

It was noted that Mike Whitton has selected a new laptop for the Management Committee and Janice Thomson agreed to arrange reimbursement of associated costs. *(Action Janice Thomson)*

It was proposed by Sandra Bell and seconded by Stacey Macdonald that the Annual Report be approved.

6. FINANCIAL REPORT

Accounts for the year ended 31 March 2016 were circulated (copy on file). It was agreed that the subjective analysis will be reviewed and income from the vending machines will also be included for next year. Janice Thomson noted that there will be an increase in insurance premiums next year, due mainly to the bouncy castle.

There is currently £34,410 in the account, and it was agreed that with this balance the refurbishment of the gym could go ahead.

It was agreed that there should be a competition to name the gym and the café.

Sandra Bell asked if it would be possible to paint the Youth Lounge as the only half of it is painted currently, with the youth clubs doing it as a project. This was agreed. The Management Committee will reimburse any material outlays for paint/brushes. *(Action Sandra Bell)*

It was proposed by Janice Thomson and seconded by Angela Fraser that the Accounts for the Period to 31 March 2016 be approved.

Christine MacLean confirmed that she is happy to continue to check the money at the Community Centre and Janice Thomson noted that other Trustees can also help with this.

7. ELECTION OF OFFICE BEARERS

- a) Chair – it was proposed by Christine Maclean and seconded by Angela Fraser that Janice Thomson be elected as Chair. There being no other nominations Janice Thomson was duly elected as Chair.
- b) Secretary – it was proposed by Janice Thomson and seconded by Sandra Bell that Christine MacLean be elected as Secretary. There being no other nominations Christine MacLean was duly elected as Secretary.
- c) Treasurer – Helen Bathgate had intimated that she wished to stand down from the position of Treasurer, but would remain on the Management committee. Helen Bathgate was thanked for the work she has carried as Treasurer of the Management Committee.

There were no nominations for Treasurer and it was agreed that a volunteer would be sought.

- d) Vice Chair – there were no nominations for Vice Chair and it was agreed that this position would be considered at a later date.

8. AOCB

- a) Motor-Neurone Coffee Morning – a thank you had been received from the organiser of the Motor-Neurone coffee morning for the use of the cafe, the total raised had been £2,000.
- b) Toddlers – a letter had been received noting that they had paid £500 for the first six months of the year and asking if they could pay £250 for the second half of the year, due to the fluctuation in numbers. This was agreed and Janice Thomson agreed to phone them to confirm. (*Action Janice Thomson*)
- c) Café – Angela Fraser noted that there were children running around in the café and on a bike, which was a health and safety issue. It was noted that the Centre Head or the manager in charge of the centre on the day should take responsibility for this.
- d) ELGA – ELGA has written to thank the Management Committee for their donation and reported that their trip to Paris had been very successful.

9. DATE OF NEXT MEETING

The date of the next meeting was confirmed as Thursday, 8 December at 7.00 pm