

MINUTES OF
PORT SETON CENTRE MANAGEMENT COMMITTEE
MEETING
HELD ON THURSDAY, 20th April 2017
IN PORT SETON COMMUNITY CENTRE AT 7.00 PM

Present Janice Thomson, Chair
 Mary Vevers (Cockenzie Drama)
 Angie Fraser
 Sandra Bell
 Stacey Macdonald

In attendance Daniel Baigrie, Community Development Officer
 Gordon Horsburgh, East Lothian Council
 Jacqui Dunlop, Minute Secretary

1. APOLOGIES AND WELCOME

The Chair welcomed everyone. Apologies were intimated on behalf of Christine MacLean.

2. APPROVAL OF MINUTES OF 2 FEBRUARY 2017

It was unanimously agreed that the minutes of the meeting of 2 February 2017 was a true record.

3. MATTERS ARISING FROM MINUTES OF 2 FEBRUARY 2017

- a) Gym – the opening of the gym had gone well and Daniel Baigrie reported that inductions were up and agreed to provide the number of inductions which had taken place. (*Action Daniel Baigrie*)

Landlord permission for the next phase of work in the gym, including the installation of wifi has been submitted to East Lothian Council. JT has been informed by J Placido of ELC that this has now been passed to Liz McLean.

Gordon Horsburgh reported that Tom Shearer has agreed to pay for the installation and the payment for rental for the next three years. It was agreed that wifi should be available only during opening hours of the Centre. Gordon Horsburgh agreed to get details of the timescales for the installation and report back. (*Action Gordon Horsburgh*)

- b) Treasurer – Janice Thomson reported that she has a job description for the Treasurer and may have found someone who would like to take on the role.

- c) Patient Participation Group – a donation of £200 was made to the Patient Participation Group and a letter of thanks had been received.

- d) Away Day – the Away Day was a successful and it had been agreed that whilst the Development Plan is being written a sub-group should be formed to work on it separate from the management group meetings. There may be a requirement to have major projects ongoing as the Management Committee should not have more than £4,000 in the

bank at any one time. Daniel Baigrie suggested that projects with a social impact should be considered. Janice Thomson noted she had a discussion with the John Bellany Centre and there was a cohort of people not being offered any services as the JBC has a waiting list. JT to follow up on this. (*Action Janice Thomson*)

It was noted that the outside of the building could do with some tidying up. Daniel Baigrie noted that the existing changing rooms may be refurbished as part of the Sports Hall Development as there were no new changing rooms being installed as part of that build, although there would be an accessible toilet. As the new flooring of the sports hall will join into the existing building, Daniel Baigrie has asked if a new floor will be installed in the café area.

Daniel Baigrie confirmed that he has contacted other CDO's to ask if their Management Committees would like to attend an open evening in September.

It was agreed that there would be a sub-group meeting to discuss the Development Plan on Monday, 15 May at 6.00 pm and that members should come with ideas about which projects they would like to see included in the Development Plan.

- e) Staff Meetings – Christine MacLean had attended the last half hour of the staff meeting where the development plan had been discussed. Staff meetings were scheduled for 26 April and 31st May.
- f) Noticeboards – the Gala Committee had asked for a Noticeboard outside the Community Centre. It was agreed that the Centre would buy two Noticeboards and install them and the Gala would have use of part of them.
- g) Fisheries Funding – it was agreed that this would be taken to the Area Partnership and Daniel Baigrie agreed to speak to Sandra King ahead of the meeting.
- h) Arts Group – Marlene Love had notified the Management Committee that Cockenzie House were increasing their room rental by 300% and Daniel Baigrie is working with them to see if funding could be applied for to cover the costs.
- i) Table Tennis – the Haddington Table Tennis Group were successful in their funding application and received £48,000. They will now install 4 out of the 8 table tennis tables in the Community Centre, and the remainder will go in with the sports hall is built.

Daniel Baigrie agreed to check with the Sports Development Officer if there was a Tennis Development Officer as it was felt that more use of the Tennis Courts could be made. (*Action Daniel Baigrie*)

Daniel Baigrie was also working with Heather McDonald to introduce Pickleball and the Management Committee had given a £500 donation.

- j) Assist Training – no date had been fixed for the training and Daniel Baigrie agreed to chase this up. (*Action Daniel Baigrie*)

It was noted that the Management Committee would be happy to host a rolling programme of training to be included in the CLD programme but the initial Assist training should proceed in the spring.

- k) Grant Application forms – Daniel Baigrie agreed to do a Follow Up form and circulate the new forms around the Management committee for approval. (*Action Daniel Baigrie*)

5. CHEST HEART AND STROKE SCOTLAND

It was noted that the new group will start on 2 May and this had been advertised in the local press and two volunteers have come forward to help.

6. ADVICE FROM COMMUNITY SUPPORT SCOTLAND AND MINUTE OF AGREEMENT

Janice Thomson noted that the lease is due for renewal in 2018 and it was hoped that the Minute of Agreement could be finalised before then. Gordon Horsburgh noted that the Council's lawyer is not against the IJB being charged and he agreed to chase up the outstanding debt and Daniel Baigrie agreed to send a copy of the invoice. (*Action Gordon Horsburgh/Daniel Baigrie*)

Janice Thomson agreed to forward the suggestions for the amendment to the Minute of Agreement. (*Action Janice Thomson*)

7. CDO REPORT

- a) Health and Safety - Daniel Baigrie reported he had been on a Health and Safety Course.
- b) Funding Body - It was agreed that the Management Committee would act as the funding body for the Arts Group and Daniel Baigrie and Janice Thomson agreed to discuss this further.
- c) Elections – there will be restricted access for Groups during the two Elections. Gordon Horsburgh noted that the Management Committee can invoice the Council for the hosting of the General Election on 8th June.
- d) Centre Footfall – recording has been taking place and in January to March there were 11,800 visits, 1,000 of which were related to youth work which was up on last year. The new summer programme is out and Ross Hamilton will be starting the guitar group again. Work is ongoing to pull together the Summer Playscheme for P1-4.
- e) Appraisals – all staff have had an appraisal. From this it was identified that some children are arriving at the centre at 4pm and staying all night and the aim is to look at some provision for food and possibly and homework support group.
- f) Stay and Play – this has been expanded for an older age-group and a five-week trial has commenced.
- g) Community Gathering – a community gathering is being organised during the 3 Harbours Festival to highlight talent.
- h) Dr Black Clock – Daniel Baigrie and Janice Thomson had inspected the clock and a sub-group has been formed to consider what to do with it. There is a display ongoing in the library on the clock. It was suggested that as part of a cultural and social project around the clock that a community trip to an open air pool could take place.

- h) Gym – it had been suggested that a creche is available to encourage parents into the gym and this is being looked at along with the provision of trainer being in the gym.

8. CENTRE HEAD REPORT

Mike Whitton submitted a report (copy on file). It was noted that he will change shifts to ensure that he is able to attend future Management Committee meetings.

- a) Birthday Parties with Bouncy Castle – It was agreed that the fee would be changed to a £35 deposit and £35 balance payable a week before. It was noted that the rental of the community hall may be reduced to try and encourage bookings. Stacey Macdonald noted that ELGA would like to see a sporting rate for the use of the hall. It was agreed that when the sport hall is up and running the Management Committee may lose income. There are no plans for the sports hall to be included in the lease currently and it was agreed that this was something which may need careful consideration.

Stacey Macdonald suggested that a session for users to look at the Plans for the Sports Hall would be beneficial.

9. AOCB

- a) Bank Account – it was noted that there was an error on the wording on the Co-op bank statement, pay-in book and cheque book and the Committee will write to them to have these changed. (*Action Christine MacLean*)
- b) Family Learning Project - £570 has been transferred into the Management Committee Account as part of the Family Learning Project.
- c) Area Partnership - £1,000 has been received from the Area Partnership for a food project.
- d) Grants – it was agreed the John Marshall would receive a grant of £500 for overseas volunteering work.

Future Meetings

Thursday, 8 June