

MINUTES OF
PORT SETON CENTRE MANAGEMENT COMMITTEE
MEETING
HELD ON THURSDAY, 17 AUGUST 2017
IN PORT SETON COMMUNITY CENTRE AT 7.00 PM

Present Janice Thomson, Chair
 Christine MacLean, Secretary
 Tom Tervit, Treasurer
 Stacey Macdonald, ELGA
 Angie Fraser
 Sandra Bell

In attendance Daniel Baigrie, Community Development Officer
 Mike Whitton, Port Seton Centre Manager
 Jacqui Dunlop, Minute Secretary
 Cllr Lachlan Bruce

1. APOLOGIES AND WELCOME

The Chair welcomed everyone. Apologies were intimated on behalf of Gordon Horsburgh, Mary Vevers and Councillor O'Donnell.

2. APPROVAL OF MINUTES OF 8 JUNE 2017

It was proposed by Sandra Bell and seconded by Angie Fraser that the minute of the meeting of 8 June 2017 were a true record.

3. MATTERS ARISING FROM MINUTES OF 8 JUNE 2017

It was agreed that Daniel Baigrie, Tom Tervit, Christine McLean and Janice Thomson would work through the action log at their next meeting.

4. DRAFT THREE YEAR DEVELOPMENT PLAN – 2018-2021

Janice Thomson noted that the draft Development Plan had been formulated following the Away Day in March and a follow up development day in May. A draft Plan had been circulated. No work had yet been done on the financial pages. It was noted that there should be a column for Restricted Income to take account of the ringfenced income for family learning.

Various expenses were discussed including the possibility of kitting out a community office, upgrading of the soft play, new blinds for the youth activities hall, new Bouncy Castle. Mike Whitton supplied a list of repairs and upgrades which the Centre needs. It was noted that some of this expenditure will be borne by East Lothian Council.

Concerns were raised with the fire doors in the building and the Centre will be writing again to the council to get these fixed. However, it was agreed that if there is no success using this route then the Management Committee will support a letter to the elected-members outlining their concerns.

Christine MacLean noted that there is harling missing from the side of the building and Mike Whitton explained that this was done for the Council to examine a crack which had appeared and although the building is safe, the harling has not been replaced. It was noted that this is now allowing water ingress and Mike Whitton agreed to chase the repair up. *(Action Mike Whitton)*

Janice Thomson noted that there will have to be a review of charges, as some of the space will be in competition with the new sports hall. The rental set by the Council for the New Sports Hall will be marginally lower than the Mgmt Comm rent for the Centre Community Hall. It was agreed that there should be a review of charges, affiliations and grants. *(Action Mgmt Comm)*

The priorities in the Plan are set into three strands – Communication/Outreach Programme; Learning Programme and Building Programme.

Daniel Baigrie noted that the cables are now in place for the internet but it is not yet up and running, although it is not the superfast broadband which should be available next year. Daniel Baigrie confirmed that there will be a soft-launch of the internet service and this will hopefully be available in September. Cllr Lachlan Bruce noted that there had been issued with Prestonpans with youths climbing on roofs to try and access the internet.

It was noted that there is ringfenced money for the Community Kitchen and Daniel Baigrie noted that there is a course where family cooking is taught to parents and children. Christine MacLean asked if there was any evidence collected that these courses make a difference and Daniel Baigrie agreed to contact the organiser to see if there were any statistics. *(Action Daniel Baigrie)*

It was agreed that the community would be asked what it wanted the Centre to provide and it was hoped that this could be done through the Community Council newsletter. *(Action Janice Thomson)*

It was agreed that members of the Management Committee would consider the draft Plan and give any further suggestions to Janice Thomson. *(Action All)*

5. EAST LOTHIAN COMMUNITY PLANNING CONSULTATION

It was agreed that a meeting would be held on Monday, 4 September at 5.45 to consider the Management Committee's response to the consultation.

6. POSITION WITH CO-OP BANK, SIGNATORIES, CHANGE OF TREASURER

Tom Tervit was appointed as Treasurer and it was agreed that Janice Thomson, Christine MacLean and Tom Tervit would liaise regarding getting the new signatories added to the account. JT has a copy of the Certificate of Death for Helen Bathgate and a copy of this will be certified and submitted with the necessary forms and a copy of the minutes to the Cooperative bank. The Committee agreed that Sandra Bell would also be added to the account as a signatory.

There is also a Bank of Scotland account which is still active and it was noted that Sandra King and Marlene Love are the signatories on this account. Janice Thomson agreed to speak

to Marlene Love to see what steps could be taken to close the account. (*Action Janice Thomson*)

7. SECRETARY'S REPORT AND GRANTS

- a) Community Gathering - Christine MacLean noted that the Management Committee had provided the catering at the recent Community Gathering and that the event had been well received.
- b) Pelican Rouge - The Management Committee has paid £689 for annual maintenance of the cafe coffee machine, rather than being billed monthly by Pelican Rouge.
- c) Walking Football - £400 has been awarded to Walking Football to purchase strips and Daniel Baigrie noted that these have now been ordered.
- d) Cockenzie Primary School - £1,000 has been awarded to Cockenzie Primary School for their greenhouse.
- e) Community Council Newsletter- A contribution has been made to the Community Council for the Community Newsletter. It was agreed that as the Management Committee may also ask a for flier to be included on what the Community would like to see offered at the Centre as well as a list of the Christmas Events, that a further contribution to the Newsletter would be made.
- f) Sports Hall - There was a discussion on the sports hall with Daniel Baigrie noting that the tenders for the sports hall will be issued just before Christmas and it hoped that at contractor will be appointed in January 2018 with the sports hall being ready in March 2019.
- g) Donation - A letter had been received from John Marshall regarding the award from the Management Committee. He had noted that he money had been given to the hospital in Mogilev to refurbish the shower room and some photographs of the work had been included.
- h) Youth Lounge - Daniel Baigrie noted that he hoped to submit an application for funding to decorate the youth lounge, amounting to £600. This was agreed.
- i) Youth Activities Hall - There was a discussion on the youth activities hall with it being noted that the flooring currently restricts the use as there is carpet surrounding a small dancefloor. It was agreed that quotes would be sought for new flooring and landlord permission would be sought. Daniel Baigrie would also speak to the users to seek their views. (*Action Daniel Baigrie*)
- j) Polling - Christine MacLean reported that £330 had been received from the Council for the use of the centre as a polling station.

8. CDO's REPORT

Daniel Baigrie gave a verbal report on his work since the last meeting. Work had been carried out with P6 on citizenships and relationships over an eight-week block. This was successful and will be continued as the group moves into primary 7.

Logistics for the community gathering were worked on with 200 people attending the event. There was also a greater presence for the Community Centre during the Three Harbours Festival and with 2018 being the Year of Young People it is hoped that there will be an even bigger presence and he is working with the Three Harbours Board on this. Fourteen ambassadors for the Year of Young People have been appointed throughout East Lothian but none so far in Cockenzie and Port Seton.

Daniel Baigrie noted that he has been supporting the Board and Friends of Cockenzie House to see how young people can be involved in Cockenzie House.

A successful summer programme has been run with 68 individuals taking part across 5 different programmes. It is hoped that an Actives programme can be offered during the October holidays. A drop in for young people was also offered throughout the holidays and outreach work in the Preston, Gosford and Seton area also took place. It is hoped that the outreach work will continue.

A link has been established with Cockenzie West Residents Association with the aim of increasing membership and representation on the group.

Work has been ongoing with the Community Council regarding the siting of the Dr Black clock.

It is hoped to run a block of girl specific youth clubs for P4-7 as this is the age when girls stop coming to the youth clubs, although they are well attended by boys. It was agreed that a donation of £350 would be given to pay for a youth worker and on-costs.

9. CENTRE HEAD REPORT

Mike Whitton reported that he had been supporting Daniel Baigrie with the summer programme and also co-ordinating the workmen for the boiler, and wifi in anticipation of the new sports hall.

Next month EDF Energy will be using the Centre for the usual 3-year disaster planning work.

Work continue on the sport hall with the architect making some adjustments to the plans. Stacy Macdonald noted concerns that money was going from the sports hall budget but it was noted that the work which was being carried out was in preparation for the sports hall and would make it more efficient, such as work to the centre boiler.

There will be refurbishment of the toilet/changing area, although this will not be funded out of the capital costs of the sports hall, but no date has been set for this.

Work is being done to the library to upgrade the floor, and furnishings as well as it being repainted.

Daniel Baigrie noted that there were some challenges for the staff team during the recent pipes and drums gatherings but they did a fantastic job and were highly commented with the participants.

10. CHAIR AND FINANCE UPDATE

Janice Thomson reported that at 28 July there was £25,054 in the bank account. Street League is now using the building for their courses and have an affiliation.

The Chest Heart and Stroke Affiliation has been submitted and we are awaiting cheque for £500. This will be kept in a separate reserved fund for use by the Stroke Group.

JT, DB, CM and TT will meet with Stuart Lockhart, the Accountant, on Friday 18th Aug.

11. AOCB

- a) ABCD Training – it was agreed that £400 would be made available for two people to attend the training and that this would be advertised to the wider community and Daniel Baigrie agreed to provide the wording for an article. (*Action Daniel Baigrie*)
- b) U.Lab MOOC - there will be a taster session for U.Lab on Monday 21st August and information will be sent through to Jacqui for distribution on Comm Council Facebook Page. (*Action Daniel Baigrie*)
- c) Training Awards – the Management Committee would like to start Community Capacity Training Awards. Christine did not like the wording and asked if a different, more useable form of words is agreed for inclusion in the Community Council insert to be submitted for publication mid-September.

12. DATE OF NEXT MEETINGS

26 October 2017 – AGM
9th December at 7.00pm

Signed: _____ Chairperson

Date: _____