

MINUTES OF
MEETING OF
PORT SETON CENTRE MANAGEMENT COMMITTEE
HELD ON THURSDAY, 8 DECEMBER 2016
AT PORT SETON COMMUNITY CENTRE

Present Janice Thomson, Chair (KICC)
 Christine MacLean, Secretary
 Stacey Macdonald, (ELGA)
 Mary Veyers (Cockenzie Drama)
 Angela Fraser

In Attendance Jacqui Dunlop, Minute Secretary

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Helen Bathgate, Gordon Horsburgh and Shirley.

2. MINUTES OF MEETING OF 13 SEPTEMBER 2016

It was proposed by Angie Fraser and seconded by Christine Maclean that the minutes of 13 September 2016 were a true record.

3. MATTERS ARISING FROM MINUTES OF 13 SEPTEMBER 2016 BUT NOT ON THE AGENDA

- a) Affiliations – Janice Thomson confirmed that she will forward the KICC Affiliation form. Mary Veyers agreed to find out if the Cockenzie Drama affiliation has now been paid. (*Action Mary Veyers*)
- b) Pitches – it was confirmed that the pitches are now completed and are being well used.
- c) On-Line Card System – Gordon Horsburgh to report back on this item. (*Action Gordon Horsburgh*)
- d) Wifi – Janice Thomson reported that the new gym equipment requires Wifi. Nothing had been received from Mike Whitton on the use of the Council wifi and Janice Thomson agreed to contact the Council regarding this. It was also noted that Gordon Horsburgh was going to provide an update on wifi used at other centres. (*Action Janice Thomson/Gordon Horsburgh*)
- e) Youth Board Members – item carried forward to next meeting.
- f) Annual Report – Janice Thomson confirmed that she and Christine Maclean had signed the Annual Report and Accounts following the AGM and these have now been posted on the OSCR website and the Centre website.
- g) Gym – Janice Thomson confirmed that the prices have been received for the gym equipment and are £24,000 plus VAT, this includes a twice-yearly servicing of the equipment. It was noted that it was important that someone took ownership of the equipment and that it was looked after. Stacey Macdonald also noted that that the gym needs to be monitored by

staff. It was suggested that CCTV be installed and Janice Thomson agreed to find out the legality of this and also speak to Mike Whitton about a periodic inspection of the gym. *(Action Janice Thomson)*

- h) Sports Hall – Janice Thomson reported that she had tried to contact the school but had not had a response, but will try again. *(Action Janice Thomson)*
- i) CDO – Janice Thomson reported that the new CDO starts on 12 December.
- j) Laptop – Janice Thomson noted that she had not heard back from Mike Whitton regarding the status of the new Laptop for the Management Committee.
- k) Accounts Package – Janice Thomson agreed to check whether QuickBooks was the most appropriate accounts package with the Accountant. *(Action Janice Thomson)*

4. MINUTE OF AGREEMENT

A revised Minute of Agreement had been sent and Janice Thomson agreed to arrange to meet with Gordon Horsburgh to discuss. *(Action Janice Thomson)*

5. CHAIR'S REPORT

- a) Gym Refurbishment – Janice Thomson reported that the Management committee have £36,100 clear funds in the bank account, with projected income over the coming year £36,000. It was confirmed that the income from the gym remains with the Management committee. The costs of refurbishment were:

£29,000 including VAT for the gym equipment
£ 4,500 for new flooring

It was agreed that the lighting would be upgraded at a later date.

It was agreed that although this was a big project, the Charity were obliged not to have big reserves of cash in its bank accounts, and that there would still be enough to give out small grants throughout the year. There would also be income being generated every month through the normal activities.

It was agreed that the refurbishment of the gym would be progressed.

It was suggested that the next big project for the Management committee would be the upgrading of the soft play area.

It was noted that Mike Whitton had made an excellent job of the display boards showcasing how the new gym would look.

The flooring contractor had confirmed that they would be able to start work during the Christmas closure and Janice Thomson agreed to contact them immediately. *(Action Janice Thomson)*

It was noted that the cleaners would have to be informed of the new flooring as this may impact their cleaning schedule. *(Action Janice Thomson)*

It was hoped that the refurbished gym would be opened in mid-January and Janice Thomson asked the Committee Members to note that she has contacted the Head of Estates, East Lothian Council to notify them of the project and seek Landlords Approval. (*Action Janice Thomson*)

b) 2017 Community Awareness Project

It was agreed that the Management committee would organise a series of Community mental health workshops. It was agreed that Christine Maclean, Janice Thomson and Angie Fraser would meet to discuss the programme with Brian Glass.

Christine Maclean noted that she would like to see this as a start of an ongoing programme for the community which would include subjects such as Alzheimer's support.

5. TREASURER'S REPORT

It was noted that there is currently £36,000 in the bank. Janice Thomson reported that she had asked Gordon Horsburgh for the Job Description of the Centre Head in order that a Job Description for both the Trustees and the Voluntary Treasurer could be compiled, and ensure that the three roles dove-tailed to comply with SORP/OSCR requirements.

6. SECRETARY'S REPORT

Christine Maclean reported the Christmas Lights Switch-on was a success and well attended. It was funded by the Community Council and the Management Committee may have to contribute to this in future years.

The Pensioners Christmas Treat is being held on 9 December and the Community Choir will be singing. It was noted that this event can be quite poorly attended and Christine Maclean confirmed that she will be having a review meeting with Sheila Chambers to discuss all the Christmas events.

7. OUTSTANDING MINOR REPAIRS

It was noted that there is work needing done both inside and outside the building. Janice Thomson noted that a Schedule of Dilapidation has still to be included within the Minute of Agreement. It was agreed that a list be compiled of all remedial works and then the work could be prioritised. Spare key for paper towel dispensers has now been provided for cleaners.

Stacey Macdonald noted that a Communication book works well so that staff on shifts can hand-over outstanding work or items which are requiring repair.

8. AOCB

a) Bookings – Stacey Macdonald noted that although she had checked availability for an ELGA competition their room booking had been cancelled at short notice due to the drama group being in to set up. She noted disappointment at the lack of communication and in the way that it had been handled.

- b) Curtains – Mary Veyers reported that the new stage curtains need rehung. Janice Thomson agreed to provide Mary Veyers with the contact details to arrange a re-hang of the curtains. (Action Janice Thomson)

Future Meetings:

2 February

20 April

8 June