

MINUTES OF  
PORT SETON CENTRE MANAGEMENT COMMITTEE  
MEETING  
HELD ON THURSDAY, 14 JULY 2016  
IN PORT SETON COMMUNITY CENTRE AT 7.00 pm

Present     Janice Thomson, Chair  
              Helen Bathgate, Treasurer  
              Christine MacLean, Secretary  
              Angie Fraser  
              Mary Veyers  
              Sandra Bell

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

1. APOLOGIES AND WELCOME

Apologies were intimated on behalf of Stacey Macdonald.

2. APPROVAL OF MINUTES OF MEETING OF 12 MAY 2016

It was unanimously agreed that the minute of the meeting of 12 May 2016 was a true record.

3. MATTERS ARISING FROM MINUTES OF MEETING OF 12 MAY 2016 BUT NOT ON THE AGENDA

- a) Timecapsule – Stacey Macdonald was yet to give Pat Gordon items for the timecapsule.  
(*Action Stacey Macdonald*)
- b) Noticeboards – Christine MacLean and Pat Gordon agreed to liaise on the Noticeboards.  
(*Action Christine MacLean /Pat Gordon*)
- c) Blinds for Gym – it was agreed that this would be delayed and carried out as part of the gym refurbishment.
- d) Uniforms – Helen Bathgate reported that the total cost for the uniforms was £458.
- e) Gala – thanks were expressed to the staff and those involved in the organisation of the Gala and Wedding which had both gone very well.

Pat Gordon agreed to check if the maintenance work in the disabled toilets had been carried out. (*Action Pat Gordon*)

- f) John Bellany Centre – Christine MacLean and Helen Bathgate had represented the Management Committee at their 20<sup>th</sup> year celebration and reported that it was a good event.

- g) Affiliations – a brief meeting had been held and it was agreed a further meeting would be held with Christine McLean, Helen Bathgate and Janice Thomson.
- h) ELGA Accounts – carried forward to next meeting.
- i) Area Partnership Meetings – Helen Bathgate was thanked for representing the Management Committee at the Area Partnership meetings.
- j) Pitches – Pat Gordon confirmed that she had emailed Benji Barsanti regarding the upgrading of the pitches but had received no response. Gordon Horsburgh agreed to chase this up. *(Action Gordon Horsburgh)*
- k) Auditor – Helen Bathgate is arranging a date to meet with the Auditor and confirmed that all the necessary paperwork has been pulled together.
- l) Community Choir – A bigger room is required for the Choir and there was a discussion around the possible use of the library. It was agreed that Janice Thomson was speak to Mike Whitton on his return from holiday to see what progress he had made on obtaining permission for the library to be a useable space. *(Action Janice Thomson)*
- m) Queen's 90<sup>th</sup> Birthday – Helen Bathgate agreed to speak to Marlene Love. *(Action Helen Bathgate)*

#### 4. CORRESPONDENCE

- a) Book-keeper – Christine MacLean had written to the book-keeper to thank her for her services. Helen Bathgate has intimated that she would like to stand down but will stay in position until a replacement volunteer Treasurer can be found and the accounts are done.

#### 5. 2017/2018 DEVELOPMENT PLAN/MINUTE OF AGREEMENT

The draft Minute of Agreement had been provided by Gordon Horsburgh and advice had been sought from STRIVE. A Development Plan and spending timeline had been produced and it was agreed that this would be submitted along with the Minute of Agreement. The spending timeline is to demonstrate a workable programme for 2016/7 where income and expenditure are aligned retaining adequate funds throughout.

The Development Plan includes the sports hall from 2018 and Gordon Horsburgh noted that fortnightly meetings will be held on the sports hall. The playpark will move next to the skatepark and the equipment will be replaced. The existing changing rooms may also be refurbished and there will be the installation of a disabled toilet in the hall area. The next stage will be for 3D plans to be available for the Community to look at ahead of the Phase 2 consultation.

Pat Gordon confirmed that Mike Whitton will take over the invoicing and reconciliation when she leaves.

It was agreed that an on-line/card payment system should be investigated and Janice Thomson agreed to do this. Gordon Horsburgh agreed to see what other centres do regarding on-line payments and report back. *(Action Janice Thomson/Gordon Horsburgh)*

It was noted that the softplay area is also in need of refurbishment and it was agreed that it was not big enough.

A funding opportunity has arisen with the Co-op and it was agreed that this money would be used for the upgrading of the gym.

Another area for development will be the installation of wifi and it was agreed that this would be investigated when then new café furniture arrives. Gordon Horsburgh agreed to check what other centres do and report back. (*Action Gordon Horsburgh*)

It was agreed that the Development Plan and finances would be submitted as part of the Minute of Agreement.

Christine MacLean suggested that a “wishing tree” be purchased and made available for users of the community centre to put forward suggestions on what changes they would like to see.

#### 6. YOUTH BOARD/MEMBER FORUM

It was suggested that a Youth Board be created to input the views of the young people in the community and they would be allocated a budget. It was agreed that Rachel and Sandra would consider this and report back to a future meeting.

#### 7. CDO REPORT

- a) Defibrillator – Pat Gordon reported that another course will be run on 10 September.
- b) Summer Programme – a programme will run in August with each session costing £2.
- c) Community Development Officer – an advert for the vacancy will be issued next week with the hope of have the recruitment process completed in 6 weeks. It was agreed that the Management Committee would be involved in the interviews.

#### 8. CHAIR'S REPORT

Janice Thomson reported that there was nothing major to report, but hoped that a dialogue could be had with the John Bellany centre.

It was agreed that the café would be relaunched after the new furniture had been installed. It was suggested it could be publicised in the Community Council newsletter and that a voucher for a free coffee was included.

There was a discussion on the gym refurbishment and Gordon Horsburgh reported that he had contacted Neil Aitken and it will likely be September that Pulse/Enjoy get in touch with what they have spare. It was agreed that list be put in the gym asking users what equipment they would like.

#### 9. TREASURER'S REPORT

Helen Bathgate reported that there is £43,919 in the bank account, with £17,000 - £20,000 to come off for the café upgrading and £600 for the youth lounge blinds.

The vending machine has made £681 profit since January. Pat Gordon agreed to find out if lids could be provided. (*Action Pat Gordon*)

JT asked HB to confirm that the cheque book for the Co-op Bank Account had the correct name. This was confirmed. It was noted that the Co-op Bank Statement had the correct address but the Account Title had an error with the Charity number. JT to write to the Co-op Bank and request the Account Title be corrected. (*Action Janice Thomson*)

#### 10. GRANTS

It was agreed that a grant of £500 would be made to Stepping Stones for the provision of bereavement counselling at the Community Centre.

#### 11. AOCB

a) Insurance – Janice Thomson agreed to get quotes for the public liability insurance renewal. (*Action Janice Thomson*)

#### 12. DATES OF FUTURE MEETINGS

8 September 2016  
13 October 2016 – AGM  
8 December 2016