

MINUTES OF  
PORT SETON CENTRE MANAGEMENT COMMITTEE  
MEETING  
HELD ON THURSDAY, 8 JUNE 2017  
IN PORT SETON COMMUNITY CENTRE AT 7.00 PM

Present           Janice Thomson, Chair  
                      Mary Vevers (Cockenzie Drama)  
                      Angie Fraser  
                      Sandra Bell  
                      Marlene Love

In attendance   Daniel Baigrie, Community Development Officer  
                      Jacqui Dunlop, Minute Secretary

1. APOLOGIES AND WELCOME

The Chair welcomed everyone. Apologies were intimated on behalf of Christine MacLean, Gordon Horsburgh. It was unanimously agreed that Marlene Love be voted onto the Committee.

There was a moment of reflection for Helen Bathgate who had passed away, with the Management Committee noting the enormous amount of work which had done over many years. It was suggested that when the new sport hall was complete that the Garden which will be created be named after Helen and this was agreed.

The bank accounts will be required to be sorted out and it was noted that there is still money in the Bank of Scotland account. Daniel Baigrie noted that there is also a separate account which Paul Thewlis transferred when he came from North Berwick which was ringfenced for Duke of Edinburgh and Daniel Baigrie agreed to contact the bank to see if he could be added as a signatory. (*Action Daniel Baigrie*)

Daniel Baigrie noted that his service is working to deliver on Awards as these have been aligned with SQA qualification and the Centre still has licences for all Awards.

2. APPROVAL OF MINUTES OF 20 APRIL 2017

After one small change, it was proposed by Sandra Bell and seconded by Angie Fraser that that the minutes of the meeting of 20 April 2017 was a true record.

3. MATTERS ARISING FROM MINUTES

Janice Thomson had produced a summary sheet of the outstanding actions from the last two meetings. The action arising were noted as follows:

Meeting of 2 February 2017

- a) Cockenzie Primary School – Daniel Baigrie is contacting Cockenzie Primary School about the sports hall. (*Action Daniel Baigrie*)

- b) On-line card – Daniel Baigrie reported that he is working with the Council’s finance department. They are concerned that they may not be able to take money on behalf of the Management Committee and then transfer it to their account. Janice Thomson noted an alternative may be for the Management Committee to get its own chip and pin card and use at the front desk with the Council one being used in the café.
- c) Minute of Agreement – Janice Thomson will be meeting with Development Trust Scotland to discuss the Minute of Agreement. It was noted that the lease is up for renewal shortly so it would be good to get them both signed off at the one time.
- d) Award – It was noted that it was an Award for John Marshall and not a Grant, as it had not been requested by John Marshall.
- e) Works to Lighting/Wifi/Water/Soft Play – Janice Thomson has submitted a request to East Lothian Council and agreed to chase this up. (*Action Janice Thomson*)
- f) Comparisons for Gym Members – Daniel Baigrie agreed to get comparisons in numbers from last year for the gym. (*Action Daniel Baigrie*)
- g) Twitter – Daniel Baigrie confirmed that he has set up a Twitter account for the Management Committee but had not publicised it as yet.
- h) African Dancers – there were 5 attendees at the children’s performance and 2 at the adult performance so it was not as successful as it could have been. Daniel Baigrie agreed to find out where the Dancers came from. (*Action Daniel Baigrie*)
- i) CHSS – it was noted that the affiliation has still to be finalised, there are currently eight people attending the sessions. (*Action Janice Thomson*)
- j) Grant Application Forms – Daniel Baigrie is working on the revised Grant application forms and will add “3 benefits you would like to see from the funding”. A grant matrix was circulated and it was noted that a clearer way to show the grant statistics and Daniel Baigrie agreed to look into this. (*Action Daniel Baigrie*)

It was agreed that those who had received grants in the nine months would be invited to the AGM to give an update on how they had used the grant and the benefits. Daniel Baigrie agreed to write to receivers of grants. Marlene Love also suggested that they should provide photographs. (*Action Daniel Baigrie*)

It was agreed that the AGM would be held on 26 October at 7.00 pm and that Councillors would also be invited.

- k) Assist Training – this has been arranged for 23 August at 9.30 and Daniel Baigrie will look into booking a creche if required.

#### Meeting of 20 April 2017

- a) Wifi Installation – It was noted that Tom Shearer had indicated that East Lothian Council would pay for the installation of wifi and it was thought that this was across all Centres.

- b) John Bellany Day Centre – Janice Thomson will contact Ann Mercer from the John Bellany Day centre, but it may be that the Community Centre could provide a facility for those who are on their waiting list but not able to attend, and don't have such complex needs. Daniel Baigrie noted that the Day Centre will be using the Community Centre when they get new carpets laid on 22/23 July.
- c) Works – Daniel Baigrie reported that a list of both external and internal work will be done.
- d) Social Impact – Daniel Baigrie noted that when all the work is carried out on the fabric of the building the Committee may wish to consider the longer term and how it could use its income to the benefit of the community and noted that the Centre staff could run projects. He noted that they are looking at a pilot of running an additional girls' youth group from September – October and will use two female youth workers for this.

Janice Thomson noted that there had not been any mention of the proposal for energy saving at the sports hall and Daniel Baigrie agreed to chase this up. (Action Daniel Baigrie)

- e) Reflooring Café – Daniel Baigrie reported that he is still chasing up whether the café will be refloored as part of the sports hall work. (Action Daniel Baigrie)
- f) Meeting of Other Management Committees – Daniel Baigrie confirmed that there had been general support of this but the feeling was that the invitation should be firmer on purpose and then fix a date and invite the other Management Committees. Those facilities with Management Committees were noted as:

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| <ul style="list-style-type: none"> <li>g) Pennypit</li> <li>Bleachingfield</li> <li>North Berwick Community Centre</li> <li>Musselburgh East Learning Centre</li> <li>Wallyford Community Centre</li> </ul> | <ul style="list-style-type: none"> <li>Whitecraig Community Centre</li> <li>Longniddry Community Centre</li> <li>Ormiston community Centre</li> <li>Macmerry Village Hall</li> </ul> |
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- h) Tennis Courts – Daniel Baigrie noted that there is no Tennis Development Officer in East Lothian so he had contacted the Badminton Development Officer but was yet to hear back. It was felt that the cost of £20 per hour to book them were prohibitive and Daniel is working on engaging with Active Schools who would take the burden of the cost. Daniel Baigrie noted that he is looking at providing some coached tennis sessions over the summer holidays.
- i) Community Gathering – this has been arranged for 9 June and it was agreed that wine would be provided by the Management Committee. Marlene Love noted that there is a supply of wine in the Management Committee cupboard and it was agreed that an inventory of the cupboard would be carried out. (Action Janice Thomson/Daniel Baigrie)
- j) Community Information and Learning – it was agreed that the Assist Training should be developed on and future courses arranged. These may include information on Power of Attorney, Guardianship etc. Marlene Love noted that there used to be a successful Over 60s club run at the Community Centre who had guest speakers from various organisations such as gas and electricity companies, DHSS on benefits, citizens advice. It was noted that this was something which should be considered to be run at the community Centre.

#### 4. APPOINTMENT OF TREASURER

Janice Thomson reported that there will be an interview on Tuesday, 13 June for a Treasurer. It was noted that the bank account signatories will be required to be changed, although it was agreed that the errors on the account name would be left until the new signatories were fixed. Janice Thomson reported that the current balance of the account is £23, 595.

#### 5. CHAIR UPDATE

Janice Thomson noted that she is having fortnightly meetings with Christine Maclean. Janice Thomson will be meeting with Gillian Neil on 14<sup>th</sup> June. She is keen to see what social return on investment KICC and other service developments could provide and will report back.

#### 6. CDO REPORT

- a) Staffing – Daniel Baigrie noted that a member of staff has been seconded and that additional hours have been given to another member of staff.
- b) Youth Work Programme – these are going well with consistent numbers. The Youth Workers have now taken on some responsibility for looking at the income associated with the groups. A ten-week youth work programme will start at the end of August, break for October and then run until the 2<sup>nd</sup> week in December.
- c) Summer Programme – Daniel Baigrie is working with Natalie Moir, the Support from the Start Worker, who has received a grant from both the Management Committee and a local church to provide meals for those who receive free school lunches. The aim will be for all attendees to be able to receive a lunch and this will be included as a paid extra. Natalie Moir's project will be merged with the Funshine Club. The programme will run Tuesday/Wednesday/Thursday for the first three weeks in July and then the fifth week in July.

Daniel Baigrie is looking at a provision for older children which will include outdoor activities and sport.

- d) Outreach Youth Work – a programme of outreach work will be carried out in Prestonpans, Port Seton and Cockenzie and will run two evenings a week including throughout the summer holidays.
- e) Community Gathering – there has been good support from the staff team and community groups, with ten groups taking part. Management Committee has agreed to pay costs of buffet, ELGA will be doing a display, and the choir will be singing. The Community Council will also be presenting their Achievement Awards.
- f) Preston, Seton and Gosford Cluster – group work with P6s has been taking place focussing on building relationships, emotions/empathy, internet safety. The project has gone well and the hope is that it will be sustained into Primary 7.
- g) Sports Hall – planning permission is yet to be granted, although no objections have been raised. It is hoped that work will start in September. A separate tender document has been issued for some preparatory work which is required to be carried out in the existing building and it is hoped that these can be carried out without the need to close the centre.

The closing date for tenders is 14 June and it is hoped that the work can start in July. The back of the car park will be used as a site compound, although access to the fire escape will be maintained.

- h) Year-End – work is being carried out to ensure that the books are ready for the financial year end March 2017, with the aim that the paperwork is sent to the accountant in July.
- i) Table Tennis – 6 tables have arrived and Haddington Table Tennis Club will come back with a programme. There is to be a discussion on their affiliation to the Community Centre. They are hoping to run a club for Over 50s in the afternoon and then use for children after school and evening. The resource centre will also have use of the tables.
- j) Family Learning Project – Daniel Baigrie reported that Natalie Moir is running a four-week trial of a family learning project with funding from East Lothian council.
- k) Cockenzie House – a letter has been received from Cockenzie House giving 30 days' notice on the termination of the lease for the room for the Community Art Group. It was noted that this was the only community room within Cockenzie House and the Management Committee were saddened with the way this had been handled. A letter from the Area Partnership will be sent to Cockenzie House regarding funding. Daniel Baigrie noted that he has offered to convene a meeting to try and resolve the issue.

It was noted that there is a separate group called "Friends of Cockenzie House" who have a meeting arranged for 14 June, although it was noted that not all their "friends" had received notification of the meeting.

## 7. NEXT THREE-YEAR DEVELOPMENT PLAN

It was agreed that Janice Thomson would work on the Three-Year Development Plan and Christine Maclean would be asked to do the Annual Report and bring to the next meeting for approval.

## 8. AOCB

- a) Centre Head – it was noted that Mike Whitton and John Marshall will swap shifts on a Thursday to allow Mike to attend the meetings.

## 9. DATE OF NEXT MEETING

Future meetings were noted as:

17 August 2017 – 7.00 pm

26 October 2017 – 7.00 pm - AGM

9 December 2017 – 7.00 pm