

MINUTES OF
PORT SETON CENTRE MANAGEMENT COMMITTEE
MEETING
HELD ON THURSDAY, 12 MAY 2016
IN PORT SETON COMMUNITY CENTRE AT 7.00 pm

Present Janice Thomson, Chair
 Helen Bathgate, Treasurer
 Christine McLean, Secretary
 Angie Fraser

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

1. APOLOGIES AND WELCOME

Apologies were intimated on behalf of Sandra Bell, Mary Veyers and Stacey Macdonald.

2. APPROVAL OF MINUTES OF MEETING OF 17 MARCH 2016

It was proposed by Helen Bathgate and seconded by Janice Thomson that the minute of the meeting of 17 March 2016 was a true record.

3. MATTERS ARISING FROM MINUTES OF MEETING OF 17 MARCH 2016 BUT NOT ON THE AGENDA

- a) Gym – it was confirmed that the link workers are funded from the Integrated Care Fund budget.
- b) Timecapsule – Stacey Macdonald was yet to give Pat Gordon items for the timecapsule.
(*Action Stacey Macdonald*)
- c) Noticeboards – Christine Maclean and Pat Gordon agreed to liaise on the Noticeboards.
(*Action Christine Maclean/Pat Gordon*)
- d) Hall – it was confirmed that the stage curtains and blinds are now in place. Helen Bathgate noted that they are working on a solution to the cord which opens the curtains as it required to be short for health and safety reasons. Helen Bathgate confirmed that blinds have also been ordered for the Youth Lounge at a cost of £600.

Janice Thomson noted that new blinds are required for the gym and notices put on the outside to advertise the gym.

Sanderson have provided a quote for providing blinds in the café area but at 2,700 + Vat for motorised blinds and £1,800 + VAT for manual blinds these were considered too expensive. It was agreed that Mike Whitton would be asked to let the company know. (*Action Mike Whitton*)

Helen Bathgate confirmed that work is ongoing regarding the new Stage.

- e) Café - Coffee Machine now in the café and there has been good feedback from customer. It was noted that East Lothian Council pay for the coffee in the Café, and that the Management Committee has a credit for £66 from the vending machine. Pat Gordon confirmed that going forward the coffee for the café will be ordered using a purchase code. It was agreed that Helen Bathgate would settle the invoice for the coffee machine in the Café.
- f) Staff Uniform – the uniforms have been purchased and the staff are happy with them.
- g) Gala – Pat Gordon confirmed that porta-loos have been ordered for the Gala. It was suggested that an aerial photograph of the use that was being made of the Centre when the Gala was on would be a good marketing tool. Christine Maclean and Helen Bathgate agreed to make enquiries. (*Action Helen Bathgate/Christine Maclean*)
- h) Furniture – Janice Thomson has the contact details of the Company which supplies furniture to East Lothian Council and has put in a request for a catalogue.
- i) Building Maintenance – Pat Gordon reported that the work to improve the toilets will not be done ahead of the wedding which is disappointing. However, the request to have the toilets re-tiled is being pursued as it is hoped that this can be done in time for the wedding. The sign outside of the Centre will be repainted. Concerns were raised about the time it takes for maintenance issues to be addressed. It was noted that the tap in the disabled toilets broke recently and scalded someone. Mike Whitton has asked for work to be carried out and it was agreed that Janice Thomson would contact George Cunningham to reinforce Mike's requests. (*Action Janice Thomson*)
- j) Defibrillator – This has now been installed on the wall in the corridor and the staff have been trained. A further training course has to be cancelled but it is hoped to do more training soon. It is hoped that there will be a network of defibrillators in the community.

4. MINUTE OF AGREEMENT

A new draft minute of agreement has been produced by the Council and there are still a couple of issues. Janice Thomson agreed to look at the minute of agreement and circulate this around the Management Committee with her comments. (*Action Janice Thomson*)

It was agreed that once the Management Committee had agreed the Minute of Agreement a meeting would be held with Gordon Horsburgh and Pat Gordon by 23 May.

Christine Maclean asked about the paragraph regarding having responsibility for staff and it was noted that although this was not relevant just now there may be a point in the future that this needs to be included. It was noted that the staffing of the new sports hall will be done by the current centre staff, although it was agreed that extra cleaning staff would have to be employed.

5. COMMUNITY DEVELOPMENT OFFICER'S REPORT

Pat Gordon reported that things are going well, with the youth club and the walking football being highlighted as being successful.

An invitation had been received from the John Bellany Day Centre 20th Anniversary Celebrations and it was agreed that Christine Maclean and Helen Bathgate would represent the Management Committee at the Event. Christine Maclean agreed to contact the John Bellany Day Centre. *(Action Christine Maclean)*

It was agreed that a meeting would be required to discuss Affiliations and it was agreed that Janice Thomson, Helen Bathgate and Christine Maclean would meet on 20 May to discuss.

It was agreed that Stepping Stone would be invoiced for the use of the meeting room. *(Action Pat Gordon)*

ELGA Accounts – Pat Gordon has circulated a copy of ELGA’s Accounts to Janice Thomson and Helen Bathgate and it was agreed that this would be discussed in relation to their application for affiliation.

Area Partnership Meetings – Pat Gordon confirmed that the next Area Partnership Meeting takes place on 18 May and Janice Thomson and Helen Bathgate agreed to attend on behalf of the Management Committee.

Saturday Bookings – Pat Gordon noted that there have been a few requests for Saturday evening bookings in the main hall. The staff at the Centre are only contracted to work until 5.00 pm on a Saturday and it can sometime be challenging to staff events on a Saturday evening. Gordon Horsburgh noted that this is also an issue at other centres and it adverts will be going out to find staff. It was agreed that until the staffing issue was resolved that the Saturday evening bookings would be restricted to two per month.

6. CHAIR’S REPORT

Janice Thomson reported that a letter had been received confirming that the Management Committee received rates relief and therefore no rates were payable for period 2016/2017.

Pitches – Pat Gordon confirmed that she is waiting on Benji Barasati getting back to her regarding the work on the pitches.

Gym –It was agreed that some of the equipment will need to come out as there was too much equipment in the gym and that some equipment from Enjoy would be installed. It was noted that the Coach who runs the Junior Gym would be consulted on his views and that only one piece of each piece of equipment would be installed. Gordon Horsburgh agreed to contact Neil Aitken to arrange a visit to the Gym to see what could be done to refurbish it. *(Action Gordon Horsburgh)*

7. TREASURERS’ REPORT

Helen Bathgate noted that there is currently £42,000 in the account with a couple of items still to come of the account, although the hall blinds and curtains have come off. The Accounts have been done and arrangements are being made for them to be examined.

It was agreed that name badges would be purchased for the Staff and Helen Bathgate confirmed that Mike Whitton is looking into this.

Café Blinds – there was a discussion on the blinds in the café and it was agreed that other options would be looked at such as a sail or the installation of large parasols.

8. GRANTS

- a) Mr Stitt – it was agreed that a grant of £250 would be awarded to Mr Stitt and work would be done to see if the Management Commute could help with other grant applications.
- b) Community Choir – thanks were expressed to the Management Committee who had provided a start-up grant for the Choir. They now have 20-25 active members who have agreed to pay £25 subscription for the next block of the Choir.
- c) Me Time – it was agreed that Me Time would be extend the use of their grant up to the end of the Year.
- d) Deputy Lord Lieutenant – it was agreed that a grant of £200 would be awarded to Marlene Love for the Queens 90th Birthday Celebration for a tea party.
- e) Gala – it was agreed that a £500 grant would be awarded for the purchase of Bunting.
- f) Mothers and Toddlers – Janice Thomson agreed to write to the Mothers and Toddlers. (Action Janice Thomson)
- g) 3 Harbours Festival – It was agreed that a grant of £850 would be awarded to help with logistics and this would be a two-year award.

9 AOCB

- a) Sandcastles – Gordon Horsburgh and Pat Gordon agreed to liaise on this.

Date of Next Meeting – Thursday, 14 July (or other date to be agreed)