

Agenda Items

1. Attendance and apologies
2. Declarations of interest
3. Review of previous minutes (22 Nov 2023)
4. Matters Arising
 - a. Treasurer's report
 - b. Hall costs
 - c. Re-validating sign-off limits
5. Disposal of Assets
6. Data Protection Review
7. Reversal of the decision taken on 10/05/23 regarding membership
8. Centre Planning Meeting 01/02/2024
9. Website and emails
10. AOCB
11. Date of next meeting

Minutes

Attendance and apologies

Attendees: Amy Gornall (AG), Bill MacPherson (BM), Bryan Craig (BC), Christine Morton (CM), Elaine Morton (EM), Isla Craig (IC), John Armstrong (JA), Mark Crossey (MC), Robert Morton (RM), Suzette Clarke (SC) and Tim Corcoran (TC).

Apologies: Hilary Campbell (HC), Sammy Ferrier (SF) and Rhiannon Harbayes (RH).

Review of previous minutes (22 Nov 2023)

Taken as read and approved by board.

Amendment – Both grants for bike storage and bike shelter have been awarded.

Matters Arising

- Treasurer's Report –

Heating and electricity usage in hall raised as cause for concern, with suggestion to circulate concerns with hall users along with guidelines in an attempt to reduce some of these running costs.

Accordion and Fiddle club (A&FC) heating hall for 2 hours prior to event.

ACTION 1 – CM to issue guidance for hall users on how the heating system works, with a note on concerns raised by the board.

ACTION 2 – BM and EM to communicate concerns and guidelines to A&FC via Stewart Smith.

ACTION 3 – CM to speak to Cinema Club and Wine Club about heating usage.

Suggestion to purchase 2x Glow heaters for main hall.

ACTION 4 – CM to approach Community Council for funding to purchase Glow heaters.

- Hall Costs –
Board discussed hall costs and policy for hiring the hall. It was agreed that flexibility is needed for hall bookings, especially those from the local community and IC is to use discretion when managing this.
It was agreed that if a user requests to clean the hall the following morning, entry can be gained without additional charge as long as this does not clash with another booking. 30-minute flexibility window pre and post event to continue, with discretion applied for users who require longer.
Issue of lack of consistency and unreliable nature of current cleaning contract - CIA Cleaners (Kinross) raised.
- Re-validating of sign off limits -
Board agreed that IC can issue up to value of £250, above this amount requires board approval.
3rd signatory required – trustees agreed that RH will fulfil this, and Gillian Forbes' name will be removed.
ACTION 5 – IC to remove GF and add RH as 3rd signatory for accounts.

Disposal of Assets

Trustees agreed that all surplus assets to be sold.

Data Protection Review

SC has agreed to be Data Protection contact.

Data Protection Training completed by all. RH will hold membership list.

A check of membership list is being carried out. Call for volunteers from BM to provide email addresses for domain alteration for DPIA purposes. TC, SC, EM, JA, AG and MC agreed to do this.

ACTION 6 – TC, SC, EM, JA, AG and MC to send BM email addresses for domain altering for DPIA purposes.

ACTION 7 – BM to set-up generic email addresses for forwarding.

RM raised that Data Protection policy never been approved by trustees. Vote taken, all approved.

Reversal of the decision taken on 10/05/23 regarding membership

Hall keeper's note on minutes from 10/05/23 regarding membership list provision has been rescinded.

Centre Planning Meeting 01/02/2024

The Centre Planning meeting will take place on 01/02.24. Invitation to be sent out to the community of Glenfarg, including all hall users to attend a public meeting to discuss forward planning and maximising usage. Communication is key and use of social media will play important part.

ACTION 8 – BM to prepare post for grapevine Facebook group and email.

Suggestions for usage included:

- Invitation to local councillors for surgery space
- Engage with under 18s to use the hall

- Zoe Guinter (Outreach Worker) has shown interest in using one of the meeting rooms on a regular basis.

Suggestion box to be put in shop, where community can make suggestions anonymously. IC shared that a Centre Manager post had been previously discussed by board. These posts are normally funded for 3 years by the council. Community Transport Group have discussed potential need for admin role, which would form part of Centre Manager post.

Website and emails

Changes to website and email contacts required.

ACTION 9 – TC to contact HC regarding changes and to report back to BM.

AOCB

BM is contact for insurance and has received an email from the insurance company requesting that all trustees send an email confirming that they do not have a criminal record.

ACTION 10 – All trustees to send BM an email regarding criminal records.

Bike Storage – Susannah Rae from PKC emailed 17/01/24 with an update. Shed previously mentioned has been removed from Hall Garden. Works could start as early as April. Freewheelers have asked to move lockers to hall grounds. Moving temporarily to the plot earmarked for Village Inn.

77th Perthshire Scout Group have submitted an email to board asking for space to be allocated for siting a storage container in hall grounds. Moving forward a representative from scouts to be invited to attend next meeting (28 Feb 24) with trustees to discuss further.

ACTION 11 – RH to invite representative from scouts to attend next board meeting (Wed 28 Feb)

CM completing form for a Grant for Solar Panels and Batteries, deadline is 13/02/24.

Care Scotland Form (Local Energy Saving Trust) needs to be completed but proving difficult.

ACTION 12 - TC to support CM with form.

Glenfarg Baby and Toddler Group (GB&TG) have requested an additional key.

ACTION 13 – IC to issue new key to SF.

AG is resigning from post as Hall Caretaker.

ACTION 14 - IC to share job description with Trustees.

GF stood down as Hall Secretary. Card and flowers to be sent.

IC away for 10 days in March.

ACTION 15 - CM to check emails in her absence.

Date of next meeting

Wed 28 Feb 2024 at 19:30

Actions

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- 2 – BM and EM to communicate concerns and guidelines to A&FC via Stewart Smith
- 3 – CM to speak to Cinema Club and Wine Club about heating usage
- 4 – CM to approach Community Council for funding to purchase Glow heaters
- 5 – IC to remove GF and add RH as 3rd signatory for accounts
- 6 – TC, SC, EM, JA, AG and MC to send BM email addresses for domain altering for DPIA purposes
- 7 – BM to set-up generic email addresses for forwarding
- 8 – BM to prepare post for grapevine Facebook group and email
- 9 – TC to contact HC regarding changes to website and emails and to report back to BM
- 10 – All trustees to send BM an email regarding criminal records for insurance company
- 11 – RH to invite representative from scouts to attend next board meeting (Wed 28 Feb)
- 12 – TC to support CM with Care Scotland Form
- 13 – IC to issue new key to SF for GB&TG
- 14 – IC to share caretaker job description with Trustees
- 15 – CM to check emails in IC's absence