



# Strathmore Community Hub

## Minutes of Board Meeting

24<sup>th</sup> November 2022

**Attending:** David Downie (Chair)  
John Davies (Treasurer)  
Susie Black (Trustee)  
Alan Grant (Trustee)  
Alastair Gemmell (Trustee)  
Graeme Dawson (Hub Manager)

### AGENDA

#### 1. Apologies

- Apologies from Bob Pawson

#### 2. Minutes of the last meeting

- The previous minutes were all agreed

#### 3. Finance

- John notes that statements have been ordered, to the Hub
- No sign of debit cards, John to pursue
- £37,417.01 in the bank
- Ringfenced funds:
  - @£23,000 Graeme's wages [Graeme: can this be firmed up?]
  - £4,000 Community Fridge
  - £2,387.29 Cost of Living Fund
- Direct debits for Graeme – HMRC & pension have been set up
- John and Graeme to reconcile invoices with payments into the bank account
- Energy feed-in tariff for solar has been set up (renegotiate in January)
- John is investigating Xero/Sage for book keeping
- The contactless Square reader has now been set up in the Hub

#### 4. Updates

- PKAVS – extensive discussion around the proposal John has worked up. Agreed that John will contact Raymond Jamieson (see appendix for initial offer to PKAVS)
- John has agreed to take on the Treasurer role from Maggie
- Warm Space – has generated 77 visitors and £128.19 in donations since start of November
- Warm packs – Graeme will investigate how other warm spaces decide on eligibility
  - John and Susie to investigate costs of purchasing warm pack components from Bits & Bobs // Semichem // Davidsons // Home Bargains // EOSF
- TV is now on the wall and operational (YouTube). Graeme will purchase TV license on 1<sup>st</sup> December
- AGM date set for Thu 26 Jan 2023. Graeme will make hall booking. We will promote pre-Christmas
  - Graeme to ask David Carson to be the independent chair at the AGM
- The hearing loop is potentially working, Graeme will test with a person with a hearing aid
- Snagging:
  - McKenna have replaced the 2x thermostats but some wall filling will be required
  - We are asking for an inspection door to be put in to access the baby changing water heater
  - David has asked Shepherds for the final bill
- Alison Seggie has confirmed that P&KC will fund this final bill, we have an application form to fill in. John will work up some requested income projections
- Graeme has asked for help on 3<sup>rd</sup> December (Festive Craft Fair) – moving chairs, tables, selling tea/coffee etc.

- And we are to investigate if POP can be given keys so they can let themselves in/out of their Coffee Morning on 10<sup>th</sup> December
- Food Hygiene course – Graeme to contact Ashleigh (PKC) to see if David can do this course
- The alarm is now working, Graeme has been shown how to add new users and operate
  - Agreed we want external notification. McKenna aware.
  - Additional keys for John and Susie (key cutting at Blairgowrie)
- David has contacted Blairmount Blinds r.e. blinds in rooms 1 & 2
- David will order shelving for the store room (Screwfix, £120)
- Agreed to organise a contract for Sanitary bins and cleaning materials, starting January 2023
- John has been given £50 of ScotMid vouchers to purchase Christmas decorations
- Growbiz offer of support from Jenny Lyall has been noted
- David has made an attempt to contact Richard Tough of the Larick centre for advice

#### 5. Date of next meeting

- Agreed as 8<sup>th</sup> December 3.00pm

#### Appendix: PKAVS Initial Proposal

### Proposal for PKAVS

#### Requirement:

SCH understand the need is for PKAVS to provide respite for elderly mentally frail persons in the community. SCH will provide a comfortable space, meals for up to 10 clients and staff at Strathmore Community Hub initially for 2 days a week.

#### Rooms

One room will be identified at storage for furniture to be set out each day into an adjoining room, thus giving a large recreational space. Use of a large “Dining room” for lunch service that is separate from the Atrium. Exclusive use of several toileting facilities.

#### Meals

Provision of hot and cold drinks as required and a lunch each day for clients and staff prepared on site. Menu to be agreed and appropriate for clients. Purchase, menu, food preparation is inclusive.

#### Cost

There are two scenarios that SCH can offer:

All inclusive price – PKAVS pay the SCH tariff for the 3 rooms at our agreed rental rates but discounted for a regular income. This would provide all the above services.

Room hires only – SCH only provide the rooms and PKAVS buy in a food service.

All inclusive: **£300 per week**. This is a cost price of kitchen staff and a saving of £255 per week on our standard rental tariff.

This assumes 13 people at £3 per day food cost. Kitchen staff will be paid at least at the living wage.

Rental only: **£200 per week**. This provides 3 rooms for use including one room which we will permanently lose for storage. Again, a saving of £95 per week on our standard tariff See below:

Room 3 – out of Action £110 per week
Room 4 - £10 an hour, 14 hours a week £140 per week

Room 2 – £15 an hour 3 hours per week £45 per week
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Total £295
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This would initially be a six-month contract and can be reviewed then as we all have a greater understanding of needs costs and any opportunities that can be made on both sides, certainly if this grows to 3 days a week moving forward.

This is our first major contract, and we are of course open to some negotiation, but we are facing exceptional costs for keeping our doors open hence the change from the original figures quoted some years ago, which were for rent only. However, we can only assume a full service from PKAVS as the cost reduction for food purchase will be marginal