



Strathmore Community Hub

Minutes of Board Meeting

8th September 2022

Attending: David Downie (Chair)
Maggie Langelaan (Treasurer)
Susie Black (Trustee)
Alan Grant (Trustee)
Alastair Gemmell (Trustee)
Bob Pawson (Trustee)
Graeme Dawson (Hub Manager)

AGENDA

1. Welcome and apologies

- Apologies from John Davies

2. Minutes of the last meeting

- Noted that the room dividers between rooms 1&2 and 3&4 not yet adjusted
- Settle Kevin Lancaster claim despite it not being for the full amount
- Intumescent door seals on fire doors not flagged by the Building Inspector. Awaiting ASCO visit 9/9/22
- QS: Bill from Shepherds is not clear, to withhold 2.5% for a year for snagging etc., as is standard
- Electrical briefing noted still to happen
- Last meeting's minutes still to happen

3. Finance

- £28,247.68 in the bank (£30,896.04 ringfenced for wages and community fridge)
- £314.09 in public liability insurance to pay
- £1,537.02 + £60.00 admin owed for site insurance
- John Davies to get access to the bank account
- Maggie to investigate SCH gaining a debit card
- Graeme notes that in his first payslip no monies have been deducted/paid into his pension fund

4. Updates

- PKC Building Completion certificate has been received, allowing us to get the building open
- Noted we have some initial expenditure for setting up the Hub, estimated at £500. Agreed to take this from the funds allocated to the Manager's wages and repay it back
- Graeme and Maggie to purchase initial consumables and assets to allow for tea/coffee making, cleaning etc. for opening
- Landscaping of the Hub grounds is not an immediate priority
- The building to be opened to the public (soft opening) from Monday 12th September
- Public liability insurance to be paid to accommodate this
- Negative Facebook comments on our Facebook page can be removed
- Noted that further contact with Johann Rennie is not required at this stage
- Graeme to contact: Jeff Coull, PKAVS, TSB, Two Sisters, Table Tennis Group and other interested parties with a view to gaining bookings
- No additional keys are required to be cut until our cleaner/evening caretaker comes on board

5. Plans for informal opening and Oct 8th formal opening

- David to invite our funders and Alison Seggie to the formal opening
- Susie will make further contact Clare Damodaran for press coverage

6. Date of next meeting

- Agreed as 8^{15h} September 3.00pm, room to be booked on hall booking calendar