



Strathmore Community Hub

Minutes of Board Meeting

23rd February 2023, 5.30pm, Strathmore Community Hub

Attending: David Downie (Chair)
Alastair Gemmell (Trustee)
Johann Rennie (Trustee)
Mary Brown (Trustee)
Tracie Dick (Trustee)
Graeme Dawson (Hub Manager)

AGENDA

1. Apologies

- Apologies from John Davies

2. Minutes of the last meeting

- The previous minutes were all agreed

3. Finance update

- **£17,421.52** in current account today. Monies to be recovered by grant spent from ring fenced monies as agreed by trustees of **£12306.16**. So account should read **£29727.68**
- We need to now draw down on next salary grant for Graeme and claim the added costs from PKC.
- We owe no monies as far as my records show
- We signed a 1 year fixed rate with EDF for Electricity Direct debit now £152 per month so not as painful as expected.
- We have received the added £1000 that Graeme applied for, for the Warm Space grant.
- No payment from 2 Sisters received, they owe us **£1063.75** from 11 Oct – 3 Feb. John to chase them for this amount.
- PKAVS:
 - They have arranged an open day with us on 14th March to test the waters.
 - Saranne spoke to a member of the community Outreach team who said she would help advertise (She think she is called Fiona and was in on Thursday for soup with a Christian group)
 - Can Graeme also reach out to Mhairi.
 - PKAVS have a flyer which Graeme can send to our members and they will drop some off for the hub and I have asked for a couple to be laminated for outside notices.
 - I have also asked that they talk to Blairie.
 - I know it seems a lot but we need the kitchen running and a long term contract.
 - We will need some help that afternoon/evening please _ I am away AGAIN!
- Jeff – he has not yet been issued a contract but we need to fix a new price. He is currently paying £433 a month should we raise this in view of our new energy costs? This was not decided upon.
- Kitchen – to be discussed but I will purchase required equipment
- Hardcore events:
 - They want use the hub on 1 & 2 April. We charged them £105 last time and fed 18 people as well, this meant a food and chef cost of just over £90 so a loss. Good to get these events into the door but we must break even.
 - We should offer the food separately say X amount for hall rental and then Y for food at around £3.50 per head for tea coffee biscuits and lunch. The board provisionally decided on a per head charge of £5.00.
- CAYAG:
 - May cooperate with us on some areas with their youth group as they all know currently their building is not fit for purpose.

- John Corrigan also suggested a film club and that Alyth have a full cinema kit that they do not use. John will check into it

4. Managers Report

- The Warm Space initiative is going well, mostly due to the soup lunches. UPDATE: We have served approx. 165 lunches and turned over £305.76 from the lunches and frozen food in February.
- We have been approached by two individuals looking for our help to start toddler groups. The board have said that due to current workloads that we can only accept toddler groups if they come 'ready to go'. This needs further discussion as we have received an additional £1000 to help start these up. The expected volunteer to help with this has not materialised in practice.
- The Community Fridge is still waiting for Fareshare to provide us with food one way or another. Other CF updates:
 - Sales of premade food going well in the last couple of weeks
 - The counter has been built and Mary has said she can decorate it
 - Kim McDonald suggesting a partnership using PKC funding, possibly to source food from growers in the area (Community Supermarket)
 - Michael Gallagher is interested in collaborating with us on the food in some way
- Graeme would like to hold a silent disco in the Hub but current workload precludes getting this set up
- Work is progressing on working with PKC to start up some drop-in sessions with welfare, Citizen's advice etc. A public consultation is already happening in a limited way
- Graeme notes there is a real possibility the CA library might not reopen, and that this could be an opportunity for the Hub to capitalise on, possibly by hosting the library van and taking in books to be picked up.

5. Updates

- Tracie can help when we need posters printed, to get posters up around Blairgowrie, and with outreach in general
- David still concerned that the electrical connections to the compressor unit in the roof remain unfinished, resulting in our heating system not being able to reclaim 2/3 of the running costs
- Graeme to investigate the thermostat – is the Hub too warm?
- The insulation in the roof is inadequate. Due to the electrical cabling the best solution may be to spray insulation between the joists. A job to get completed before the autumn?
- We have received a reminder for £1008 (inc VAT) from the QS. This has now been paid.
- Blairmont Blinds have supplied quotes for fitting roller blinds (rooms 1 & 2, £550) and venetian blinds (rooms 3 to 6, £500). (VAT incl). Recommend we proceed with this in two stages.
- A £5,000 grant has been provisionally submitted to the Mushroom Trust for garden works.
- David will investigate the Awards for All Grants for £10,000.
- In light of a recent hirer leaving a window and fire door open, leading to the alarm going off and Johann attending to cancel, Graeme will work up a user hire document for hirers
- A set of front door (x2) and office keys to be cut for Johann and John. They should be able to turn the alarm on/off with a 4 digit code in lieu of a fob.
- Graeme notes his workload is increasing, Tracie offered some help by way of a part-time marketing assistant. This will be investigated.
- Kitchen compliance. Matilda has given us a list of where we are not EH compliant in the kitchen, and a list of equipment we should have
 - Graeme will source blue rolls, an additional hand towel dispenser and hand towels for the hand sink and unscented kitchen cleaner from CO-AN.
 - John will source the required equipment.
 - Graeme has already put a fridge/freezer temperature monitoring regime into place.
 - Changes to the cleaning of the kitchen will be started.
- Potential Coronation event – Saturday 6th 2023
 - Discussed if we should have an event, POP are having a plant sale on Sunday 7th 10am–2pm.
 - A Coronation Craft Fair with the event on TV, teas, coffees, possibly external burgers etc. was discussed as viable/minimal effort
 - If we had another craft fair a price of £10/table was agreed on

7. AOCB

- None

8. Date of next meeting

- Agreed as Thursday 23rd March 2023 5.30pm