



# Strathmore Community Hub

## Minutes of Board Meeting

### 6th July 2023, 5.30pm, Strathmore Community Hub

**Attending:** David Downie (Chair)  
Alastair Gemmell (Trustee)  
Johann Rennie (Trustee)  
Tracie Dick (Trustee)

#### AGENDA

##### 1. Apologies

- John Davies

##### 2. Minutes of the last meeting

- The previous minutes were all agreed

##### 3. Financial update

- Not available at this time.

##### 4. Managers Report

- Not available as Graeme on annual leave (see appendix)

##### 5. Library Project Sub-group Report

- No further progress to report. Graeme will chase once back from leave.

##### 7. Kitchen

- Various matters relating to the kitchen operations were discussed.
- Kitchen hygiene needs to be tightened up so brief reminder notice to be placed on kitchen wall in prominent position.
- Agreed that T-shirts and more substantial aprons with SCH Logo to be purchased. Name badges to be made and should be worn while kitchen service operating. Tracie offered to make them with her machine. List of names to be made and given to Tracie.
- All agreed that the sooner the kitchen is run professionally the better. In that vein discussion needs to take place with Gareth, manager of the Giraffe Café in Perth who has expressed an interest in running the SCH Kitchen.

##### 9. AOCB

- Agreed we should prepare a notice/poster for wider display around the town and nearby villages and even Blairgowrie encouraging volunteers for the Hub. Social media alone is not enough and the need for more volunteers continues to grow especially with the library project looming.
- The state of the garden grounds and the ivy on the wall and around Johann's window was discussed. Tracie mentioned and looked up information about the Community Payback scheme with HMP. It is a process of nominating the work a community considers appropriate for the scheme and explaining the need. Mary mentioned possible help via the Community Garden (?).
- The Thursday lunches were still attracting sufficient numbers to warrant continuing. Volunteers thanked again for their help.

- Possible closer involvement with the hub by one of our local councillors? Councillor Colin Stewart (Ind) mentioned. Contact details provided and contact to be made. Needs further discussion as to whether a formal invitation to be a trustee should be made.

##### 10. Date of next meeting

- Agreed as Thursday 10<sup>th</sup> August 2023 5.30pm

##### APPENDIX – Manager's Report

*(This report not received at the board meeting due to administrative error).*

- Income: June (estimate) £1768 vs May (actual) £1299
- Numbers: June (estimate) 465 vs May (actual) 512
- May lunches: Served 207 (estimate), income £441 (estimate)
  - We are getting people in EVERY DAY looking for frozen MEALS especially (more than soup). We could really do with a dedicated freezer cook batch 1/week: pasta bake / chicken curry / stovies. Linda has said she will get the freezer stocked up on my week off.
- New events since last month:
  - Scottish Organic Producers Association AGM – they loved it
  - PKC Community Cookits in the kitchen every week
  - Table sale made us approx. £270
  - Tracey Taylor Wellbeing classes x2
  - 2 Sisters 5 full days of training 13–15 June & 27–28 June
  - Allsorts Toddler Group – early days but this should be popular
- Events upcoming or in planning:
  - Jul/Aug are quieter
  - Need to liaise with CPK about Library opening event inc. date
  - Five Mile Feast one-off event promoting local good food Aug 12
  - Tracey Taylor Wellbeing classes x2, more in Aug
- Other reminders/items:
  - New insurance quote to be signed and returned to Sandison's
  - Thursday Friends, Crafty Hands & Kurling Dominoes all OFF for the Summer, restarting in the autumn
  - CAYAG Youth Dancing hopeful of coming back after the summer holidays
  - PKC want someone from the Hub to sit on a sub-group to help with how the Hub can help to deliver some of the Community Action Plan objectives. First meeting on Teams 25<sup>th</sup> July.

##### Library Thoughts

I think we should splash for plastic library cards, logo on one side, borrower number on the other. These are about £350 for 1000. I am going to suggest:

- We charge adults 50p for a card (pays for itself) – people are going to feel they have invested in this resource. They fill out a borrower application with our limited rules and allowing us to keep their limited details on file, and we file it
- Coupar Angus Primary School kids get one for free (think of the AMAZING publicity this will snag us!)

This needs to be admin light, your current staff have enough on their plate. So I suggest:

- We keep an Excel file with borrower names and card numbers, saved on the Google Drive. Each person can borrow (say) 3 books at a time, we record these on the same row:

Borrower #	Name	Item 1	Item 2	Item 3
128	Graeme Dawson	Tractors Ukrainian PB	Hornets Nest PB	Wasp Factory PB

- We get those inserts printed up with our Community Library logo on them, and we date stamp the expected return date into the books when they go out. Maybe they get a calendar month (borrowed on the 12<sup>th</sup>, returned by 12<sup>th</sup> of the next month (adjusted for weekends). It's like a 'real' library, is a bit of retro fun, and is a reminder that we would like the books back.

- The Excel file won't stop people from keeping the books but it would mean that if Graeme Dawson never gave us his books back he wouldn't be able to take any more out, limiting losses.
- The customers will already have agreed to us storing their Names in connection with borrowing from the Community Library, and Google Drive is as secure as anything is. Plus any staff or volunteers can access it, and they will already have signed a confidentiality waiver to handle the limited data we will be keeping.
- It's important to know how the library is doing, so we should record
  - numbers of visitors to the library
  - numbers of items borrowed and returned from Community Library stock
  - numbers of interactions with the CPK main library (collections/returns/orders)

*Prime example: The Chicken Factory are in today all day for 2 days (27 & 28 June), and they were discussing where all their attendees could go for their lunch. There have been other examples recently where external caterers have been brought in.*

### Opening Hours

The more we can have this open, the more chance people will have to come. In order of importance I think we should try to be open:

- Several slots during the day during the week for example
  - Tuesday, Wednesday and Thursday 10am–Noon
- Saturday mornings
- One or two evenings per week

### Staff

Volunteers:

1. We are investigating volunteers via Mairi Todd and PKAVS – meeting on 12<sup>th</sup> July
2. David and Tracie to investigate options
3. Alan from 2 Sisters says we can send our volunteer drives to them to try to raise volunteers from their staff
4. Advice and Guidance for Community Groups meeting in Blairgowrie, Saturday 19<sup>th</sup> August – I will go to this if a trustee wants to come as well
5. One member of the Soup Lunch crowd says she would like to volunteer – this kind of word of mouth might just be the fastest way to get people to help

Once we get a date in place do we just really promote the Community Library and our need for it to be manned by volunteers?

*Volunteers are NOT a whole solution, ideally we need people who can man the building out of normal hours, and we shouldn't be using volunteers in lieu of paid staff. They are also notoriously hard to guarantee to turn up as opposed to staff.*

Existing staff:

I can cover the hours during the day during the week, but I can't commit to working extra without some time off elsewhere.

Angela may be able to do double duty evenings or Saturday mornings BUT this would have to be negotiated with her.

Additional Staff:

Assistant Manager provisional job description has been sent to the Trustees.

David and Graeme/Susan/Mairi investigating funding via Gannochy and PKC/CPK, especially in light of the Community Action Plan, there might be funding available for additional staff to both help with the library and fulfill some of the Action Plan objectives

The timescale of this means this will not be in place for an August opening

*Additional staff would give us a degree of resilience we don't currently have, if anything happens to me health or injury-wise, how do we man the Hub in the meantime? More staff would allow for more strategic planning to happen, and the library to be manned properly. And lastly, I have been asking for help now for some time, and additional staff would help me to do the job better and deliver more positive outcomes for the Hub.*

*Fundamentally though, we have committed to running a Community Library and we don't yet have a clear plan for how we can staff this on a practical level by an August opening.*

### Café

I have made an attempt to get John and Gareth from Giraffe to meet up to discuss any ways towards getting a café set up in the Hub. All the other community spaces I have been to have said clearly that room hire, a library space and a café would all work hand in hand to generate footfall and income.