



# Strathmore Community Hub

## Minutes of Board Meeting

23rd March 2023, 5.30pm, Strathmore Community Hub

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

### AGENDA

#### 1. Apologies

- No apologies

#### 2. Minutes of the last meeting

- The previous minutes were all agreed

#### 3. Finance update

- **£28831.90** in the bank, comprising £14614.74 plus £13077.16 grant received from PKC
- Restricted funds comprise £12,210.00 for Graeme's wages and £1410.00 for the community fridge
- Leaving **£15,211.90** as unrestricted funds, we owe no monies

#### 4. Managers Report

- Income: March (estimated) £923 vs February (actual) £1123
- Lunch (£ / numbers): Mar (to date) £378 / 163 vs February £306 /165
- A larger green bin is required, one-off cost £51.60, annual cost £180.70, agreed
- Jeff has noted he has no lease, and has issues with his carpet and a lightbulb in his room
- A Hub Users Guide has been worked up (attached to end of this minutes)
- A new volunteer (Linda) has started at the Hub and is doing well
- Graeme verbally updated the board as to the PKAVS outreach event (unsuccessful)
- The Coronation Craft Fair poster and times were approved, Johann is going to see if her sister can do face painting at this event
- Graeme asked about Hub cover during his holiday 3–9 April, and if he was needed for the Hardcore Events weekend event 1–2 April. John will get back on these points
- Updates on events work in progress:
  - Drop-Ins organised by Mairi Todd/Graeme starting for 3 month trial end of April
  - Sheila Downie meeting the PKC team 5<sup>th</sup> April for a trip to Forfar's Community Supermarket
  - PKC Cookit sessions are probably going ahead in our kitchen
  - Our proposal for £50/day for PKC Communities team for room use awaiting a counter-offer
  - Graeme has met with new CAYAG youth support worker, may lead to collaboration
  - The ASN toddler group is planned to start end of April, Graeme to chase this up

#### 5. Updates

- Agreed PKAVS would be charged for their event on 14<sup>th</sup> March
- Advice is required before we undertake additional roof insulation (before the autumn)
- The possibility of a new Hub logo was discussed
- David suggested a booklet detailing what the Hub can offer
- The Hearing Loop is going to Dundee to get checked
- There is a meeting planned between some of the trustees and a representative from the Business Gateway on 27th March

- The previous minutes such as are available can go up on the Hub website
- David has contacted Helen Smout at CulturePK re the library in the Hub, no response yet
- Johann Town hall update:
  - The TH will not reopen as it was running in 2019, the Council's preferred option is a community buyout
  - Library services may continue with the mobile library using our car park
  - Someone noted "not everyone likes the Hub", despite never having been in. This indicates we still have some way to go to win over some of the people of the town
- Tracie update:
  - Kate can start working on marketing and outreach, 5 hrs/week on a freelance basis, Graeme to liaise to make effective use of her

#### **7. AOCB**

- Tracie notes the potential of us having a Repair Café and/or a Re-Use Market. Both of these options were enthusiastically received by the trustees

#### **8. Date of next meeting**

- Agreed as Thursday 27th April 2023 5.30pm



# Strathmore Community Hub Hub Users Guide

- Guest Keys:**
- Front Door 1 (key with no coloured keycap, circular)
  - Front Door 2 (key with no coloured keycap, square)
  - Alarm Fob
  - Office Keys (yellow keycap)
  - Cleaner's Cupboard (green keycap)
  - Kitchen (red keycap)

## **OPENING**

*Jeff the Podiatrist might already be in, in this case some of the lights might be on and possibly only the outside door will be unlocked. If he is in, you don't need to unset the alarm.*

Unlock the outside front door, the alarm will go off – place the alarm fob against the alarm panel to cancel. Unlock the inside front door. You may want to lock the outside front door once you are all inside.

Turn on the two light switches either side of the fire door just past the two disabled toilets.

Unlock the office, turn on all 4 light switches to the right of the door as you look in. Relock the office.

In the kitchen there is a kettle for hot water OR turn on the hot water machine to the left of the big coffee machine. It will take a few minutes to fully heat up to 95°. There should be milk in the fridge marked 'Milk', and biscuits in the blue tin or in the cupboard underneath. Please only adults in the kitchen.

Dirty mugs should go in one of the dishwasher baskets to the right of the sink just inside the kitchen door.

Any spills or anything else that needs cleaned please access the cleaner's cupboard for cleaning equipment, and lock it after you are done. Toilet rolls are also in this cupboard, you will need one of the small plastic 'keys' to access the toilet roll holders, they are also in the cleaner's cupboard.

Feel free to move chairs and table etc. to suit yourself. If you open any windows in any rooms, or alter any radiator settings, please return these back to closed or their original settings after your hire. Please only utilise the fire exit in an emergency.

## **CLOSING**

*Check to see if Jeff is still in the building. If he is, you only need to turn off the 4 light switches in the office and lock the outside front door.*

Make sure the windows are all shut and the fire door to the car park is firmly shut. Unlock the office, turn off the 4 light switches, relock the office. Turn off both light switches each side of the fire door past the disabled toilets.

From the glass 'porch' lock the inside front door. Press the alarm fob against the alarm control panel. The alarm will now start to beep.

Go outside, shut the outside door and lock it. The alarm tone will change then go silent as it sets. If Jeff is not in, please shut the gate. Return the Hub keys as previously agreed.

## **IN AN EMERGENCY**

Contact Graeme (nnnnn nnnnnn), David (nnnnn nnnnnn) or Johann (nnnnn nnnnnn) if you have any issues.