



**Attending:** David Downie (Chair)  
Tracie Dick (Trustee)  
Mary Brown (Trustee)  
Johann Rennie (Trustee)  
Kirsty Johnston-Mitchell (Trustee)  
Graeme Dawson (Hub Manager)  
Kirsty Cluff (Hub Assistant Manager in-waiting)

**AGENDA**

1. **Welcome:** The board warmly welcomes Kirsty Johnston-Mitchell as a new Trustee, and Kirsty Cliff, as the new Hub Assistant Manager (starting 4 Dec)

**Apologies:** Alastair Gemmell  
John Davies (Trustee)

**2. Minutes of the last meeting**

- The previous minutes were all agreed.

**3. Financial update**

- John not present so no detailed financial update.
  - We have £31,101.27 in the bank
  - Monies expected:
    - £37,200 (Gannochy Trust – build retention fee, outdoor storage, Café & Library equipment/furniture)
    - £3,000 (Mushroom Trust – for outdoor space redesign)
    - £3,440 (CIF Fund – for Community Cinema)
    - £2,537 (Warm Welcome Fund – evening opening(s))

**4. Managers Report**

Month	Income £	Numbers	Soup Income £	Soup Numbers	Library
September	1605	663	291	126	50 approx
August	1277	447	470	203	

- New events since last month:
  - Library opening! 75–100 people? We got in the paper
  - Tackling poverty workshop (we catered for this via Marc)
  - Macmillan coffee morning x2
  - 2 Sisters 2 more days of training plus Mach recruitment. 2 Sisters in credit with us
- Events upcoming or in planning:
  - Heritage evening talks restarted
  - Early days of organising opening evening 1x week, Community Cinema

Other items:

- Library has started slowly but reasonably well
  - Some volunteer issues, in hand
  - Memorandum of understanding due from CPK
  - Official reaction to terms from CPK
- Already started planning rotas and increased Hub provision with Kirsty
- We have received £3,440 for Community Cinema provision from the CIF. If we plan to do evening showings, we NEED a motion sensitive security light up in the car park, can we get this from this money or split with the following funding?
- And received £2537 from the Warm Welcome Fund to allow at least 1x evening opening per week, 5–7pm, suggesting Thursday. Can we brainstorm this?
  - This is quite a lot of money to be spent on this so we don't have to be shy
  - Need extra hours to facilitate this so suggest starting Thu 7 Dec with a Volunteer Evening: invite & thank all existing volunteers, see if we can get new volunteers
  - Toasties//hot snacks & drinks (Marc?)
  - Board games and/or D&D?
  - Sewing/knitting/crafting lessons? Come and try a musical instrument?
  - The library stays open, so would be 3–7pm if we go Thursday
  - I would LOVE a record player so people can bring their records in and play them
  - Is there anything teenagers would want?
  - All reasonable plausible legal ideas listened to
- Wave: UPDATE HERE
- New volunteer James is VERY keen on helping

## 5. Kitchen Future Use Plans

We discussed in detail employing Marc Fleming on a part-time basis to work in the kitchen to allow us some café potential, generating footfall and income. Kirsty J–M wants us to be a living wage employer. Graeme will chase up any benefits we could get from the ESA for employing Marc.

Graeme will work up a project plan with proposed hours, staff, ingredients and additional equipment and furniture costs and present this to the board as soon as possible.

## 6. Garden Design

We are expecting £3,000 from the Mushroom Trust, which will initially be used to gain us a design for the outside space. David notes that this money will by no means cover all the costs of an actual garden redesign installation. Ideas include disabled friendly planters and composting.

## 7. AOCB

- Kirsty J–M outlined how we can submit an official complaint to Wave if they cannot fix their billing issues with us
- Graeme notes that CPK want to have a meeting with us, they have their Memorandum of Understanding, which will have to come to the trustees before signing
- We discussed the Hub volunteers and agreed that having 2 volunteers in for each shift should be considered best working practice
- Kirsty C mentioned lone working in the Hub, additional cameras were suggested. Graeme notes the current CCTV is in need of a password to get working
- The fence between the Hub car park and Joey Carnie's property has partially blown down. It has since been discovered that Joe Richards is the landlord, it is his fence, he is aware, and has begun proceeding to have it repaired

- PIR lighting for the car park has been approved
- David suggested an additional salt bin outside the Causewayend fire exit
- We discussed Hub t-shirts and aprons – primarily for kitchen staff but was suggested each volunteer could have one for best. Marc has subsequently noted that hair coverings i.e. baseball caps or chef hats are also needed. Graeme to start to gather size info from our volunteers
- Kirsty C notes that we should not be washing our tea towels in premises with animals. This then leaves us with no current way to get these washed

#### **8. Date of next Meeting**

Suggested as Thursday 23<sup>rd</sup> November, 5.30pm