

DACC Board Meeting Minutes

Date: 27 January 2026

Time: 7.00 pm

Venue: 40 Bickram Crescent, Comrie

1. Present

Andy Gardiner (AG), Jo Whitfield (JW), Adrian Clark (AC), Kay Frizell (KF), Shonagh Gawthorne (SG), Phil Cuthbert (PC), Rae Clark (RC)

2. Apologies

Jacob Tairo (JT)

The meeting was declared **quorate**.

No conflicts of interest were declared.

3. Office Bearers

JW agree to continue as Chair for another year. SG agreed to continue as Secretary and AC as Treasurer. There were no other nominations.

4. Review of Previous Minutes and Matters Arising

- **Centre Clean-up:** Ongoing.
 - **Computer Course / Internet Access:** JT has been authorised to organise a MiFi for internet access at the Centre (cost up to £50). JT is meeting with Fife Council training representatives on 29 January 2026 to progress computer course options.
 - **Other Fife Council Courses:** Due to funding constraints, trainers are unable to deliver evening or weekend sessions. KF to evaluate external options, particularly for First Aid training.
 - **Keys:** AG to obtain a new lock for the gas cupboard. RC to obtain a copy of the Pipe Band cupboard key and organise a master set for the key box.
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5. Treasurer's Report

Management accounts (as circulated) were presented, showing a total balance of **£26,227.67** across current, savings and petty cash accounts. These reserves indicate that the Centre can continue operating in its present form for approximately **4–5 years**.

Regarding charity funds, it was confirmed that two Trustees (one being the Treasurer) may authorise expenditure of up to **£100**. Amounts above this must be approved at a Board meeting or, if urgent, via the WhatsApp group. AC to prepare a **Financial Controls Policy**.

AC advised the Board that he has agreed to act as a “Buddy” for the Twins Group until they have established a bank account and constitution. This arrangement will allow them to receive a grant from the Corra Foundation. The grant will be shown in the accounts as a separate, ring-fenced item.

£93.55 was received from Cosy Café donations.

6. Book Club

KF confirmed that the Book Club will restart on **6 February 2026 at 1.30 pm** and will continue on a fortnightly basis. JW to promote the Book Club via Facebook.

7. Cosy Café

It was noted that the current format (tea and biscuits only) is not proving successful and that hot food is required. RC to investigate options and report back to the Board.

RC is also to purchase: - A new urn to replace the broken unit; and two additional hot jugs.

8. Toddlers Group

Billing will commence at the end of January, with the first invoice due on **28 February 2026**, based on a charge of **£1 per child**. The group's insurance is due in February; JW to liaise with the group leaders to confirm how this will be funded.

9. Painting of the Centre

Two quotations were received. The Board agreed to proceed with the lower quotation from **Stuart Russell**, noting that the work will be carried out around existing hire group commitments.

10. Defibrillator Fitting

AG is expediting the fitting with the Council. JW to post an update on Facebook.

11. Boiler Problems

AG to summarise the recent boiler issues for further discussion with the Council's heating contractor. AC advised that **£130** in hire revenue was lost during the period the Centre was unavailable.

12. PAT Testing

AG is seeking a company willing to undertake the PAT testing, noting the small scale of the work. KF provided contact details for an electrician.

13. Building Issues

AG is progressing repairs with the Council in relation to: - The disabled access slope; and - The broken rainwater downpipe.

14. Any Other Business

None.

15. Date of Next Meeting

10 March 2026. Venue to be advised.