

Minutes - Dean Acres Community Centre 24th July 2025

Attendees: Andy Gardiner, Joanne Whitfield, Adrian Clark,

Apologies: Shonagh Gawthorne, Phil Cuthbert, Jacob Tairo, Rae Clark, Kay Frizell

The meeting was Quorate.

Item	Discussion	Actions
1. Conflicts of Interest	None Recorded	
2. Review of previous minutes	<p>2.1 Toddlers' Group. JW has been unable so far to meet with the new leaders, so it was decided that the Booking Form and Conditions of Hire, together with hire costs, should be sent, for completion and consideration before the new term starts. It was also noted that the Trustees must ensure that this group has the appropriate insurance cover in place, and that the leaders have had the appropriate Enhanced Disclosure checks. A face-to-face meeting is still required, however, to determine the Toddler Group financial needs and to discuss any way the Trustees can assist with fund raising etc.</p> <p>2.2 Defibrillator. An application has been submitted to St John's Ambulance for a defibrillator, to be installed in December 2025 after six months of fund raising. St Johns is the preferred supplier as they also provide training and other support. AC advised that there has been £40 in donations so far. An update is to be posted on the website and Facebook requesting further donations.</p> <p>2.3 Gardening Competition. AC was asked to purchase the three prizes consisting of £100 gardening vouchers from Fairleys. Photos of the winning entries to be obtained.</p> <p>2.4 Woodwork to Raised Beds JW advised that there is a solution available awaiting costing. Also, a quotation is requested from KF's gardener (C/Fwd).</p> <p>2.5 Centre Clean Up Owing to other commitments, this activity has been postponed until later in the year.</p> <p>2.6 Computer Course JT and AG have met with a representative of Fife Council; however, discussions will need to be held within the Comrie Community to determine what is required. Provisionally a course start date of sometime in the Autumn was proposed. Availability of equipment will also be followed up, further to a previous meeting between AG and Fife Council.</p> <p>2.6 One-Off Courses The availability of one-off courses such as First Aid is to be investigated with Fife Council. C/fwd from last meeting.</p> <p>2.7 Additional Trustees A Facebook/Website post to be prepared and published.</p>	<p>JW</p> <p>AC</p> <p>JW/KF</p> <p>JT/AG</p> <p>KF</p> <p>JW/AC</p>

	<p>2.8 Key Cupboard The key box has been installed. Keys have yet to be issued to the remaining Trustees.</p> <p>2.9 Booking 30th August AC to contact the hirer requesting a completed booking form.</p> <p>2.10 Tables and Chairs Assistance may be required with tables and chairs for regular hire groups. Thanks expressed to JT and AG for putting tables up for the Craft Group, and putting them away on a Monday afternoon. Slimming World will put their own tables and chairs away, just leaving enough out for the Pipe Band.</p>	<p>AG/RC</p> <p>AC</p>
3. Financial Report	Management Accounts were submitted for consideration. There were no issues or questions.	
4. Cosy Café / Book Club Updates	<p>4.1 Cosy Café AC expressed his concern that restarting the Café in September/October might be challenging because of a shortage of volunteers and because Fife Council have yet to decide about “Warm Welcome” funding for the Winter 2025/26 period. If there are insufficient volunteers then the possibility of recruiting someone to run the Café on a self-employed paid basis was discussed, but this was discounted as an option by the Trustees present. AG and JW proposed that a pilot was run in October for two weeks to determine the availability of both patrons and volunteers. AG offered to resource one of the weeks. If support for a Café was not forthcoming, then a Tea/Coffee/Biscuits session to enable social interaction was proposed instead. A message is to be posted on Facebook, and JW offered to supply suitable wording. If there is a good level of support, then a grant from Fife Council is to be pursued.</p> <p>4.2 Book Club The Book Club is currently closed until late Summer.</p>	<p>AG</p> <p>JW/AC</p> <p>AC</p> <p>KF</p>
5. OCCC Update	AG advised that the OCCC should be invoiced for 9 meetings, total £90.00.	AC
6. AOB	<p>6.1 Hire Support. AC to set out requirements for administration and janitorial support during Centre hires, for consideration by the Trustees.</p> <p>6.2 PPL/PRS. Refer to previous minutes about this. There is no requirement for a music licence at the Centre, although hirers might want to give this due consideration, as per the “Conditions of Hire”.</p> <p>6.3 Communications in the Community. It was agreed that future communications with the Comrie Community would be via the website, Facebook page and the two noticeboards. A printed newsletter will be considered each year, should resources be available to do the leafletting.</p>	AC
6 DONM	11 th September 2025 @ 7pm	