

## Gargunnoch Community Trust Directors Meeting

Thursday 13 August 2015

### Present

Douglas Coupethwaite, Gilly Bruce, Stuart Ogg, Douglas Johnston, Edmond Mansion, Elizabeth Mansion; Jackie Campbell; Iain Gulland

### Apologies

Geoff Peart, Marilyn Willet, Anne Dando, Mike Pizey, Jane Bain

Minutes of previous meeting - Approved.

### Actions from previous meetings

The previous actions were discussed and updated (See Actions table at end on minute)

### Dilapidation Survey

Douglas J explained that he and Steve had undertaken a full dilapidation survey. Each of the main issues was discussed and actions agreed as recommended in the survey. Most of the immediate work would be arranged June 2016 just after the After School Club finishes for the summer. (Survey attached to minutes)

### Company Secretary Report

No Company secretary report apart from the fact that the tax return form had been received.

### Finance Report

Gilly noted the key points from the Finance Report (see below)

<b>Gargunnoch Community Trust Ltd Financial Report 13 August 2015</b>		
<b><u>Main Account</u></b>		<b>Notes</b>
Opening Balance 01/07/2014	£6,267	
Income to date	£3,288	
Expenditure to date	<u>£6,257</u>	
<b>Current Balance</b>	<b>£3,299</b>	
<b><u>Project Account</u></b>		
Opening Balance 01/07/2014	£7,365	
Income to date	£1,158	
Expenditure to date	<u>£7,165</u>	
<b>Current Balance</b>	<b>£1,357</b>	
<b><u>Community Centre Account</u></b>		
Opening Balance 01/07/2014	£6,959	Includes £1700 for 2015/16
Income to date	£17,082	
Expenditure to date	<u>£9,890</u>	
<b>Current Balance</b>	<b>£14,151</b>	

Gilly explained that she was stepping down as Treasurer and it was agreed that Douglas J would take over looking after the Trust account as well as the Community Centre account. Gilly and Douglas J to make the necessary arrangements.

The Directors thanked Gilly for managing the accounts.

Elizabeth handed £370 from Bite and Blether to Douglas J for banking.

### **Community Centre Update**

Main issue was the dilapidation survey which had been discussed.

### **Windfarm Update**

It was noted that Geoff was working on options as to how the monies from the windfarm might be disbursed and that a joint meeting between the Trust and Community Council would consider these options in the first place before wider consultation with all the other village interest groups took place.

It was noted that the mediation meeting had been arranged with the other communities involved.

### **Newsletter**

After discussion it was agreed to leave the contract for printing with the Council for the time being given the fast turn round. The next edition would be in September.

### **AGM**

It was agreed that the AGM would be set once accounts had been finalised and audited by Anne Knox.

### **AOB**

Douglas J was thanked for his input to obtaining the Hall grant of £1,500 from the Council.

Jackie explained that the Gala Committee wanted to donate something to the Community Centre up to the value of £100. It was suggested that a new Hoover would come to this amount. The Trust Directors thanked the Gala Committee for this donation.

Edmond noted the recent consultation regarding housing in the village.

Edmond suggested the possibility of using part of the rail link for the footpath/cycle route into Stirling.

The Trust Directors noted the work done by Ali MacLachlan and Gregor MacCallum regarding accessing fast broadband for the village. This had required considerable political lobbying.

### **Date of Next Trust Meeting**

Thursday 29 October 2015 8.00pm at the Community Centre.

<b>ACTION LIST</b>			
<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
Dec 2014	Plan for Square – proposal to contact all residents with properties adjoining the square to explain that improvement of the square was one of the projects identified by the Community survey. A letter would be sent first and followed up by visits.  It was noted that the fountain was 'C' Listed so need to find out what Historic Scotland's view might be about possible improvement.	Jane and Edmond to follow up.	Ongoing
April 2015	Prepare list of contact numbers to be placed on Noticeboard in the Centre for users. (As a follow up to this action at the June 2015 meeting it was agreed that Douglas C would put his and Douglas J's names up as a substitute for Steve when he was away.)	Douglas C	
	Curtains for doctors room to be made. Jackie following up.	Jackie	Ongoing

June 2015	As a follow up action regarding garden maintenance, at the June 2015 meeting it was noted that an alternative grounds maintenance contract had been arranged with JK Garden Services and it was further agreed to spend £160 on levelling and reseeding an area of the garden.	Douglas C	Completed
	Douglas J would oversee the Community Centre Account (arranged)	Douglas J	Completed
	Change to electricity supplier	Douglas C	Completed
	Douglas J and Steve to carry out dilapidation survey at end of July	Douglas J and Steve	Completed
	Douglas C to liaise with Steve re: scrapping old boiler	Douglas C	Ongoing
	Gilly would respond and explain that feedback should be via email address <a href="mailto:trust@gargunock.com">trust@gargunock.com</a>	Gilly	Completed
	Geoff agreed to develop some options re: distribution of funding from wind farm.	Geoff	Ongoing
	Douglas C will set up meeting with Community Council to discuss way forward.	Douglas C	Ongoing
	Complete and submit application form for member of the Carse of Stirling Partnership.	Stuart	Completed
	Stuart to let Gavin F know that the Trust were very grateful for his work on the footpath project	Stuart	Completed
August 2015	Follow up actions from dilapidation report to be taken forward as per the report.	Douglas J and Douglas C	
	Responsibility for Trust Accounts to be transferred to Douglas J from Gilly.	Douglas J and Gilly	
	Updated quotes for commercial cleaning contract to be obtained	Jane and Elizabeth	
	Further discussions to take place with Steve	Anne, Douglas C, Douglas J and Jackie	
	Review letting documentation regarding cleaning after each let.	Jackie and Douglas J	

**Appendix to August 2015 Minutes)**  
**Gargunnoch Community Centre – Dilapidations Report July 2015**  
**(Carried out by Douglas Johnston and Steve Willet)**

**1. Roof**



Slates missing from  
Various points on roof of drop-in and  
Main building.



**Recommendation**

October – November slater to be  
commissioned to check roof and replace  
missing slates.

**2. Gutters & Downpipes**



Downpipe and gutter at back of drop-  
in blocked and overflowing.

There are two other downpipes in the  
main building that are also blocked.

**Recommendation**

It may be advisable to replace/repair  
the drop-in gutter to a proper fall. It is  
essential that all downpipes are  
unblocked. Some roof valleys have  
vegetation that requires to be cleared.  
This should be done before winter but

after the leaves have fallen in autumn.



### Eaves

Some evidence of wet rot at the eaves.

#### Recommendation

Instruct joiner to examine all eaves and replace damaged boards. Replacement boards to be knotted, primed and painted undercoat and at least one top coat.

### 3. Boundary Wall



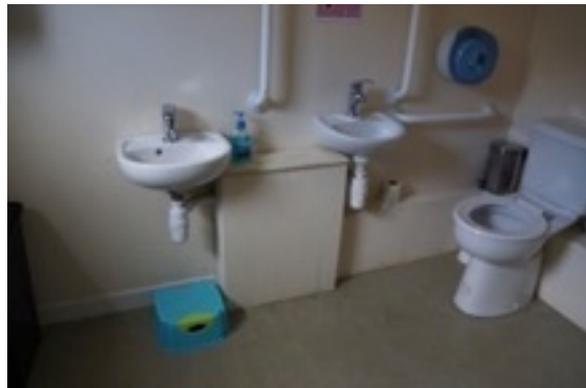
Boundary wall deteriorating badly, could become dangerous

#### Recommendation

All vegetation on the wall to be removed, stones replaced and wall pointed.



### 5. Drop in Centre Interior



Entrance, tea bar and toilet suffering from wear and tear require to be redecorated.



New window surrounds require to be knotted and primed. All redundant ducting, wiring, wood straps and metal requires to be removed and surfaces made good.

### **Recommendation**

Competitive quotes to be sought for all the work as a single contract and for the work to be programmed for the start of the next summer break in June 2016.

### **6. External Painterwork**



External paint on the entrance to the drop-in in very poor condition with signs of minor signs of wet rot, clear evidence that wood was not properly prepared during initial work. Paint on the rest of the drop-in and store beginning to show signs of stress and need of a new topcoat. Paint on the boiler house beginning to weather, there is a need to apply a new topcoat.

### **Recommendation**

Drop-in entrance to be stripped back as far as possible, the knots in the wood properly sealed then the application of a high quality primer prior to final undercoat and top coat. The remainder of the drop-in timber to be sanded down where there is evidence of flaking, those areas primed then undercoat and topcoat applied. The boiler house to have one topcoat applied.

It is recommended that the same colour should be used for all wood and that should be grey to match the boiler-house and the extension to the main building.

### **7. External Lighting**



External lights causing main board to trip, also at drop in they are not in a location the illuminates the key box and entrance.

#### **Recommendation**

Commission electrician to trace fault and replace drop-in lights with new over door motion sensor light.

### **8. Car park**



Weeds growing on edge of car park around the buildings.

#### **Recommendation**

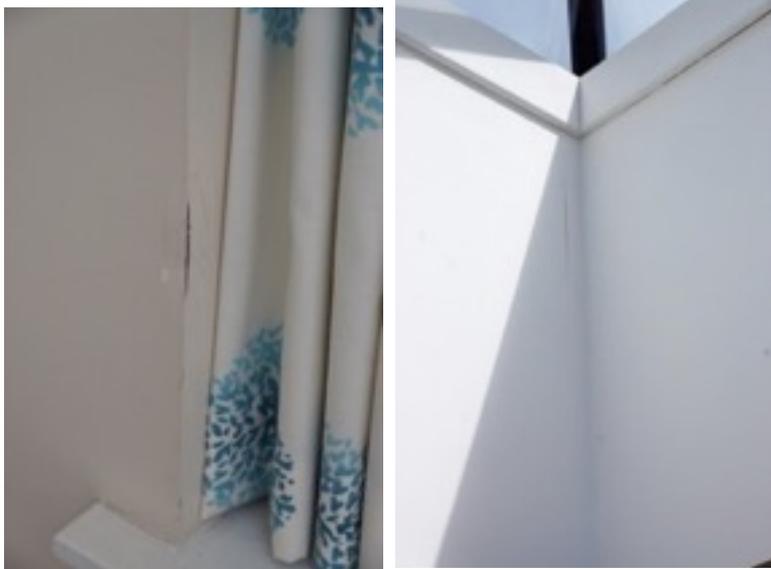
Weeds to be sprayed on a regular basis

### **9. Main Building – Interior**



Various holes and broken plaster require to be patched

throughout the building.



Ames Taping in the garden room requires repairs at certain points.



Water staining in the waiting room, hall and doctors surgery. However, there does not appear to be evidence of current rising damp.

These areas should be sealed with a sealer/primer paint prior to patching painterwork.



Evidence of deterioration of painterwork at various points throughout the building

### **Recommendation**

It is not considered necessary to carry out a full redecoration of the centre, however, in order to keep up the appearance it is necessary to carry out spot repairs and touch-up painterwork. Recommend that Trust requests a quote from the caretaker to carry out this work.

### **10 Lighting in Garden Room**



LED lights in Garden room do not provide enough light in winter.

### **Recommendation**

That current lights bulbs be replaced with more modern higher luminance LEDs.

## 11. Stage Curtain



Curtain support to the west in the blue room has moved from the wall and requires to be secured.

### **Recommendation**

Heavy duty fixings be used to secure baton, to which curtain rail is fixed, back onto the wall.

## 12. Hall Cupboard



Evidence of historic wet rot under the floor of the hall cupboard.

### **Recommendation**

There is a possibility that historic wet rot, when dried out, can provide a suitable environment for the establishment of dry rot. At present there is no evidence that this is the case. However, it is recommended that the area be examined at six monthly intervals and if evidence of dry rot is found the area should be treated immediately. The Trust could consider the removal of the wet rot the next time the floor in the hall is due to be replaced.

<b>Summary of Recommendations</b>	<b>Priority</b>	<b>Action</b>
<b>1. Roof:</b> In October – November slater to be commissioned to check roof and replace missing slates.	High	Contact slater to program the work
<b>2. Gutters and Downpipes:</b> Before winter all gutters and downpipes to be checked and cleared.	High	Contact tradesman to provide quote
<b>3. Eaves:</b> Instruct joiner to examine all eaves and replace damages boards. Replacement boards to be knotted, primed and painted undercoat and at least one top coat.	Medium	Contact tradesman to provide quote
<b>4. Boundary Wall:</b> All vegetation on the wall to be removed, stones replaced and wall pointed.	High	Contact tradesman to provide quote
<b>5. Drop in Interior:</b> Competitive quotes to be sought for all the work as a single contract and for the work to be programmed for the start of the next summer break in June 2016.	Medium	Contact tradesman to provide quote
<b>6. External Painterwork:</b> All external wood at drop-in and boiler house to be prepared and painted to the same colour.	High	Trust volunteers to carry out work
<b>7. External lighting:</b> Commission electrician to trace fault and replace drop-in lights with new over door motion sensor light.	High	Contact tradesman to provide quote
<b>8. Car Park:</b> Weeds to be sprayed on a regular basis	Medium	Trust volunteers or gardener to carry out work
<b>9. Main Building Interior:</b> carry out spot repairs and touch-up painterwork.	High	Request quote from caretaker to carry out the work
<b>10. Garden room Lights:</b> That current lights bulbs be replaced with more modern higher luminance LEDs.	Medium	Caretaker to test effectiveness of new LEDs
<b>11. Stage Curtains:</b> Heavy duty fixings be used to secure baton, to which curtain rail is fixed, back onto the wall.	High	Check with Caretaker re this work.
<b>12. Hall Cupboard:</b> The area be examined at six monthly intervals and if evidence of dry rot is found the area should be treated immediately.	High	Caretaker to monitor