

**Gargunnock Community Trust Directors Meeting
Thursday 14 March 2013**

Special meeting to discuss handover and letting of Community Centre

Present

Douglas Coupethwaite, Jane Bain, Douglas Johnston, Anne Dando, Steve Willett, Marilyn Willet, Gilly Bruce, Elizabeth Mansion, Mike Pizey, Stuart Ogg, Jackie Campbell, Geoff Peart, John Craigen, Edmond Mansion

Apologies

Iain Gulland

Formal handover from architect

Briefings required on alarms, heating controls and electrical boar.

It was noted the biomass boiler would be delivered shortly.

Action: Douglas C, Doulgas J and Steve to attend briefing with architect

Formal handover from the architect was 28th February 2013.

It was agreed that Steve would use caretaker@gargunnock.com as e-mail address

Over £1700 was raised over the weekend at the opening from buy a brick and membership fees.

Advice to users

Action: Jackie agreed to produce flow chart of key things for users to remember.

Douglas B has a list of contacts of regular users.

Each user to sign an agreement which sets out responsibilities etc.

Initially it was greed that Steve would be at the Centre to meet users to explain instructions etc.

Door Codes

Important that users are asked to keep these confidential as possible.

Users from outside the village, unless they are regular users will not be given door codes.

Storage

Steve to discuss storage with users as they start using the Centre.

Racking and shelving will be installed as required. Bespoke shelving will be required in cupboard where carpets for carpet bowling is going to be kept.

Archive of trust documents will be kept in storage at top of stairs.

Storage of documents digitally was also being considered.

Fire Safety

Action: It was agreed that Douglas C would organise an independent fire assessment of the building

Telephone/Broadband

Action: Douglas C agreed to contact BT to get quotes to install broadband

Bookings

On line bookings through Gargunock website was discussed and once set up Steve would be set up as an administrator. Jane will review.

Contact details for users need to be recorded somehow for invoices.

Acoustic Panels

It was agreed that 4/5 people would have access to the lever so that the number of users would be restricted.

Lighting and sound system

Only named individuals to be allowed to use full system after training.

Action: Douglas J, Steve and Douglas C to find opportunity to practice with the set up and what it can be sued for. Alternative set ups will be tested.

It was agreed that the equipment would not be allowed out of the Centre in case of damage.

Electrical testing

Action: it was agreed that an external tester would be used annually to PAT test all electrical equipment.

Kitchen

Explain to users that kitchen is for shared use.

Action: Jane and Elizabeth to make up some instructions for use of kitchen. Marilyn will help with dishwasher.

Items still required

First aid kit to be placed in disabled toilet and notice on door

Baby changing sign on door and shelf to be put in.

Finance

Douglas J explained that there was likely to be some funding left over so he would ask contractors for a cost of installing a wet heating system in drop in centre linked to biomass boiler. He would ask for a quote for a porch as well. It was noted that 5% of contract cost needs to be retained.

There is still a final tranche of £30k to come from Gargunnock Estate Trust.

Other items to be considered blinds for windows.

Steve explained that he had started making a list of other items required.

User guide to be completed and Douglas J would draw up a fire safety diagram.

Finally there as a question about who would replenish the supplies of tea/coffee etc for regular users. Users would have to bring and dispose of their own milk.