



Strathpeffer Pavilion Community Trust

Minutes of Meeting held 18 January 2021 by Zoom

Present

Dayrn Lucas, Fraser Mackenzie, Bryan Mackenzie, Archie Macnab, Lindsay Rock, Stevie Rock

In attendance

Felix Spittal (minutes)

1. Introductions and welcome

Fraser welcomed everyone to the meeting.

The minutes of the meeting on the 27 November 2020 were approved.

2. Development Officers Update

Felix updated the board with a summary of the main areas of his work since the previous meeting. These included: Completion of the Trustee Welcome Pack, joining the Strathpeffer Together group, assisting with the Prism Lighting Sponsorship Agreement, development of the SPCT website, responding to enquiries and helping establish the SPCT governance structures and drafting policies.

A discussion took place around the possibility of SPCT securing funding to offset the losses incurred through not being able to hold fundraising concerts. Felix has looked into Culture Organisations and Venues Recovery Fund and the Performing Arts Venues Relief Fund. Both funds are closed but expected to re-open with additional funding. Felix outlined the low chance of being able to access these funds as they require that organisations are at immediate risk of insolvency and been operating in the cultural sector prior to April 2019.

Action: Felix to contact Douglas Wilby at HLH to ask if they have accessed Covid funding for the Pavilion.

3. Up-dates

Events

Fraser updated the meeting on the status of the two SPCT fundraising concerts. The Callum Beattie event is selling well with around 190 tickets sold. The Toploader concert is not selling as well and will need to be rescheduled as Covid restrictions are likely to prevent it from proceeding.

Pavilion Floor

Brian provided an update on work to assess and improve the condition of the Pavilion floor. A flooring contractor from HLH's framework assessed the floor and determined that a new floor would be required. However, this assessment was contrary to Bryan's own investigation, so a second opinion was sought. Inverness Flooring attended the Pavilion and determined that the floor was in reasonable condition and could be fixed and reconditioned



to a high standard. It was their assessment that doing this work, which could be completed in a week, would allow the current floor to last for many years, if properly cared for. It was agreed that if this work was completed, it would be vital to have HLH commit to a maintenance plan. It was agreed to wait for the report from Inverness Flooring before making a decision on how to proceed.

Action: Bryan to request a report and recommendation from Inverness Flooring outlining their assessment of the floor, what is required to return it to a high standard, what maintenance would be required following the work and to confirm whether their quoted price includes the repair work.

Estates

Stevie provided an update on the estates work. Estimates are being sought for the lighting work proposed for the gardens, car park and lawn. The meeting with the Julia Boothby has been postponed and will now take place via Zoom. Contractors are coming out to provide quotes for the work to replace the slabs at the rear of the Pavilion. HLH are keen to use the Pump House as part of their offering for weddings so clearing the space is a priority. The Pavilion office is now complete and ready to move into, once Covid restrictions allow.

Action: Felix to take on the work of securing quotes for the storage container – 20ft with side door and electrical connection.

Action: Stevie to ask Julia about potential storage space in the basement of the church.

OSCR Annual Return

Daryn informed the board that the return has been submitted to OSCR but we will need to follow this up with submission of the annual accounts.

4. Heritage Lottery Funding

Archie provided an update on the Heritage Lottery Fund proposal Strathpeffer Together. The funding is a two-stage process. The first stage application is being prepared by Alan Jones consultants. An additional £2,500 is required for additional consultancy work, but the SPCT will not be contributing further. The community survey has been extended until the 29 January. The total request for funding is expected to be £1.6 million with circa £300K of that being allocated to SPCT projects.

5. Financial Report

Fraser informed the board that the accounts are still with the accountants and are expected to be completed shortly. The accounts will need to be approved at the AGM. The most recent VAT return was Nil but another will be submitted in March to claim back the VAT on the asset transfer.

Action: Carol to circulate the accounts to the board once complete.

Land Fund

Archie informed the board that there is £1,500 remaining of the grant from the Land Fund. It was agreed that this should be spent on commissioning the initial drawings required for the refurbishment of the Pump House. The Land Fund has confirmed that they are happy for it to be used for this purpose.

Action: Fraser to commission the architects to complete the concept drawings for the Pump House



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6. AGM

The SPCT is currently overdue for an AGM. OSCR is being flexible with charities because of Covid, but having an AGM as soon as possible is a priority. Before an AGM can take place, the accounts need to be completed and reports need to be drafted. In addition, 20 members are required for the meeting to be quorate, so a membership drive needs to be undertaken.

Action: Felix and Archie to send out an invitation to become members to the supporters list.

7. Next Meeting

The next meeting will be scheduled once the report and confirmation of costings are received from the contractor.

Action Log

Action	Owner	
Contact Douglas Wilby at HLH to ask if they have accessed Covid funding for the Pavilion.	Felix	
Request report and recommendation from Inverness Flooring.	Bryan	
Secure quotes for the storage container – 20ft with side door and electrical connection.	Felix	
Ask Julia about potential storage space in the basement of the church.	Stevie	
Circulate the accounts to the board once complete.	Carol	
Commission the architects to complete the concept drawings for the Pump House	Fraser	
Send out an invitation to become members to the supporters list	Felix & Archie	
Circulate the Code of Conduct for Board approval	Fraser	Carried forward
Co-ordinate the OSCR Annual Return	Daryn (Archie, Carol, Felix, Fraser)	Carried forward
Encourage people to sign-up as members using the application form as well as approach those who might be willing to become Trustees	All	Carried forward
Pass details of Facebook Members group to Felix so he can see if qualify as members	Lindsay	Carried forward
Meet Julia Boothby to discuss Gardens	Stevie (Felix & Nadine)	Carried forward
Provide project costs, details and quotes to Felix for the garden lighting project and storage container	Stevie	Carried forward
Investigate funding for gardens lightning and storage	Felix	Carried forward



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Provide details of the stage and football projects to Felix	Fraser	Carried forward
Investigate funding for the football and outdoor stage projects	Felix	Carried forward
Secure quotes for repair of paving slabs	Bryan	Carried forward