



Strathpeffer Pavilion Community Trust

Minutes of Meeting held 27 November 2020 by Zoom

Present

Dayrn Lucas, Fraser Mackenzie, Laney Coburn, Bryan Mackenzie, Archie Macnab, Lindsay Rock, Stevie Rock, Carol Mackenzie

In attendance

Felix Spittal

1. Introductions and welcome

Fraser welcomed everyone to the meeting and informed everyone of the purpose of the meeting: to discuss project priorities, discuss key areas requiring funding and help inform a work plan for Felix.

2. Development Officers Update

Felix provided an update to the group on work that he had undertaken since starting in September. He referred to the email send to the board on 17 November which contains a comprehensive update on progress, as well as highlighting a few key areas such as the website, newsletter, IT and policy/procedure/information documents. He also informed the board of some negative feedback received by email about the gardens.

Action: Fraser to respond to complaint about the gardens.

A discussion took place about the Trustee welcome pack that Felix and Fraser had been working on. It was agreed to update the document with a few extra elements before finalising. Areas to be added: Key contacts list, Trustees and their roles, structure of the organisation, information on High Life Highland (HLH) and the partnership. The Trustee pack will have appendices including the SPCT constitution and the HLH Management Agreement.

Action: Felix to update the Trustee Welcome Pack.

A discussion took place about having a Code of Conduct for SPCT. A document was drafted for the SPSG which could be adapted and approved for the SPCT.

Action: Fraser to circulate the Code of Conduct for Board approval.

3. AGM and OSCR

An AGM is required for SPCT in accordance with charity law and our own constitution. A return to OSCR is also required by 31st December. OSCR are being flexible because of the situation with Covid, but it was felt that having an AGM as soon as possible would be beneficial. Carol informed the group that the accounts have been passed to the auditor and SPCT is now VAT registered. This will allow us to complete the annual return to OSCR, which was agreed as the priority.

Action: Daryn to co-ordinate the Annual Return to OSCR with input from Fraser, Archie, Carol and Felix as required.

Membership needs to be improved before an AGM can take place as 20 members are required to ensure the meeting is quorate. Once more members are registered a date can be set for the AGM.

Action: All Trustees to encourage people to sign-up as members using the application form as well as approach those who might be willing to become Trustees.

Action: Lindsay to pass details of Facebook members group to Felix so he can see if eligible as members

4. Projects, priorities and funding

It was agreed that the Business Plan is not an immediate priority for Felix and that securing funding for key projects should be his priority

Gardens

Archie informed the Board that an application to The Prince's Countryside Fund has been made to commission a designer to produce a plan for resuscitating the Victorian Gardens. In addition, the Priest at St Anne's, Julia Boothby has been in contact to discuss a joint project to develop the gardens.

Action: Stevie, Felix & Nadine to meet Rev Julia Boothby to discuss.

Stevie suggested that lighting for the footpaths would allow people to enjoy the gardens at night and improve their safety. In addition, storage is required for the garden equipment to allow the Pump Room to be used again.

Action: Stevie to provide project costs, details and quotes to Felix for the garden lighting project and storage container.

Action: Felix to investigate funding for these two projects.

Other projects

A junior football team and outdoor stage were suggested as possible uses for the area behind the Pavilion.

Action: Fraser to provide details of the stage and football projects to Felix

Action: Felix to investigate funding for the projects.

Lindsay enquired about the possibility of Forest and Land Scotland providing a tree for the Pavilion.

Action: Archie to speak to FLS about securing a tree.

Pavilion

The paving slabs behind the Pavilion are in a poor state and need to be fixed as soon as possible. Archie informed the group that they are part of the proposal for the Strathpeffer Together funding proposal.

Action: Bryan to secure quotes for repair of paving slabs.

The floor of the Pavilion is in poor condition, partly due to the heat being off during lockdown causing excessive expansion and the heavy scissor lift being left on the floor. It was agreed that the floor would not be replaced until measures are agreed with HLH for its maintenance.

Action: Bryan to assess the condition of the floor and extent of repairs required.

Action: Fraser and Daryn to arrange meeting with HLH to discuss the floor, once more is known about its current condition.

Action Log

Action	Owner
Respond to complaint about the gardens	Fraser
Update the Trustee Welcome Pack	Felix
Circulate the Code of Conduct for Board approval	Fraser
Co-ordinate the OSCR Annual Return	Daryn (Archie, Carol, Felix, Fraser)
Encourage people to sign-up as members using the application form as well as approach those who might be willing to become Trustees	All
Pass details of Facebook Members group to Felix so he can see if qualify as members	Lindsay
Meet Julia Boothby to discuss Gardens	Stevie (Felix & Nadine)
Provide project costs, details and quotes to Felix for the garden lighting project and storage container	Stevie
Investigate funding for gardens lightning and storage	Felix
Provide details of the stage and football projects to Felix	Fraser
Investigate funding for the football and outdoor stage projects	Felix
Speak to FLS about securing a tree for Pavilion	Archie
Secure quotes for repair of paving slabs	Bryan
Assess the condition of the floor and extent of repairs required	Bryan
Arrange meeting with HLH to discuss the floor - once more is known about its current condition	Fraser & Daryn