

**COMRIE COMMUNITY CENTRE
MANAGEMENT COMMITTEE
MINUTES OF MEETING
23rd March 2011**

Agenda	Discussion Points	Action
Present	Kathy Bridson, Jane Wedge, Karen Atkinson, Elaine Brown, Julie Cosgrove, Neil Gardener, Sandra Gardener, Andy Cameron, June Cameron, Margaret Portbury, Leona Carstairs, George Carstairs, Jean Tinto, David Tinto, Frank Clarke, Carolyn McDonald	
Invited Guests		
Apologies		
Last minutes		
Previous Minutes	None	
	Tracey Bailey, Tara Heron, Jo Ross Community Education Worker	Julie
	Approved by Jane Wedge and Seconded by Elaine Brown	Kathy
	Constitution The name on the constitution reads Comrie Community Centre and should be Comrie Community Centre Management Committee, new constitution will be sent to all members.	Julie Julie Tara

	<p>Front doors The cheaper quote coming in from C. Penman Joiners and includes fixtures and fittings, with a hook and eye on wall to stop the doors from closing on fingers has been approved by members. These are metal doors with no letter box and guaranteed for 10 years.</p> <p>Rugby on Sundays Feedback from a game had 2 concerns over the horse mess and holes being left as the horses have been walking over the field in the wet weather. This will now be passed on to John Bonnar of Oakley and Comrie Community Council and John McQueen of Parks and open spaces, to investigate further.</p> <p>PC McLeod self defence class dates to be arranged</p> <p>Mobile phone for the month taken by Karen Atkinson</p> <p>Radiator covers for main hall measurements were taken for the covers and a price will be given at next meeting.</p> <p>Posting of Community Minutes Carolyn, Jean, David and Frank George and Leona will received minutes by e-mail,</p>	<p>Kathy</p> <p>Tara</p> <p>Julie</p> <p>Jo</p> <p>Kathy</p> <p>Kathy</p> <p>Jane</p> <p>Cllr CI</p> <p>Julie</p>
--	--	--

<p>Hall users</p>	<p>Guttering over main hall door a line has gone into Blairhall office. Hazel e-mailed back to say that she had chased this up with New City House and they have advised her that they have been out to look at the job but have given it to an outside contractor. This should be completed in the next few weeks.</p> <p>Dates and times for poster A laminated A3 poster for the hall will be made, so anyone can view dates and times in relation to hall hire and session that are taking place for that month in the centre.</p> <p>Invoices to Cllr's for their surgery sessions They will be invoiced in April for the first sessions of the year.</p> <p>Oakley Gala No further news</p> <p>New entrance mat A 'Banko' mat that can go in the washing machine will be brought if the laundrette can take it, if not a suitable replacement will be brought.</p> <p>Ice packs for First Aid box to be bought</p> <p>Recurring Grant Application form 2011/12 Letter has been received from James</p>	<p>Tara Kathy</p> <p>Tara</p> <p>Kathy</p> <p>Kathy</p> <p>Karen</p>
--------------------------	--	--

<p>Matters Arising</p>	<p>Douglas stating, the grant has been awarded to the centre and will be £xxxx. First Quarter payment will be made during the first 2 weeks in April, with a further quarterly payment on receipt of a copy of our independently audited accounts for the year 2010/11.</p> <p>New kettle Donna has donated this as a present to the centre</p> <p>Outside bin Donna had e-mail Cllr Clelland for a litter bin outside centre at the steps, dated 3.2.11, and no further information as Cllr was not at meeting.</p> <p>New members photo's are now up in the inside notice board at the entrance to hall.</p> <p>Blair house trust The new road being built up to site will hopefully remain after Scottish coal have left, Historic Scotland will be in talks with the farmer for easy access up to the monument which they are hoping to restore back to its original state. The site office will be situated at the bottom of this road and West Fife Enterprise are looking to employ work experience staff to man the desk. Scottish Coal will produce a newsletter.</p>	
-------------------------------	--	--

<p>Council Officers / Elected Members Report</p>	<p>Audit due All outstanding money to be handed to Jane before the end of the month so books can be given to auditor.</p>	<p>Julie</p>
	<p>Fundraising 'My Secret Kitchen' on 25th February raised £68.00 'Partylite' on 18th March raised £36.00, many thanks to Julie and Yvette for organising and to everyone who supported these two events.</p>	<p>Kathy</p>
	<p>'Melting point' Glass wear with Jan to be booked for September 'Body shop' with Helen to be booked for November</p>	<p>Julie</p>
	<p>Wedding of Prince William and Kate Middleton on 29th April Invites still to be printed and handed out. Open to all ages and starting at 7pm.</p>	<p>Julie</p>
	<p>Centre Keys 2 sets handed back to Chair from Donna Brown</p>	
	<p>New TSO Health and Safety Law poster Brought and placed in kitchen</p>	
	<p>Call for new members Thank you to 6 new members tonight</p>	
<p>Environmental Health Food Business The centre had an inspection on Friday 11th March, and we were found to comply with the</p>		

<p>Treasurers Report</p> <p>Chair statement</p> <p>Next meeting</p> <p>Minutes submitted by</p>	<p>requirements of the legislation and will be forwarded on a certificate for passing. The food safety Act 1990, The European Communities Act 1972, The Food Hygiene (Scotland) regulations 2006 and the Community Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs.</p> <p>Contents insurance Completed and placed in inside notice board in hall.</p> <p>Banking signatures Kathy to be added to bank details with removal of Donna</p> <p>After school toys and equipment Kathy spoke to Christine Wilson and they are coming to uplift all equipment, going to hire a van.</p> <p>The Chair holder To be offered on 'Gum Tree' or 'Ebay', photo to be taken with donations to the 'committee funds' from the buyer.</p> <p>Toddlers Karen informed members that their A.G.M is on Wednesday 27th April 7.30pm in the hall, (change of date</p>	
---	---	--

from previous minutes). They have new starts and are running only Wednesdays during the Easter Holidays back to normal in May.

Comrie Crafts Julie informed members that they had new members on Monday sessions, they were looking to get a grant for the next financial year and thinking of starting the Coffee mornings again and would give more information on this issue at the next meeting.

Crusaders Kathy informed members that most sessions had 10/12 children with 3 supervising adults. All going well.

Lorraine Zumba members were informed that Lorraine has a plaster cast on her foot and at present unsure if Zumba was to continue, further update to follow before next meeting.

Sarah Zumba new booking form and music insurance details handed over.

Oakley and Comrie Community Council Julie informed members that the survey that had gone to every house in Comrie will have the information/concerns passed to the relevant people, i.e. community

council, police and Fife Council. For any members/locals wishing to put their views/concerns across can attend these meetings, the next is to be held at Oakley Community Centre on Monday 18th April at 7pm, as they need support.

West Fife Forum their meetings are held on the last Thursday of the month, next being Thursday 31st March at 6pm in the Comrie Centre.

Community Engagement meeting Is run by PC Eddy McKnight, these run every two months anyone in the community can attend, issues were brought up about the blue bins taken to the burn and burnt, parking at saline Motors and the school campus road and roundabout. The next meeting is Wednesday 4th May at 7pm at Carnock Community Centre.

New Blairhall Centre no update, Jo not at meeting

Hall bookings A copy of all 'hall hire's for February to March was given to Jane for her books.

Survey, Why Comrie Centre? New member Frank asked to why the Comrie Community Centre had put out a survey to all the houses in Comrie as it had nothing to do with them. Members tried to explain that this was needed for our recurring grant and to find out the locals views on different issues for the community/centre, these would be dispatched to the relevant people for further information/investigation .

Clear Water Technologies Mr Alf McCrum came to assess the plumbing works and do risk assessment for Legenella, his findings were all water and pluming was fine, but the showers with the lack of use need to be run for a minimum of 5 mins each week so that the hot water can run through, this has to be logged and recorded, this will be done when Youth club is on.

Boiler Service this has been completed, no paper work handed over

Census A lady came to the centre to check that nobody lived in the building.

	<p>Footbridge over burn from Porterfield to Oakley is becoming dangerous, passed to John Bonnar, Secretary for Oakley and Comrie Community Council.</p> <p>Grit bin outside centre is continually being tipped over, members would like this to be attached to lamp post or on hard standing by the recycling bins where it would be more difficult to tip, letter to go to Fife Council.</p> <p>Road/pavement cleaners members would like a letter to go to Fife Council over this issue as we seem to have lost the one for Comrie</p> <p>Hall hire costs Elaine brought to members attention that should a 'Comrie resident' get a discount for hiring out the hall from other hall users, when it comes to ladies nights i.e. handbag party. This had been brought to member's attention at the beginning of March and an e-mail had been sent with the cost quoted as £20.00 for the 3 hours, giving ½ hour for set up and ½ hour for clearing at the end of the night. Elaine had been unaware of E-mail.</p> <p>Length of time Some reported that the</p>	
--	--	--

minutes were many pages instead of one, as it had been in the past. The meetings were well over an hour, because they contain many issues not concerning the centre. Chairperson Kathy, stated that it will be looked at for our future meetings, some people can only make one meeting out of the many that get held but still wished their issues to be made known; in future we will pass issues not relevant to the centre on to the Oakley and Comrie Community Council and relevant people.
Men's / family events
Everyone was asked if they would like to think about other events that could be held in the centre.

Gas and Electric readings A second key has been cut and handed to Jane for reading of the Electric meter. Julie to read Gas on 31st March and send to Fife Council, ref in file.

No members present

Clr Bobby Clelland
Surgery at Comrie Centre is Monday 4th April at 11.30 am

In bank...£xxxx
In cash...£xxxx

Money handed over
Comrie Crafts hall hire
until end of March
Toddlers hall hire until
end of March
West Fife Forum hall hire
£26.00
Oakley and Comrie
Community hall
hire Jan, Feb and
March £19.50
Fundraising, My Secret
Kitchen £68.00
Fundraising, Partylite
£36.00

Kathy thanked everyone
for coming to the
meetings.

Wednesday 20th April
2011 in Comrie Centre
7.30pm

Julie Cosgrove Secretary

C.C. e-mail

Kathy Bridson, Tara
Heron, Karen Atkinson,
Neil and Sandra
Gardener, Andy and June
Cameron, Tracey Bailey,
David and Jean Tinto,
Carolyn McDonald, Frank
Clarke, George and
Leona Carstairs
Cllr Bobby Clelland, Jo
Ross

C.C. by hand

Secretary file, Julie
Cosgrove, Jane Wedge,
Elaine Brown,
Margaret Portbury

Posted

Inside notice board of
Comrie centre

--	--	--