

# GRANTOWN INITIATIVE BOARD MEETING

Tuesday 11th October 2022 at 7.30pm via Zoom

## MINUTES

		Action Points
	<b>Welcome and Introductions</b> Directors Present: Karen Derrick (Chair) Declan Gallacher (Vice Chair) Karen Martin (Treasurer) Beverley Cartwright Zoe Laird	
1.	<b>Apologies:</b> Ingrid Artus, Katy Turton, Mike Causey	
2.	<b>Minute of previous meeting held on 13<sup>th</sup> September 2022</b> The minutes were approved unanimously without amendments. Proposed KM, Seconded BC	
3.	<b>Matters arising from the Minute</b> (not otherwise on the agenda)  Minutes DG has requested that subgroups provide a small write up of their notes to him before the meeting, similar to last month, so that he can use these to collate the minutes. This allows DG to spend less time taking notes during the meeting, and more time participating in discussions. Many thanks	
4.	<b>Declarations of Interest on items appearing on the agenda:</b> None	
5.	<b>Membership applications</b> None	
6.	<b>Treasurer's Report</b> Karen presented the finances to the Board. There was a discussion about what costs should be allocated to the Gordon & MacPhail events pot and the following was agreed: <ul style="list-style-type: none"><li>• The cost of the container shelving for event storage</li><li>• £500 to be transferred to the Torchlight Parade to help with costs</li><li>• The additional road closure costs for Hogmanay and Torchlight Parade which are new costs and weren't incurred in previous years will be covered</li></ul> Karen will update the accounts to reflect this for October's report. Karen also confirmed that she will be applying for a 50% discount on the Zoom renewal as per 2021.	KM
7.	<b>Gordon and MacPhail Community Events Fund</b> The Board formally approved funding for all the applications received into this fund. The total of the projects to be funded is £2,103.80. This will fund the following projects: <ul style="list-style-type: none"><li>• YMCA - Improve the Youth Room and Youth Meeting Room with LED lighting - £356.00</li><li>• Grantown Museum - Conservation, collecting and education through local flora, their useful properties and cultural significance - £700.00</li><li>• Strathspey Camanachd - To fund the purchase of 100 water bottles with the club logo on them to provide unity, continuity and a sense of belonging through the whole club which is imperative for mental health - £247.80</li><li>• Friends Grantown Primary - To refurbish the primary schools allotment and growing area - £500.00</li></ul>	KM/KD/ DG

	<ul style="list-style-type: none"> <li>• Grantown Re-Engage - Funding for afternoon teas for elderly residents - the guests would be taken to local hotels - £300.00</li> </ul> <p>Karen M will send confirmation emails to all the successful groups.</p> <p>£2,400 was allocated to the fund, therefore there is an underspend of £296.20 which will be added to next year's fund (September 2023).</p>	
<b>Sub Group Reports</b>		
8.	<p><b>Burnfield Toilets</b></p> <p>Karen D received an estimate from Colin Lawson for repair, redesign build and fit out for the toilets at Burnfield. This was considerably higher than our current funds could cover. The estimate was for £103,848 ex VAT, making the total in the region of £124k including VAT at current VAT costs of 20%. This leaves a funding gap of approximately £60k. Karen has already submitted a funding application to the 'Leader' grants managed by CNPA for £20k and will approach the Area team at HIE to see what they can offer. Zoe L needs to declare an interest as an employee of HIE and will not be involved in the grant discussions with HIE.</p> <p>Karen and Zoe met prior to the Board meeting to discuss a few options:</p> <ol style="list-style-type: none"> <li>1. To revert to a lower quality fit out and exclude the extension to the porch which would make the disabled toilets below current building regulation standards (not a requirement for a refurbishment)</li> <li>2. To explore additional grant funding sources and potentially a loan</li> <li>3. To stall and phase the project to allow for additional funding to be secured.</li> </ol> <p>Karen and Zoe agreed to meet Colin Lawson to discuss the possibility of phasing the project and possibly buying some of the material in advance of the end of the financial year when some of the grant needs to be spent by. They will update on these discussion before the board makes any decisions about phasing the project. In addition the planning permission phase of the project is one of the unknowns in terms of time so they will also explore spend on that before securing additional funding. We will not be able to get a schedule for the works until planning permission is in place. However at this stage we anticipate the toilets will not be reopened in time for Hogmanay.</p> <p>Karen and Zoe hope to join the next meeting with a short report on the potential for project phasing, the possible expenditure and the risks of phasing this when remaining funding is not confirmed.</p> <p>The Board discussed the option of seeking quotes for other builders. It was noted that another builders original quote was higher than the previous estimate for Colin Lawson so it is anticipated that their estimate would be higher with the revised specification.. It was also noted the risk of working with a range of smaller contractors was high, and would require much closer management than tasking a reputable builder such as Colin Lawson with the whole project. On the basis of risk and workload for the GI board members of seeking additional estimates, it was agreed that Karen and Zoe would pursue sufficient funding to progress the work with Colin.</p>	KD/ZL
9.	<p><b>Events</b></p> <p><b>Hogmanay</b></p> <p>Plans progressing well after contacting 'Truck into Grantown' who have agreed to get a member to supply a curtain aider for the stage. Highland Council have accepted the road closure license and ProjO now engaging Alba Road Traffic Management to undertake the traffic management plan in accordance with new legislation. Meeting with Police Scotland to review Event plan is to be arranged as is Portaloo Hire. Next steps are to confirm Bar with Heather Fraser and catering and hot drinks provision. Next committee meeting will be at the start of Nov.</p>	BC

	<p><b>Festive Lights</b> Paul Matheson and IA had a meeting with Berryburn last week to discuss our funding application. Outcome will be known towards the end of November.</p> <p>KD to extract key action points from PM's festive light plan.</p> <p>KD and KM to meet with GH to discuss taking on admin role for festive lights.</p> <p><b>Torchlight Procession</b> Traffic management quote is £452 which is not affordable. Elements of this include Alba dropping off and picking up signage so we've asked for another quote if we do that part ourselves. No reply from them yet. Nothing heard from the council regarding the TTRO or the license application.</p> <p><b>Thunder in the Glen:</b> No update this month.</p> <p><b>Grantown Does Christmas</b> Over 45 stallholders have requested space at the Food &amp; Drink Festival which is excellent. Music will be provided by Hamish Napier at Spey Bank Studio. Social media advertising will start this month. Arrangements are going well and there are no issues to report.</p>	<p>IA</p> <p>KD</p> <p>KD/KM</p> <p>IA</p> <p>MC</p> <p>KM/MC</p>
10.	<p><b>Dulaig Play Park</b> The contractor returned last week to fix the work that hadn't been done properly. It's being inspected by the committee later this week and we're very grateful to be joined on the committee by a former play park fitter who has helped with assessing the work so far. The wet pour around the roundabout was one area that needed to be redone to meet the requirements of the disability discrimination act. However, the machine that lays it is unserviceable and there are problems sourcing another. IA currently unsure what this means with regards to the park getting signed off or if that area will just be cordoned off and the play park opened after inspection.</p>	IA
11.	<p><b>Grantown Business Association</b> There is no news to report this month. The Committee will meet at the end of October once the season has quietened down.</p>	KM
12.	<p><b>Town Centre Fund</b> Nothing to report.</p>	KD
13.	<p><b>Sustainable Strathspey (SS)</b> Not much to report this month. Recent meeting with a composting expert.</p>	KT
14.	<p><b>Parkrun</b> With feedback received, MC has resubmitted the application for Ward Discretionary Funds, which if received will get us to our total!</p>	MC
<b>Other Matters</b>		
15.	<p><b>AOCB</b> The GI has been contacted by Louise Gould to explore the option of a charity shop. It was agreed that she should be invited to the next board meeting to discuss her thoughts with the board. Karen M will invite her.</p>	IA
	<p><b>Dates of 2022 Meetings (all at 7pm)</b> 08 November, 13 December</p>	