



Portlethen & District Meeting Minutes

Time & Date	7pm on 4th October 2016		Meeting Venue	Community Centre, Portlethen Academy
Present	W. McMillan,, G. Pringle, J. Shackleton, W. Green, J. Robertson, J. White, M, Rodger, J. Coull, M.Dear, G. Read, Cllr A. Evison (AC)			
Apologies	G. Constable (AC), H. Mutch			
Approval of minutes	Proposed	J. White	Seconded	J.Robertson
Matters Arising (not discussed elsewhere)	<ul style="list-style-type: none"> • No progress on the Quiz Night in the Lethen Arms. • The Big Lottery Peoples Projects application has been submitted and we should hear mid-October if we are to go through to the next stage • We have received confirmation from Aberdeenshire Council's Area Committee Meeting, of the £8,000 from the Area Top Up Budget • Our application to the Meikle Carewe Wind Farm has been submitted and we should hear later this month • The Co-op Local Community Fund, was launched on 21st of September and on October the 2nd our share was £990.04. 			
Fundraising Publicity & Recruitment	<ul style="list-style-type: none"> • The Audit has been completed and now requires to be put onto our WebPage and linked to OSCR • Tim Green from Age Scotland attended our Open Day on the 29th of September. He would like us to complete the End of Project report ASAP, so we need members to give feedback which will be at our next Open Day • Abbie Whitelaw the ASDA Community Life Champion attended the Open Day on the "9th of September. ASDA are re-launching their Green Tokens scheme and she has put us forward. The scheme is now worth £500 to the Charity which ends up with the most tokens • Email from OSCR regarding Charity Trustee Declaration Forms, which have recently been updated. These forms allow the people in management and control of the charity – the charity trustees – to assure us that they are aware of their responsibilities and are not disqualified. The new form also collects details allowing us to email all the charity trustees details of registration and charity trustee duties should the organisation be granted charitable status. • Email from Heather Marshall from AUSA-RAG who has authorised the release of the remaining £750 • Email from the Robertson Trust regarding the release of the £4,500 asking if we could send confirmation of the actual total capital cost of the work (they don't need to see quotes though), evidence of the funding secured towards these costs, i.e. copy award letters and confirmation that building work is due to commence (start date).They've checked the file and can see that we did get a completed outcomes & targets form and confirm that these are fine, no need to provide this information again. 			
Building Progress	<ul style="list-style-type: none"> • We need to seek a meeting with Jeff Davidson regarding our meeting with Tony Julian, the Planning Officer at Aberdeenshire Council regarding our Planning Application & Building Warrant there, to discuss a new estimate, 			
Current Financial Position	<ul style="list-style-type: none"> • Cash in the bank, £ 10,395.19 			
Correspondence not discussed elsewhere	<ul style="list-style-type: none"> • Email from Zurich Insurance who offer insurance cover for charities 			
AOCB	<ul style="list-style-type: none"> • George Pringle to submit an application for a pitch at the Portlethen Primary School Parent Association Car Boot Sale on the 30th of October (9am – Noon) • The Open Day on the 27th of October is to be a Soup 'n Sandwich event. George Pringle to produce posters 			



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	<ul style="list-style-type: none">• The Shed will support the Portlethen Parish Church Christmas Charity Campaign by sponsoring a Christmas Tree• George Pringle will contact Gordon Constable to enquire if the 'Porty Cabin' would be free for the Shed to hold Open Days every fortnight
Next Meeting	1330 on the 18th of October 2016 In the Community Centre, Portlethen Academy