

Time & Date	1330 on 18th October 2016		Meeting Venue	Community Centre, Portlethen Academy
Present	G. Pringle, J. Shackleton, W. Green, J. Robertson J. Coull, G. Read, G. Constable (AC), H. Mutch, S. Davidson, G. Read			
Apologies	W. McMillan, M. Rodger			
Approval of minutes	Proposed	John Robertson	Seconded	Harry Mutch
Matters Arising (not discussed elsewhere)	<ul style="list-style-type: none"> • No progress on Quiz Night in the Lethen Arms. • The Audit has been amended, but still requires to be put onto our WebPage and linked to OSCR • George Pringle has completed the Age Scotland End of Project report and has had feedback from Tim Green, so we now need members and Trustees to complete feedback forms and take some photos in the Portacabin at our next Open Day • Members are reminded to ask for tokens next time they are shopping in ASDA to support the Shed who are one of the chosen charities in their Green Tokens scheme • Trustees are required by OSCR to complete their recently updated Charity Trustee Declaration Forms,. • George Pringle has received a cheque from AUSA-RAG, but it will have to be returned as it has an error • George Pringle still gathering evidence for the Robertson Trust the release of the £4,500, has requested a letter of confirmation from PDCC 			
Fundraising Publicity & Recruitment	<ul style="list-style-type: none"> • We are currently working on an application to the NHS Grampian Endowment Fund but have been informed that the maximum that we can apply for is £2,500 • We have received an email from the Big Lottery – Peoples Projects, turning down our application • We received an email from Meikle Carewe Community Fund who were not happy that their award from 2015 appeared in our Annual Accounts as being from the KDP. George Pringle has sent them an apology and an updated copy of the accounts • Grant Read has taken on the role of phoning the members who have joined, but don't attend to invite them to our social events • George Pringle has changed the registrant of the Website from Jason Schroeder to himself, but has lost some of the admin privileges 			
Building Progress	<ul style="list-style-type: none"> • George Pringle, John Coull, Walter McMillan and Bill Green have had a meeting with Jeff Davidson regarding the information given by Tony Julian, the Planning Officer at Aberdeenshire Council <ul style="list-style-type: none"> ▪ Work to begin mid-November ▪ The outstanding £50 for the Building Work has been written off ▪ Jeff still needs to calculate the cost of only taping the wallboards ▪ The cost of the plumbing cost will depend on our requirements ▪ Jeff will get his Electrician to cost the alarms • John Coull to arrange a site meeting with Tony Julian from Building Control, before meeting Jeff again on November the 9th 			
Current Financial Position	<ul style="list-style-type: none"> • Not known due to the absence of the Treasurer 			
Letters, emails & phone calls not discussed elsewhere	<ul style="list-style-type: none"> • Email from Jacky Niven from KDP, regarding our application to the Meikle Carewe Wind Farm Community Fund. As our application was for more than £5,000, 3 different quotes are usually required. We have sent a letter explaining our situation, but if this is not acceptable we have said that we would change our application and apply for the cost of the additional electrics without the VAT, so that our application is for less than £5,000 			

	<ul style="list-style-type: none"> • Email from Keith Anderson from AVA, informing us of surplus Office Furniture which is stored in Peterhead • Email from the Big Lottery, Small Grants Team regarding our end of grant report which they have approved. Our grant agreement has now ended, which means there is nothing further we need to do in relation to this grant. Under the terms and conditions of the grant agreement we are obliged to keep accounts and records which show how the grant was spent, for at least seven years after the grant agreement ends.
AOCB To	<ul style="list-style-type: none"> • The way forward, - George Pringle has proposed that once the workshop area, we start organising the fitting out of the cabin ourselves at minimal cost by approaching businesses for the goods that we need and if they don't donate them ourselves, we try and buy them at Trade Prices and if we cannot fit them ourselves we try and get the services of a local tradesman for free or at bottom rates. Companies are more likely to donate goods than cash and with funding opportunities running out, we can have to have more fundraising events to raise the cash. • The usual arrangements for the Halloween Soup 'n Sandwich Lunch, with those usually providing soup or sandwiches requested to do so again • G. Pringle, W. Green, J. Robertson & J. Coull to attend the Car Boot Sale in Portlethen Academy on Sunday the 30th of October •
Next Meeting	1900 on the 1st November 2016 In the Community Centre, Portlethen Academy