

## **Minutes of the Steering Committee Meeting on Monday 19 June 2006 in the Marriage Room, Penicuik Town Hall**

**In attendance:** Margaret Coull, Barbara Dalgleish, Bill Fearnley, Sheila E Findlay, Sheila Findlay-Martin, Julian Hall, Ulla Hipkin, Roger Hipkin, Jane Kelly, Roger Kelly (in the Chair), Jack McGowan, Bob Macdonald, Grace Marques, Brian Miller, Stuart Ritchie, Elizabeth Scarr, Ian Watson.

### **1 Apologies:**

Pauline Archibald, Alastair Cowan, Anne Dalrymple, Bob Jarmson, Colin McCall, Jane Macintosh.

### **2 Minutes of May 18<sup>th</sup> 2006 – corrections:**

Sheila Findlay-Martin noted some inconsistency over the use of Christian names versus titles.

- §1 In Attendance: add Colin McCall.
- §5.2 for “Cousins” read “Cosens”
- §5.2 Add “at this point” after “Sheila Findlay questioned the inclusion of this item.”
- §5.3 Replace “ ... had required them to be a conduit to Midlothian Council ... ” by “ ... had passed a motion requesting them to be a conduit to ... ”.
- §5.3 Replace “Jack McGovan” by “Jack McGowan”
- §5.3 Delete the introductory sentence “The chair questioned the legitimacy of this form of liaison.”
- §6.1 Replace “The Chair noted the need for improved organisation.” by “The Chair noted the need for an improved organisational structure in order to engage with other organisations.”
- §6.1 Delete “line-” from the sentence “It outlined a pyramid structure for both individual ‘~~line~~-management’ with the Chair as apex, and for management of activities ... .”
- §10 after “ ... cheaper way to provide continuity.” add “However, it would not be useful if a new secretary did not have a PC at home.”
- §11 Replace “5-6 June” by “4-5 June”.
- §11 Replace “Stuart Ritchie agreed to go.” and “[*Later, Bob Macdonald also agreed to go as a second delegate.*]” by “[*Later, Stuart Ritchie and Bob Macdonald agreed to go as delegates.*]”
- §7 after “ ... resign as Chair” remove remainder of sentence and add “. Margaret Coull proposed Sheila Findlay Martin as Chair, seconded by Brain Miller.”
- §7 After “Sheila Findlay-Martin was then proposed for the new post of Vice Chair” add “ by Beth Scarr and Margaret Coull.”
- §7 Replace 1 abstention by 3 abstentions in the voting for Chair.
- §7 At end of sentence starting “For the post of Secretary ... ” add “-Martin.” after “Sheila Findlay”.

With these corrections, the minutes were proposed by the Chair and accepted without further objections.

Because the factual outcome of the meeting had been contentious, agreeing the minutes had taken nearly 50 minutes. It was suggested that a voice activated sound recorder, which Margaret Coull has, could be used to check for accuracy at meetings.

Following Brian Miller’s suggestion, it was agreed that future minutes should be less detailed.

### **3 Matters Arising**

#### **§4 Postcard for Penicuik**

After Elizabeth Scarr questioned the image quality of the postcards, Roger Hipkin reported that the proofs shown at the last steering Committee meeting had come from a photo-copying process and were not considered good enough. A conventional colour printing process had been used instead.

The Post Card Company had not been used because shops had wanted a range of postcards, not just one image. An arrangement was made with the University of Edinburgh Printing Services to print 8 different images for the same unit cost as one. 2000 post cards of the professionally judged winner and 500 each of the other 8 images have now been printed and put on sale. The average unit cost is 8.3p compared with 12p for 1000 from the Postcard Company. The cards were being offered at a recommended 30p in shops, 25p in the Town Hall and 15p for bulk wholesale purchases. The public has so far been very complimentary. A sample pack and wholesale order form had been distributed. Barbara Dalgleish proposed that the Penicuik-L'Isle-sur-La-Sorgue Twinning Association should arrange for the postcards to be marketed in L'Isle.

*[So far 450 have been sold wholesale (Post Office, Best Seller, Bens, Valleyfield Coop); Roslin Chapel, Craigiebiel Hotel, Pen-y-coe Press, Lothian Grocers, Tesco and Pentland Plants are still considering their sample pack.]*

#### **§5.4 Website**

Julian Hall reported that the larger website had been subscribed to (£65) and e-mail was set up.

#### **Additional Item 3a Treasurer's Report**

Our account stands now at £5200, plus last Saturday's takings. The Treasurer emphasised the need for accurate costing in order to judge the profitability of different activities. For Saturday Open House, the expenses of bakers donating cakes should be paid. They would then have the option of making this cash a donation.

The Treasurer had asked for an inventory of our equipment to be drawn up and had asked about insurance. Ian Watson had asked that First Aid Training be arranged.

In line with the report at an earlier meeting (not minuted because of the competition's embargo), the Treasurer announced officially that the Awards for All grant to purchase oral history recording equipment (£4500) had been successful and that a reception would be arranged to publicise the event.

#### **4 Tasks and Working Groups**

##### **4.1 General comments about sub-groups**

The circulated guidelines were accepted except for the routine expenditure limit of £50. The Treasurer would propose a revised figure at the next meeting.

##### **4.2 Setting up of Working Groups**

The working groups proposed in the tabled papers were generally accepted but revised remits would be brought by the groups to the next meeting. One other working group dealing with other community facilities in Penicuik was added.

Provisional co-ordinators [underlined] and members were offered for some groups. They would liaise with the Chair about their group's membership during the coming month. The Skills Audit could be consulted to help in this choice, copies being made available for steering committee members to consult at Saturday Open House in the Town Hall, or by special arrangement.

Finance: Sheila Findlay

Saturday Open House: Roger Hipkin

Events groups: Brian Miller, Stuart Ritchie, Grace Marques, Ian Watson

Tourism: Ian Watson

Publicity: Jane Kelly (Town Crier), Julian Hall (Web)

Oral history: Sheila Findlay, Margaret Coull, Bob Macdonald

Membership: Grace Marques, Jack McGowan

Cowan Institute strategy: Roger Kelly, Sheila Findlay-Martin

Other community facilities: Jack McGowan, Bill Fearnley, Colin McCall

#### **5 Town Hall campaign strategy**

A letter would be sent to Midlothian Council seeking clarification about dual use of the Town Hall. A meeting would be arranged by the Chair with Midlothian Councillors and/or officials to discuss the Town Hall, noting the offers for a meeting from Councillors Imrie and Fletcher.

## **6 Report on DTA AGM**

The Chair thanked Stuart Ritchie and Bob Macdonald for representing us at the DTA AGM in Dundee. They reported that many groups represented special interests not appropriate to Penicuik, eg deprived areas and those recovering after mining closures. The example of the Kirkconnel DTA that developed around local heritage was closest to our case. Bob Macdonald proposed that the Trust organise a visit to them.

After making his DTA AGM report, Bob Macdonald handed round copies of an Assets Discussion Document. He identified acquiring property assets as a key to sustainability. The document included his letter notifying interest in the former Salvation Army Hall, now for sale.

*[The principle of expressing interest had been approved by the Chair, Vice-Chair and Treasurer, and a draft of the letter had been discussed with the Secretary.]*

Noting the positive impact at our initial public meeting made by presentations by Wendy Reid (DTA) and Colin Campbell (Senscot), the Secretary suggested that we organise a meeting with Midlothian Council officials and Councillors and Community Council members to promote understanding of the role of Development Trusts.

## **7 Community buildings and potential community assets**

### **7.1 Ladywood**

Bill Fearnley reported two meetings of the Ladywood steering group and the setting up of three working groups for research on current and potential uses, and for publicity.

The publicity arm of the Ladywood steering group is called Penicuik Action Against Closures (PAAC) and a web site was being set up.

The Crime Prevention Panel produced a leaflet drawing parents' attention to the child safety aspects of walking from places like Ladywood to the High School at night. This was to be given to head teachers for children to take home to their parents.

### **7.2 Jackson Street Community Education Centre**

A petition to the Scottish Parliament was to be launched.

### **7.3 Other Town Centre Buildings**

See item 6. Discussion of acquiring property assets was postponed for the next Steering Committee Meeting.

## **8 Any Other Business**

### **8.1 DTA Questionnaire**

The Secretary had partially completed a questionnaire from the DTA about our activities, to be submitted by the 17<sup>th</sup> July. This would be circulated to office bearers for completion.

### **8.2 Remarks about the Asset Discussion Document**

The Secretary asked that the contents of the Asset Discussion Document be kept confidential to Trust members until further discussion had taken place. The Trust had had a consistent line of negotiation with Midlothian Council about community use of Penicuik Town Hall, which some aspects to the document could jeopardise. While expressing his personal support for the principle of acquiring property assets, he believed that taking over the Salvation Army Hall should either be considered as a parallel pursuit or be an alternative 'Plan B' available in case community use of the Town Hall was lost.

## **9 Date of the next meeting**

It was agreed the Steering Committee should meet in about a month's time. The meeting was unable to resolve a suitable date.

*[This meeting has now been fixed for Thursday 20<sup>th</sup> July at 7.30 in Penicuik Town Hall]*

Ulla and Roger Hipkin (02:07:06)