

Ardrossan Community Sports Hub (ACSH)
Board Meeting
Thursday 4th/11th March 2021, 6.00pm

In Attendance: Pat Breen, Eddie Gibb, Amanda Kerr, Donna Cullinane, Scott Mould, Stevie Lee, Jim Brannan.

Apologies: John Hunter, Neil Carnegie.

1. **Previous Minutes** – Proposed, Eddie Gibb; Seconded, Stevie Lee.
2. **Network Rail (NR)** – Eddie has not received an email from Frank Sweeney with any further details yet.
3. **Office Management** – Donna is in current discussions with the energy provider for the office, to ensure correct payments are being made.
4. **Treasure Report/ Banking** – Amanda has reported to the Trustees our balances and funds to date. All bank/ fund balances will be reported monthly hereon in, to Trustees. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
5. **Accounting for year-end Feb 19/20** – Eddie has submitted the confirmation statement to Companies House. All Directors details have been changed accordingly. John Sheehan has now resigned, and Amanda Kerr, Scott Mould and Donna Cullinane have been appointed. Accounts have been prepared, including narrative statements, which have now been sent to HMRC via John Kerr Accountants. Eddie to email these out to all Trustees and will be available on Companies House hereafter.
6. **Fitness Centre**

Gym Lease – Pat is in constant dialogue with the Landlord of the gym regarding lease payments.

Funding – 1. Eddie has made an application for a Bounce Back Loan and we are waiting to find out if we are successful. 2. Application to the Community Benefit Fund seems to be moving very slowly as we have not heard back since applying 4 months ago - Pat is going to chase this up. 3. CIF Funding has not been received however this is expected very soon. Jim has suggested consulting with some professional people to help in future funding opportunities which was welcomed by the Board.

Equipment/ Opening of Gym – As agreed [REDACTED] [REDACTED] required equipment for the gym and should be expected to arrive within 34 weeks. Equipment which has been given out on loan has to be returned by 2nd April 2021.

Applications/ Interviews – Applications are now closed and have been short-listed by a pre-agreed criterion. Interviews for Gym Manager have been decided to take place on Wednesday 17th March. After these interviews take place and a Gym Manager is appointed, we will follow on with interviews for a part-time coach. A contract of employment and PVG must be put in place, Eddie will contact The Ayrshire Community Trust (TACT) and Bank of Scotland to seek advice and direction.

Website/ Marketing – Website has been completed and is now live, the final payment has been paid to provider.

Gym Keys/ Fobs – Eddie has purchased four new fobs and Stevie will arrange to get the required keys cut for the gym.

Gas/ Electric – Work is complete for heating and water issues, Gas Sure (James Frew Ltd) have kindly given a £400.00 discount as a goodwill gesture to the charity. Remaining costs will be signed off by cheque at the next meeting. Meter readings and suppliers to be requested from the Landlord.

Deep Clean/ Decoration – Internal painting [REDACTED] [REDACTED] will commence as soon as possible colour codes to be sent to Pat. After painting is complete, carpeted areas will be cleaned commercially [REDACTED] and a commercial deep clean of areas – prices to be confirmed.

Community Space/ Kitchen– Pat knows provision of two folding tables for this area; we currently have a reasonable number of stacking chairs.

Internal Signage – Abbey Screen & Digital Print have provided prices for multiple sizes; these are extremely good, and decisions will be made in due course. This will include mission statements etc. amongst sponsorships.

First Aid Training – Pat to organise for workers and volunteers.

CTV set up - Set up must be made preferably via online connection, Kenny to be contacted.

Uniform – Jim has attempted to contact a company in Kilwinning regarding t-shirts, fleeces, hoodies etc. and has no reply yet, other options will be exhausted if no contact is made come next meeting.

Opening Date(s) COVID Restrictions Permitting – Opening day within the external grass area to be planned for Saturday 1st May 2021, with the hope of opening the gym for Mon 3rd May 2021.

Next meeting – Thursday 18th March at 6pm.