

Minutes of Wash House Management Committee Meeting

6 June 2022

Held at Wash House at 6.30pm

Wash House SCIO SC051735

Present :

Elaine Briggs (Chair) (EB), David Scott (DS), Lynn Aitchison (LA), Barbara Middleton (BM)
Gica Loening (Secretary) (GL), Jayne Saywell (Treasurer) (JS), Elaine Armstrong (EA), Claire Roden (CR)
John Main (JM)

Apologies :

None

AGENDA

The committee welcomed John Main as a new committee member.

Jane Meagher joined the meeting for a short time to introduce herself as the new councillor for Portobello/ Craigmillar.

1 Approval of previous meeting minutes – All

2 Previous Actions

3 Chair's Report - EB

4 Treasurer's Report - JS

5 Lets and Bookings update - EB

6 SCIO application update - LA

7 Youth Club - JS

8 Community Connections - GL

10 AOB

11 Date and time of next meeting

Minutes :

1 Minutes of previous meeting on 2 May 2022 were approved

2 Previous actions

Actions (New, Ongoing, Complete, Rejected, On hold)

No	Date raised	Description	Action/ update	Action by	Status
5	19/2/19	Bins -Investigate the cost and whether council would require us to pay for uplift too? We should refute their suggestion as we are a public building.	12/11/19 – Gica get larger grey bins from CEC 14/1/20 – EB to email Gica info again 12/05/21 No development 27/09/21 No development 24/01/2022 No development 28/02/2022 Elaine to takeup with Seth 28/03/2022 EB has emailed Seth (and suggesting bigger bins). 06/06/2022 Bins still not being emptied (BM) and there is no cleaner at present. EB will contact previous cleaner as temp replacement	BM/ EB	Ongoing
9	19/2/19	Photos of each committee member for both website and for committee info to be posted up in foyer.	Photos of Jayne and Elaine A needed 12/05/21 Still needed? 27/09/21 No development but would be nice! 24/01/2022 same as above 28/02/2022 leave this for the moment, placed on hold	BM & LM	On Hold
23	19/3/19	Committee Training: EVOC is able to deliver free training	Gica has emailed EVOC re Tuesdays. Will follow up again 27/09/21 On hold 24/01/2022 Been dropped until face to face meetings resume 28/02/2022 Leave until we recruit more members (placed on hold)	GL	On hold
27	21/5/19	Front door bells / Fire doors	Wrong Fire doors put in. Elaine to ask for outer buzzer to open the fire doors. EB Asked for auto open on approach, still denied. 27/09/21 24/01/2022 ongoing 28/02/2022 Elaine to speak with Seth 06/06/2022 Doors were fixed but still need re-programmed	EB	Ongoing

59	13/8/19	Barbara's art panels	Barbara has costed the missing art panels and will present to committee 24/01/2022 Is this ongoing? 28/02/2022 ongoing	BM	Ongoing
61	13/8/19	Decor and Signage	12/05/21 Gica to look into tree purchase and building of planter, for opening of WH 24/01/2022 Gica made presentation to Tool Library for building of planters and raised beds in garden. Unfortunately bid unsuccessful. 28/02/2022 Elaine to let council know we are proceeding with landscaping (planters). Gica to liaise with Ross on sizing and costs. 02/05/2022 GL has sent plan to the Council for permission to install 3 planters. 06/06/2022 Permission still awaited from council. Optimum planting season has now been missed.	GL	Ongoing
67	10/9/19	New website action' for website to encourage people to see the potential for hiring.	Lindsay Perth has moved materiel to Square Space 12/05/21 Gica to get update from Lindsay 24/01/2022 On hold for now 28/02/2022 Gica to speak to Lindsay again about doing website 02/05/2022 GL to further liaise with Lindsay	GL	Ongoing
92	02/05/2022	User access to Wifi (W@shhous3)	28/02/2022 Put up poster showing log-in info (EB) Research firewall situation (JS)	EB, JS	Ongoing
94	02/05/2022	Website and social media update	02/05/2022 -Website and social media need updated to show current classes/ groups. 06/06/2022 BM to contact Emma Wood suggesting this as a class project.	EB/ JS BM	Ongoing
95	02/05.2022	Kirkliston Autism Friendly Youth group	02/05/2022 This group wanting to expand into Portobello. JS will liaise 06/06/2022 No word back from group yet	JS	Ongoing
96	06/06/2022	Publicizing and attracting membership	06/06/2022 A flier needs put together, to include GDPR. Finding a "social media guru" could help keep the centre's profile high.	ALL	Ongoing
97	06/06/2022	Committee training	06/06/2022 JS suggested that a session on social media, use of Drop Bos, SKEDDA etc would benefit committee members.	JS	Ongoing
98	06/06/2022	Open space/ public entry events	There has been a request from an artist to use the centre for an art exhibition, with public access. To be discussed at next meeting	ALL	ongoing

3 Chair's Report

-BM is now working as our Business Services Assistant (BSA) and liaising with EB to refine working processes..

-John Main joined the committee as rep for the AA Group, in an advisory capacity. His committee membership will qualify the AA group for the reduced room rental rate.

4 Treasurer's Report

Report tabled. JS hopes to have the final end of year accounts for the next meeting.

Income is currently looking low as the lack of a BSA meant that monthly invoices were not sent out -now being caught up.

A general policy is that organisations such as ours should retain 2 years of running costs. We have this amount and JS is looking into putting it into a separate fund to preserve it.

5 Lets and Bookings update

Bookings requests are on the increase, covering quite a variety of lets and some of these were agreed at the meeting. The committee also agreed that there should always be a community interest/ involvement factor to all lets rather than taking purely business lets. In view of cleaning availability, it was agreed that only one event per weekend will be approved – can be reviewed when cleaning arrangements are more satisfactory.

Following the removal of most covid regulations, the CO2 monitors might be removed by the council.

For June, LA will act as committee liaison contact for let approvals.

6 SCIO application update

We are delighted that the application to set up The Wash House charity as a SCIO has been approved by OSCR. There are now items that need to be addressed asap, mainly relating to communications with external bodies. The new charity details (format issued by LA at the meeting) MUST be put on:

All external letters and emails; home page of the website; adverts, notices and official publications; documents that ask for donations for the charity; bills issued by the charity; direct debit and standing order mandates;

all invoices and receipts; annual accounts; educational, promotional or campaign materials; legal conveyancing documents about land rights; contracts.

It is good practice to put details on:

All website pages, social media accounts, business cards, signs and displays.

7 Youth Club

The project is taking shape. Suggestion of involving George Anderson for advice re planting. LA to follow up.

8 Community Connections.

No further update

9 AOB

CR advised that she is no longer working under the Enjoy-A-Ball banner and has renamed to Claire Bear Coaching and Fitness. She hopes to start her adult group in the near future.

Other groups - badminton, Fun Fiddle, dog classes, taiko - are continuing successfully.

10 Date and time of next meeting

6.30pm on Monday 4 July 2022 at Wash House