

Minutes of Wash House Management Committee Meeting

2 May 2022

Held at Wash House at 6.30pm

Present :

Elaine Briggs (Chair) (EB), David Scott (DS), Lynn Aitchison (LA), Barbara Middleton (BM)

Gica Loening (Secretary) (GL), Jayne Saywell (Treasurer) (JL), Elaine Armstrong (EA), Claire Roden (CR)

Apologies :

Maureen Child (Cllr), Mary Campbell (Cllr)

AGENDA

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

9 Email rota for May 2022

10 AOB

11 Date and time of next meeting

Minutes :

1 Minutes of previous meeting on 28 April 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).	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	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		Ongoing

			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.	GL	
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
84	22/9/2021	Weekend Lets	Limited keys to be available going forward. The committee agreed proposal that management cttee members shoud continue to hold keys , along with main groups, and that trust should be recognised by CEC. EB to propose this to Seth. 27/09/21 24/01/2022 Update needed 28/02/2022 Ongoing 02/05/2022 Agreed the need to recruit members who might assist with weekend cover. (ALL)	All	Ongoing
90	28/02/2022	Porty Food Project	Hazel from food project was invited to speak to the committee about linking with the WH. Discussion around moving the WH freezers to be more accessible for the public. Conversation about potential links with the Youth Group and future youth café. Jayne will give them access on Fridays for drop off for now. 28/3/2022 Jayne not present for update 02/05/2022 First planned drop-off did not happen. Await further dates.	JS	Ongoing
91	28/02/2022	Room Booking Hire agreements	28/02/2022 We agreed to review room booking hire arrangements annually. Find risk register and send to Jayne. (EB) – done. 02/05/2022 In absence of admin worker, booking requests are to go to EB	ALL	Ongoing
92	02/05/2022	User access to Wifi (ad3lph1w&sh)	28/02/2022 Put up poster showing log-in info (EB) Research firewall situation (JS)	EB, JS	Ongoing
93	02/05/2022	Youth Club/ John Muir Trust Award project	02/05/2022 See item 7 of minutes. Dates for summer project to be set (BM)	BM	Ongoing
93	02/05/2022	Website and social media update	02/05/2022 -Website and social media need updated to show current classes/ groups.	EB/ JS	Ongoing
94	02/05.2022	Kirkliston Autism Friendly Youth group	02/05/2022 This group wanting to expand into Portobello. JS will liaise	JS	Ongoing

3 Chair's Report

- The new admin appointee is not starting, so the post has been re-advertised.
- Architecture students' presentation – interesting to see innovative ideas, and a report is being sent to us.
- Public meeting re the Town Hall - Sat 11 June 2.00 – 5.00pm. Hopefully some of the MC will be able to attend.
- The AA group want to resume meeting in the Art Room. Saturdays/ Sundays. This raises the issue of key access.
- EB will send invitation to AA group for a rep to join the MC.

4 Treasurer's Report

The financial year has just ended, so the accounts now need to be audited.
In the bank is £46,780 (of which c £3000 is held for the Youth Group)
Online account would benefit from there being an additional signatory. GC volunteered for this.

5 Lets and Bookings update

Rota for May 2022 email checks is as follows:
Week 1 JS, Week 2 EA, Week 3 EB, Week 4 LA

6 SCIO application update

No further response from OSCR re receipt of our submission

7 Youth Club

A John Muir Trust Award project has been set up by BM. Contacts have been agreed in schools.
2 families had been recruited for a possible Easter start, but this was insufficient for the project to be viable.
As money is restricted to school holiday events, CR proposed re-advertising during May for a summer start.

8 Community Connections.

No further update

9 AOB

- Use of kitchen. There has been confusion about access/ payment for using the kitchen. EB confirmed that long let users have free access to the kitchen, but one-off events/ parties are charged.
- Roll A Ball held a successful Easter Camp, with CR now considering running some evenings sessions for adults/ parents, using the same ethos of having fun in a non-competitive way, perhaps eg volleyball. Idea supported by the committee.
- Dog Classes continue but with lower numbers of puppies.
- Badminton – Sunday group is going well, with a recent new member joining.
- Fun Fiddle is “flying!”
- The notice board can now be used again to publicise groups and events.
- There was some discussion about further liaison with Belfield – to perhaps “share” volunteers. This to be discussed further at next meeting, to include enabling an online “Note of interest” system.

10 Date and time of next meeting

6.30pm on Monday 6 June 2022 at WH