

Dunshalt Community Association

Meeting held Tuesday 8 April 2025, 7pm

Present: Steve McHardy, Ian Macaulay, Gordon Simpson, Frances Carlton, Fiona Smith, Caroline Wilkie

Apologies: David Tracey

Item	Discussion	Action
Matters Arising	• Playpark opening - Saturday 31 May proposed, subject to availability of MSP/MP to 'do the honours'. As previously agreed, the plan would be that children, sponsors and guests meet in Dunshalt Hall for refreshments, give thanks to those who've contributed to the project, and then head round to the Park to 'cut the ribbon' • A&S Community Trust visit from Tony Rodger and Andy Heer on 10 June meeting to discuss Community Action Plan • AGM confirmed for Thursday 5 June, 7pm, to be followed by presentations from the Community Police and Safer Communities Teams • Newsletter to be compiled and circulated to all households prior to the AGM	Ian to confirm with office of MSP/MP Ian to circulate Community Action Plan with draft minute Ian to confirm start times and plan for the event and request publicity from both to be included in newsletter
Council update	• No new matters	
Financial Report/ Treasurer handover	• Annual accounts have been prepared and submitted for audit. • OSCR has informed the DCA of the requirement to submit an annual report by 31 Dec 2025. Proposed to use the format for the Chair's report at the AGM. Noted that OSCR will need to be informed of trustee and other changes, requiring access to their online portal. • The handover of Treasurer is progressing well with further meetings planned. Joy Roberts will attend occasional meetings, but her focus will be on maintaining income/expenditure records. Additional responsibilities as outlined and summarised in a Financial Responsibilities checklist for Trustees, will have to be reallocated. Issues such as debit card handling will require clear procedures. • Grant funding applications will be a key responsibility. Noted that the funding sources fall broadly into Fife Council grants, Common Good grants, and national funds. All details and submissions are now made online.	Ian will circulate report and access details to OSCR website Frances, Steve and Ian will meet to discuss the transfer of activities covered by the Treasurer next week. Ian and Steve to compile a list of funding streams
Hall maintenance	• Agreed to seek quotes on the replacement of internal doors • Sean Wilkie to assess electrical upgrade requirements for installing hand dryers in both toilets.	Caroline Caroline

	• Plan for volunteer team to complete the hall wall repainting during a weekend (Friday - Sunday?) • A Hall user request for ambient lighting in the main hall will be explored • The key box will be resited from the hall door to the side of the hall • An internal key safe to be installed for cupboard keys • An LCP grant application for £1500 for the above work will be considered at the next meeting • Regarding hall hire charges, agreed to explore options by comparing rates of local hall charges, with any decision to be included in the planned newsletter prior to the AGM.	Caroline Gordon Gordon Gordon Fiona
Fund Raising	• Plans in place for the Easter Coffee morning on Saturday 12 April, 11 - 1pm. • 100 Club collection agreed to be completed in a 2 week period around the time of the AGM - dates to be included in newsletter, either by cash payment or card reader. • Summer Fete weekend agreed for Friday 22 August - Duck Race, and Saturday 23 August - coffee morning and games afternoon at the football park. • Application to be submitted • Other future events proposed - quiz night	All Trustees Caroline
100 Club	Winners this month are 101; 40; 21	Caroline
Any other business	• Agreed that hall phone rota should be for 2 weeks until AGM (to include Caroline, Gordon, Ian, Frances, Fiona) • AGM - agreed to contact Transportation Team regarding input on Speed checks and parking legislation a plan for the event to be made, and a newsletter to be circulated to all households prior to June 5 with an update of Hall planned and completed improvements and details of the Safer Communities event.	Frances Ian to contact Transportation Team Caroline to contact the 3 local elected members re attendance
Date of next meeting	Tuesday 13 May 2025	