

CORNHILL COMMUNITY ACTION

Minutes of meeting on Tuesday 4th March 2025 at 6.30pm in the Cornhill on Tweed Centre

1. Present/Apologies

Maggie Read

Apologies were received from MJ

Linda Crouch

Mark Crouch

Elizabeth Devon

Martin Devon

2. Risk assessments needed for public areas and for each unit

(a) Risk assessments are needed for all businesses. CCA takes rent for the units so is ultimately responsible for these risks. That responsibility is the trustees'. The assessments are therefore needed for everyone's protection.

Mark offered to produce the necessary documents and will ask the individual tenants for their risk assessments. This offer was gratefully accepted.

(b) Fire risk assessment.

(i) It has been stressed to all tenants (and in the lease) that when there are members of the general public in the building, both doors in their units (outside and to the hall) must be kept open **as well as the front door**. We have a situation at the moment where some tenants are not unlocking the front door, so there is no escape for people in the toilets or the main hall through the front door if there is a fire. **This is unsatisfactory.**

Mark will remind all tenants about this; it is vital that we do something as a matter of urgency. Mark wondered if we should change the lock on the front door for one that will open when pushed hard from inside? However, Martin is very concerned about this in terms of security but will investigate further. There is a lot of valuable equipment in the building.

(ii) **Fire detectors** - we need two smoke alarms, one in the toilets and one in the main hall. Mark will ask Paul Smith about doing this work. *(In retrospect it may be better outside the toilets in the entrance hall to benefit Unit 5.)*

(iii) **Bells** - Mark suggested that all the tenants should have small hand-held bells to ring in the event of fire. These bells might also remind them to unlock the front door. He will provide these.

(c) Electrical work carried out at the Centre *(this item did not apply to work carried out by Martin)*

Mark had noted that some electrical work had been carried out by a tenant. This is not in accordance with the lease. No tenant should do any work in any part of the building without reference to the trustees. Mark will remind the tenants of this when he speaks to them about their risk assessments.

3. aob (not on agenda)

Mark suggested that, instead of tenants having to go outside to boost the boiler, the time-switch should be moved to the hall. It was agreed that this is an excellent idea and Mark will ask Paul Smith about it. Martin was not happy about giving the tenants keys to the boiler house anyway and this would solve that problem. Martin will look at cable routing.

Extras:

(a) When Mark speaks to Paul Smith, he will ask him to look at the Velux window in the hall which is leaking.

(b) At the end of the meeting we discussed the ***annual returns.***

Linda has nearly completed all the necessary paperwork, Receipts and Payments and Statement of Assets, for the Charity Commission. Caroline Douglas was asked to be our independent examiner and she is satisfied the documents are correct. Maggie and Linda signed them.

Linda has still to complete the following:

- Financial reserves policy and procedures
- Complaint policy and procedures
- Trustees' expenses policy and procedures
- Bullying and harassment policy and procedures

Elizabeth offered to try to produce these.

(c) Summer Fair

Mark said that the new owner of The Collingwood Arms wants to hold some sort of Open day. Elizabeth commented that she did not think the village could support two events, the proposed Open Day and the Summer Fair. For the last three years the Fair has been held at the Centre. However, it was agreed that it might be good to return to The Collingwood where the weather is not such a problem. Mark will speak to the new owner about this and let us know his decision. We set the date for the Summer Fair on Sunday 27th July and, as soon as we know where it will be, we can start to advertise the date, book the Community Choir and so on.