

# **ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST**

## **DIRECTORS MEETING - THREE VILLAGES HALL**

Tuesday 10<sup>th</sup> January 2017 at 19:30

### **Minutes of Meeting**

#### **Present:**

C Adam (CA) Director;  
R McDonald (RMc) Director;  
D McLachlan (D McL) Director;  
M Pollard (MP) Director;  
M Sutcliffe (MS) Chairperson;  
P Startin (PS) Director Designate.  
M.Tonks (MT) Director  
L McKay (LM) Director;  
R Ross (RR) Community Council Representative;

**Apologies:** B Clarke (BC) Director; L Kennedy (LK) Legal Consultant  
T Brady (TS) Youth Director; S Segesdy (SS) Director

Mark Sutcliffe chaired the meeting, which opened at 7.30.

#### **1.Previous Minutes**

Proposed by MP and seconded by PS

#### **2. Declaration of Interest**

None

#### **3. Progress Reports**

##### **(a) Correspondence**

No correspondence to date. £6k had been received on behalf of the Hydro Project. Meetings with the Community Partnership are continuing and they will come along to give us help and assistance. DMcL is corresponding with the bank and letter to be sent so that Trust accounts correspond with Companies House. MS to send to DTAS Trust bank details to ensure the cash-back on community purchases of Oil.

**Trust November-verified: -**

Income £6980.90  
Expenditure £5  
Balance £14056.10

**(b) Accounts**

**Hall Figures November Verified : -**

Income £3811.98  
Expenditure £4653.28  
Balance (£841.30)  
In bank £9263.89 Plus Fabric fund £20,000- £3k waived for year ending March 2016 however yearly £3k will be transferred to the fund from Hall funds annually. Maintenance in Hall is different to Fabric fund the Fabric Fund is for major structural needs.

Fabric fund is still having problems. PS has researched and other banks are happy with 3 signatories e.g. TSB in Alexandria. Action PS Hall's present TOR state outgoings over £500 need to be authorized by the Trust board-in this months bank statement there is and outgoing of £1000 - can we refer to the Hall's next meeting for feedback.

Directors will attend the Hall next meeting on 17<sup>th</sup> January. In future the structure interface will change. PS to be Finance Director (Chair) L. McK Events Group and another Director to will chair operations group and line manage staff.

**Cafe Figures November-verified**

Income £5438.17  
Expenditure £5921.85  
Balance (£483.68)

In bank £27,924.12

MS during meeting with the CP has been discussing social enterprises –this could be the future of our Café. It was agreed that more effort was required to support both Café and Hall and that they need to support each other. A vision of a joined-up perspective of Café and Hall to be implemented. The plan needs to be implemented in the mission statement. DMcL -The Trust is in a stronger and better position with the Post Office as a communication hub. CA indicated that the staff costs increased with the PO incorporation in November.

Outstanding invoice from the Hall to be discussed with the Hall Finance Director and Hall Treasurer. There is now a new process between the Hall and Café for ordering soup and sandwiches with terms that if cancelation occurs within 7 days before event the full cost of soup and sandwiches to be invoiced to the Hall. Action Hall needs to inform its client list of the new terms.

The hall has requested breakdown of prices and VAT however no VAT is charged on Hall invoices.

Hall operational group to refer any queries to PS Hall Finance Director and he will be the interface between the Hall and Heather the Accountant.

There has been an increase of 50% on the electricity bills with NPower, now is perhaps the time to research other companies.

MP to create Job Spec and Contracts for all employees.

CA to create 4 week rota. – to give Mel time off after such an arduous time over Christmas. The hardest part is over and the Trust wants to thank the community for its support and to remind everyone use it or lose it.

Number of transactions would be useful to monitor community usage of the PO.

Training on products that generate commission such as insurance broad band etc. to be organised.

#### **4. National Park(NP)**

R. MacD had nothing to report over the holidays

NP has a governance meeting this week as new rules and regulations have come into place with Companies House, charities and lottery.

Some Trusts are running away as they should and others not reaping the benefits.

Training for the Trust provisionally 21<sup>st</sup> Feb 2017 Tuesday evening.

MS had a meeting with the NP regarding the way forward. Very well done to Christina Navarro Startin who has been made the new Chair for the NP board. Officially we are in Lomond district and therefore trust members should attend Balloch meetings.

### **5. Community Council**

CC RR gave report Dunbritton Housing is to hold a meeting on the 28<sup>th</sup> of January 2017 in the Hall . Anyone who is awaiting housing or on the council list for housing should attend. Questions will be raised such as does the village want play areas in the new build. Planning permission is for 26 units. 25% will go to locals 25% to Homeless and 50% of the council waiting lists.

Trust requests the CC to ask how many locals are on the Housing list at present.

Superfast Broadband is available in parts of the village – Exchange only lines are still waiting.

CC Forum met yesterday 3 projects in Phase 1:

- 1) BAR
- 2) Head of the Loch
- 3) Attraction platform

Phase 2 being a Car park at the loch edge.

The council have stopped funding for skips used for collection of litter at the head of the loch.

Ongoing efforts to clear the beach is being made thanks to periodic skirmishes by local small groups but the rubbish amount is beyond manual collection. One option is to just leave it.

BAR project –developer is still interested, however an amenity notice had been served due to the level of fly tipping.

### **6.Youth Projects**

Nothing to report.

### **7.Events Group**

Burns Supper is organised for the 28<sup>th</sup> January.

There is a requirement to look at how weddings/commercial clients are to be managed this is being done at present by Stephen and the task requires proper focus if these streams of business are going to be pursued and be successful.

Film shows

2 notices had been left by staff health and safety issues –line manager to discuss with other Hall Directors.

**8.CAP**

SS was still working on this and will feedback to the committee at next meeting.

**9. AOCB**

Hydro project is still ongoing –now in discussion to see if refurbished turbines could be used instead of new.

AGM to be 4<sup>th</sup> Feb 2017 after Coffee Morning at 1pm.

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Date of next Meeting TBA

Chair closed the meeting at 10 pm

See Action summary below

## Summary of Actions for Next Meeting

Person responsible	Action	Date
<b>DMacL</b>	To send letter to Bank to ensure accounts reflect Companies House .	14 <sup>th</sup> Feb 2017
<b>DMacL/MT</b>	Find out how many transaction are happing per week /month in PO.	14 <sup>th</sup> Feb 2017
<b>DMacL/MT</b>	Research what training is available on products sold through the PO.	14 <sup>th</sup> Feb 2017
<b>MS</b>	Bank details to DTAS	14 <sup>th</sup> Feb 2017
	Confirm Trust Director Training date with NP	
	AGM Prep	Urgent
<b>PS</b>	To process application for Fabric Fund	14 <sup>th</sup> Feb 2017
	Feedback to Trust what the spend of £1000 was for in last month's Hall bank statement	14 <sup>th</sup> Feb 2017

<b>PS/CA/SH/GD</b>	Meeting re Café Invoices	14 <sup>th</sup> Feb 2017
<b>PS/L.McK/SH</b>	Meeting re notices left and resolve	

**SH** Inform commercial clients that there is a 7 day cancellation clause on soup and sandwiches

To email Trust Directors date and time of Hall Meeting. Each month

<b>MP</b>	Create Job Specs and Contracts for all Café	14 <sup>th</sup> Feb 2017
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**CA** Create 4 week rota Attend meeting with Hall

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**TB**

Update of Youth

25<sup>th</sup> Oct 2016

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