

ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST

DIRECTORS MEETING - THREE VILLAGES HALL

Tuesday 11th April
2017 at 19:30

Minutes of Meeting

Present:

C Adam (CA) Director
R McDonald (RMcD) Director
D McLachlan (DMcL) Director
M Pollard (MP) Director
M Sutcliffe (MS) Chairperson;
P Startin (PS) Director
L McKay (LMcK) Director
E Greenwood (EG) Community Council Representative
T.Ireland (TI) Director designate
M Cadie (MC) Director designate
S Henderson (SH) Hall Management Group Representative
M Tonks (MT) Director
G Pace (GP) Guest

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

Mark Sutcliffe chaired the meeting, which opened at 7.30.

Introduced the new people to the Trust.

Date for the AGM was finalised, agreed to be Saturday 6th May 2017. Drive for volunteering after AGM ideas for the Hall Business Plan.

1.Previous Minutes

Proposed by PS and seconded by RMcD
Drop hard copy into RMcD Action MS

2. Declaration of Interest

None

3. Progress Reports

(a) Update on Trust matters / Correspondence

Three potential New Directors (Mhari Cadie, Tom Ireland and Gordon Pace) to join that the Board support- there will be an election at AGM.

Trust Documentation will be held in Dropbox online in order that Directors can review and amend policies and other documentation.

It was discussed the MS had received an email requesting the support of the Trust regarding a CC proposed project on community buyout –It was suggested if the Trust could not support then the option of creating a new Trust would be considered. MS responded to the CC requesting more information. It is the collective view of the Trust Board that it would support the CC but it would need to know more information before it could fully commit.

Invitations to renewable conferences expenses will be covered for those who want to attend.

(b) Trust Accounts and update

Trust Figures March verified:

Income £0
Expenditure £18
Balance £6808.10

End of Financial Year for the Trust. The Board agreed the goal that all Trust accounts to be submitted to Accountant no later than end of July. All Trust Directors need to sign off the accounts before submission to authorities. Agreement by Trust for year end March 2017 AGM to be conducted in September.

There is still ongoing issues with the Trust's bank account complaint, the RBS customer complaints representative has uncovered a minute detail in the mandate that if selected overwrites all existing mandate information, it applies to all accounts and because this was ticked the mandate instructed that all accounts be changed.

(c) Hall Accounts and update

Hall Figures March verified:

Income £6587.26
Expenditure £6070.74
Balance £ 516.52
In Bank £11,805.15

We received a thank you letter from Ella Jackson who raised £500.

Gill Dunbar and Sue Henderson produced a maintenance list for the Steering Group and MS discussed the need to become compliant with the Data Protection Act via the Information Commissioners Office.

Hall web page calendar has been updated. Pension auto enrolment - staff to contact the pension provider.

The Board has set up a new Hall Steering Group with objectives to look at the strategic elements of running the Hall and to provide more governance/direction to the HMG and staff. The Steering Group includes Sue, Gill, Stephen plus 3 Trust Directors. There will be no formal minutes from it but it will issue and deliver against a set of actions to the Trust is to be provided. A quick heads-up on the performance of the Hall was provided.

(d) Cafe Finances and update

Figures February–verified

Income £8516.62

Expenditure £8782.05

Balance (£265.43)

In bank £13783.17

Payment from the PO £319.17 the expenditure was higher than the income. We've had a couple of meetings to address the issues. Change the pricing policy.

For the Lunch club the Cafe provides the food, the Hall provides the hire of the room and staff, the monies to be banked by the Trust.

The Café started a Chef /cook to help us Fridays and Mondays and a couple of new starts to help out.

Café hours of operation to change to summer opening starting from Good Friday.

Thanks to Colin for the amount of work done regarding the rotas and finances. Financial procedures to be documented regarding the PO and tills.

4. Park and community Partnership

Wild camping committee force bylaws policed by rangers has started.

Only 26 permits per night across the park. It was suggested as a method of bringing in revenue for the Hall that the Car Park could be used for overnight parking, the Hall Steering Group to discuss at a future meeting.

Representatives of the Trust attended the CP in Balloch. A useful meeting where the CP discussed their new National Partnership Plan (2018-2023) the CP are looking for feedback out for consultation which closes on the 3rd July 2017.

5. CC

It was raised by EG if the Trust If we would take on the task of applying for funding to treat areas around the villages where invasive species of weed were prominent. A discussion regarding the ownership of the group involved and reasons why the Trust would be involved in this activity (versus the land owners taking responsibility) was discussed. More information would be required to support this request. A discussion was held by the board regarding signage for the Hall, specifically a sign attached to the building for posters – The CC member responsible for planning indicated it would be necessary to apply for planning permission unless it was fixed in such a manner that it could be a temporary fixture and could be removed when not required. A board is being discussed to be placed between Stuckgowan and Tarbet where Hotels and B&B will be invited to add their name to it. Bear Scotland are leading on this.

6. Youth

LMac spoke to Angela who will write a report for the Trust.
TB to stand down as Director for Youth. AGM to discuss youth involvement in the Trust and hopefully identify a new youth Director.

7. Events Group

LMcK passed out Jeff Stone's interim report. The Under Wraps band was a great success and the bar had brisk trade. Income was £750 didn't include the float. Prices to be reviewed but appropriate for locals.

The last couple of days have been a challenging for Mark - there needs to be better processes in place. The bar processes need to be put in place and better working relationships created.

The steering group highlighted invoices for flyers for the event, we need to engage with people to ensure we can leverage off each other; these may have been able to be produced in the hall and savings made on the printing costs.

It was a really good event it made money for the community and if they enjoy it they will come back.

It was suggested that a meeting to iron out any snagging issues and to create a process regarding the way forward between relevant stakeholders takes place. Discussions around where monies should be paid into identified the need for a clearer method for managing and accounting for the finances of an event. Until the workings of these events stabilise monies should be fed back into the However any surplus during the year is available to the Trust should it be required.

Next event 13th May 2017 Shark Sandwich.

8. CAP

To be discussed at a future meeting.

9. AOCB

MS suggested starting the community newsletter again to get the community involved and aware of what's going on in their villages..

Hydro project -meeting on Wed 5th regarding the continuation of the project - we are waiting on a result from Luss Estates meeting. If Luss Estates agree to go ahead that will determine the intent to proceed with the project.

Scottish Office A82 scoping meeting /A83 RMD is on the committee with Lochaber transport group having driven this. Minister for Transport Scotland, Mr Yusaff will attend the meeting.

A Future Project? – A local businessman has offered an idea which involves building metal statues around a local walking trail. MC suggested a grant that is available. It may attract to people to the area. This is the kind of project that Creative Scotland would be interested in. The Trust advised MC that they were very interested in supporting this type of activity, more detail would be required to understand the work involved and appropriate due diligence would be required in order to identify and select a contractor to complete the works. MC advised that the details would be forwarded to Trust members for discussion.

Loch Lomond Footprints in the Landscape project - Assuming the funding application is successful Sue Furnace to include MC in first meeting for the film project.

MP -The CC had discussed the role of the CC rep and her status with the Trust – indicating that they do not wish her to take Director status but remain as a representative. The reason given 'This decision taken to help protect the CC member from voting on any subject prior to consultation at CC table.' It was voiced by members of the Board that potentially this decision has put another Director of the Trust who is a member of the Community Council in a state of conflict of interest. It is worth looking at what is expected and understood by those attending the Board meetings in terms of what they bring and what they take away?

Also - the CC forum includes representatives from across the community and it is right that it should represent the community voice. The CC forum has no formal representation from the Trust and therefore might not be considered a representation of the community something to discuss?

Meeting closed at 2135

Date of Next Meeting - Tuesday 9 May 1930.