

ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST

DIRECTORS MEETING - THREE VILLAGES HALL

Tuesday 14th March 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

L McKay (LM) Director;

E Greenwood (EG) Community Council Representative

H Young (HY) Chartered Accountant

T Ireland (TI) Director Designate

M Cadie (MC) Director Designate

Apologies: B Clarke (BC) Director; T Brady (TS) Youth Director

M.Tonks (MT) Director L Kennedy (LK) Legal Consultant

Mark Sutcliffe chaired the meeting, which opened at 7.30.

1.Previous Minutes

Proposed by CA and seconded by MS

Drop hard copy into RMcD Action MS

HY talked the Board through the 3 sets of accounts.

MS the community needs to see the two assets as a profit making enterprise to be sustainable. The Trust has paid off the loan for the Café; this is now a community asset along with the Hall.

HY Up until now we had no resources to put back in and this year we have resources but no projects. The fabric fund should be managed by the Trust. The Trust has now implemented the new management structure in the Hall. Events group is fund raising - these funds need to be used for

the community so in future all funds will be transferred to the Trust. Both assets should feed back funds to the Trust to provide income for the Trust. People do this for the benefit of the community. Review the Hall staff contracts, confirm if they are Hall or Trust employees in addition insurances etc. The Hall is not an entity in itself. Action PS. DMc would like to review the annual account statements before being sent anywhere else. DMc&MS still has difficulty with the bank accounts –partial resolve - in that all accounts going to MS house. CA asked for rationale for the donations amount –to be circulated for reference. Hall benefit to the community is the rate given by the Hall – to be documented for the AGM. MS thanked HY for her time.

MS We need to be more visual about what we do as everyone round the table has a workload. Would like to see a more joined up approach between the CC and Trust.

Every month to go through the action list to send to minute sec. and a traffic-light priority list will be sent with the minutes. Code of Conduct is to be signed by new members

2. Declaration of Interest

None

3. Progress Reports

(a) Correspondence

None

(b) Trust November–verified: -

Income £0

Expenditure £5

Balance £6826.10

Still major problems with the bank – check signatories
Trust matters - attended the Gov. and CP ran an event in the Hall and community action plan –new toolkit to do it. Stella had started the review of our CAP. Directors training with the CP with a number of Directors attended, assist with how to formalise processes. Presentation to be circulated.

Project by Sue Furness - agreement that the Trust will be used as a vehicle for the project a video for visitors. MP to lead, grant to be applied for is 80-100k. 7 for and none against –unanimous. Jeff Stones has requested a poster board- approved vote taken unanimous. EG to check the planning permission. Access to the bar - Stephen has the key so we can sign out whenever required . TI has the stock check sheets but products on are out of date. Proposed a simple stock check that will make it easier. Glass in a kitchen is environmental health issue. It's better to have a bar in the Hall rather than the kitchen. Note to Pit stop re glass. SH action what happens to the old stock –PS a process to be put in place as to what actually happens to old stock. TI to buy leftover stock. A sale or return option.

(c) Accounts

Hall Figures January -verified

Income £2087.99

Expenditure £2866.11

Balance £841.47

In Bank £11,288.53

Cafe Figures January–verified

Income £7494.22

Expenditure £10,099.85

Balance £2605.63

In bank £17292.27

January a large expenditure with the PO and there is more still to be paid i.e electrician

Introduce debtors and creditors from all 3 businesses.

Issues with staffing - a meeting with the staff on Friday. Breaks have caused some problems –some taking it and some not. Staff are being paid for hours that they should not be paid. CA to action this on Friday. Staff

have not been able to take breaks. Time to be announced to the community and procedures reviewed. CA to report back to the board so structure going forward Mel and Duncan are Directors but report through Colin. PO training. Information to be typed up. Equipment to be purchased. New freezer quote for 2 small rather than 1 large one, vent needs to be addressed and quote to service. New till in and working. Hall meeting 10.30 23rd March
Slogans to go into the café with an emphasis on Community. Ideas to be sent in 4 simple short phrases.

Park and community Partnership

Cowel Area Network meeting tomorrow night.
CC meeting Thursday night.
Lomond Area quarterly meeting Wed 29th March, Balloch
Annual gathering first Saturday in November in Millenium Hall
Gartocharn.

A booklet has been sent out with the issues in the area CC had a meeting with visit Scotland re the problems.

7.Events Group

Gala had a great event on Saturday with 2 other events coming up. MS to address issues at the Hall meeting on the 23rd. A review of processes re funding events. And where the profits go?

8. CAP Update

No update

9. AOCB

Independent person to be recruited to lead on the CAP

Anyone in the community can use the Trust as a vehicle for a project. Gymnastics classes being sought for children in the village.MC to submit a proposal.

Minutes to be proposed and seconded at following meetings.
Memorandum of the the Trust constitution has provision for co-opted Directors from CC etc. 14 Directors in total no more than 3 co-opted .

May appoint a non-member Director for a year as a Director at each AGM they step down but can be re-elected. We would invite EG to become a Director for local group members.

Hydro business update. Luss estates rates bill for Inverbeg a concern. Community scheme for company benefit -verified that at present no rates are paid for community. Luss estates have indicated that they do not want to progress the Hydro. A final independent review to happen regarding this project and will be reported to the board. Local energy Scotland to look at exhausting any options.

Closed Meeting 10.30

Date of next Meeting : Tuesday 11 April at 1930 – 3V Hall.

See Action summary below

Summary of Actions for Next Meeting

Person responsible	Action	Date
DMacL	Find out how many transaction are happening per week /month in PO.	14 th April 2017
DMacL/MT	Research what training is available on products sold through the PO.	14 th April 2017
D MacL	Progress Hydro Scheme	14 th April 2017
D MacL/MS	Discuss Pension invoice with Heather	14 th April 2017
D MacL/MS	Work with MS to organise AGM	urgent
MS	Bank details to DTAS	14 th April 2017
MS	Circulate Trust monthly finances	11 th April 2017
	Email CP presentation to board Directors	
PS	Transfer of Fabric Fund monies to Trust	14 th April 2017
	A process for left over Bar stock to	14 th April 2017

	be created.	
SH /PS	Email monthly finances for Hall	14 th April 2017
SH /SMc	To email Trust Directors date and time of Hall Meeting. To send out draft Hall minutes to all Directors	14 th April 2017
SH	To create a bar process so that anyone can use the bar for their event.	28 th April 2017
MP	Create a skills form to that Café Staff can use on CV	14 th April 2017
MP	To email minutes to Stephen	ongoing
MP	Create Community Tree	Urgent
MP		14 th April 2017
CA	Circulate Café finances Invoice Hall for Jan S&S	14 th April 2017

CA

Organise
paperwork for end
of year and stock
take in Café

14th April 2017

