

# **ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST**

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

Thursday 30<sup>th</sup> June 2016 at 19:00

### **Minutes of Meeting**

#### **Present:**

C Adam (CA) Director;  
S Henderson (SH) Hall Representative;  
R McDonald (RMc) Director;  
L Mckay (LMc) Director;  
D McLachlan (D McL) Director;  
M Pollard (MP) Director;  
R Ross (RR) Community Council Representative  
M Sutcliffe (MS) Chairperson

**Apologies:** B Clarke (BC) Director; M Tonks (MT) Director.

Mark Sutcliffe chaired the meeting which opened at 7pm.

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

Proposed by CA and seconded by RR.

Member of the community coming tonight to stimulate ideas /create actions which Trust agrees is a good thing and hope this will create more opportunities for the wider community to engage and provide input at future events.

A suggested was made to consider altering the style to the documenting of minutes – agreed by all present and new format included in this months minutes.

#### **2. Progress Reports**

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

Accounts show no payment made to DTAS for a while and it was discussed how this payment made in the past. DMcL to contact DTAS/check for correspondence **Action DMcL**

Update in Trust matters: Hydro update to be provide by DMcL **Action DMcI**

Chair suggested focus on Hall Business Plan and Trust Development plan with outbrief to be provided at the next AGM. **Action MS/SH**

**(b) Accounts**

**Café June**

Income £9240.37

Expenditure £7698.98

Balance in Account £13373.91

Totals for this year (April up to 26th June)

Income £28493.33

Expenditure £21323.39

**Trust** Income £500

Expenditure £101.56

Balance in Account £8539.68

**Hall Management Group** to resubmit accounts with reconciliation for circulation **Action SH**

All three accounts to be submitted to cover the month of June at next meeting– all accounts to be submitted to the Secretary in advance of the next meeting (date to be confirmed).

**Fund raising projects**

**Potential projects**

- Glencroe projects
- All-weather park - tennis court size to be located at the playpark at the back of the church. The ground is owned by Argyll and Bute council .
- Hall has been approached about the 10Krace.

**(c) Hall Management Group** to resubmit their accounts.

- Hall has various events for school children.  
Arrochar Primary had raised monies to cover events. To be promoted through posters. Helensburgh Advertiser Parents to fill in forms.

In future and next meeting June's turnover for Hall plus overheads and copy of monthly bank statement required. **Action SH**

Fabric account not opened yet.

Families day for HeartStart - date to be arranged

**(d) Community Café**

Needs equipment -new fryers - electrician to check first and if okay -no objections to new equipment.

Fire extinguishers - review.

CC Minutes Hard copy to Betty and Mel

Next month all three accounts to submit monthly bank statements.

**3. Community Partnership summary:-** an offer of a speaker and or assistance. Trust to contact and discuss with Ann Scobie.

**Action MS**

There is a monthly newsletter with what's on in the Community Partnership.

**4. Community Council** Car parking charges at the head of the loch - ask the CC to protest on behalf of the Trust about targeting tourists. **Action RR**

Action a summary to email to RR for insertion in CC minutes. **Action MP**

Area for scouts to keep the trailers and tents; Luss Estates have agreed in principle MS to take to the Scout Group Leadership team for further discussion and planning before approaching Luss Estates formally.

**5. Youth** needs an update

**Action T B**

**6. AOCB** Everyone is to sign up to the code of conduct including the Café staff and Hall Management Group and employees; Agreed by all present. **Action MS**

RMcD left due to the PO discussion due to potential conflict of interest but rejoined for ideas session.

Post Office to be placed in The Pit Stop - application submitted and given the go ahead.

Chair closed the meeting at 8.20pm

Chair welcomed the members of the community to the ideas session  
 Definition of remit for Community Council - the voice of the people  
 regarding community /councils issues policing; planning permission;  
 lighting ;traffic etc.

Arrochar and Tarbet Community Development Trust definition of remit  
 is fund raising and development of community. The Trust holds the Pit  
 stop and Hall in Trust on behalf of the community. Hall Management  
 Group is a sub-group of the Trust and responds to the Trust.

A summary of the ideas will be presented in due course.

### Summary of Actions for Next Meeting

Person responsible	Action	Date
RR	Community Council Summary and minutes	21 <sup>st</sup> July 2016
RMc	Community Partnership summary	21 <sup>st</sup> July 2016
CA/MT	Pit Stop monthly finances and bank statement	21 <sup>st</sup> July 2016
SH	Hall monthly finances, bank statement and minutes	21 <sup>st</sup> July 2016
	Resubmit last months finance reconciliation	14 <sup>th</sup> July 2016

<b>MS</b>	Trust monthly finances and bank statement	21 <sup>st</sup> July 2016
<b>MP</b>	Circulate draft minutes	7 <sup>th</sup> July 2016
<b>MS</b>	Circulate summary of ideas Contact Community Partnership	21 <sup>st</sup> July 2016
<b>DMcL</b>	Update on correspondence for Trust, Hydro etc.	21 <sup>st</sup> July 2016
<b>TB</b>	Update of Youth	21 <sup>st</sup> July 2016
<b>MS</b>	Arrange Analysis of Hall Development Plan	October 2016
<b>MS</b>	Send out Directors Code of Conduct for review and create Café/Hall Code of Conduct	21 July 2016
<b>SH</b>	Review 2013-2015 Hall Business Plan and provide draft plan to Trust for review and approval	October 2016

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## **Summary extract for the Community Council next minutes**

We welcome our new Chair Mark Sutcliffe of the Arrochar and Tarbet Community Development Trust. This month the Trust held a successful open ideas generation meeting for the community to give input into the Trust activities . A number of people came forward to volunteer their services as potential new Directors. The Chair fully expects there to be more open events for the community to bring their ideas to the Trust for consideration.

Our minutes each month can be seen here :-

<http://www.threevillages.org.uk/community-development-trust/meetings/>

Or email us at [cdt@threevillages.org](mailto:cdt@threevillages.org) and we will forward a copy to you.

To feedback to Trust the above email is confidential and a direct link to our new Chairman.