

ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST

DIRECTORS MEETING - THREE VILLAGES HALL

Tuesday 4th October 2016 at 19:30

Minutes of Meeting

Present:

C Adam (CA) Director;
S Henderson (SH) Hall Representative;
R McDonald (RMc) Director;
D McLachlan (D McL) Director;
M Pollard (MP) Director;
M Sutcliffe (MS) Chairperson;
P Startin (PS) Director Designate.
S Segesdy (SS) Visitor
J Stone (JS) Visitor
G Dunbar (GD) Hall Treasurer
M.Tonks (MT) Director

Apologies: B Clarke (BC) Director; L Kennedy (LK) Legal Consultant
L McKay (LM) Director; R Ross (RR) Community Council
Representative; T Brady (TS) Youth Director;

Mark Sutcliffe chaired the meeting, which opened at 7.30.

1.Previous Minutes

Proposed by CA and seconded by MT

2. Progress Reports

(a) Correspondence

Meetings with the Community Partnership are going well and they will come along to give us help and assistance.

Sent out all the ideas to the members that turned up which has also been shared with Ann Scobie of the Community Partnership. Ann is willing to provide training for Trust Directors, such as Director Roles and responsibilities, Employee Management, minute taking. IT was a commonly accepted view that there is value in as many Directors as possible attending. Ann is also mentoring Mark Sutcliffe in his new position.

The Trust has been approached by a couple of members of the community to assist with local interests - one group is focused on environmental issues affecting the community including beach cleaning and providing awareness activities in the community which is a good cause for the Trust to take on, we will help the sub- group with governance, funding etc (not to be confused with wider beach cleaning activities being conducted by the CC).

Second point of interest came from a focus group on Health and Wellbeing for the Community.

Accounts now show payment to DTAS.

(b) Accounts

Hall Figures for 1st -30th August (Not Verified): -

Income £6290.42

Expenditure £6209.84

The Hall Management Group are required to resubmit reconciled figures at present the Bank statement for August indicates expenditure £7361.13 and income of £3263.11 in order for verification the Trust requires reconciliation urgently. The HMG Treasurer sought clarification at what was being asked, adding that there were nuances of their software that might make this submission difficult. It was explained what was needed and the issue should hopefully be resolved going forward.

Cafe Figures for 1st-30th August -verified

Income £12681.11 (this includes a £1522.50 cheque from the Hall for food

Expenditure £8196.22 (this includes a payment of £1000 to the hall loan).

Bank Balance at 1st September £21743.8

Trust 1st -30th August figures -verified: -

Income -£0.00

Expenditure -£101.56

Bank statement -£8353.00

Fund raising projects

Cleaning of the head of the Loch, event being held 6th November 2016.

For consideration - A community event around St Andrews Day to be organised by the Trust.

Congratulations to Dawn Gourley for creating such a successful event and hopefully this will remain as a permanent fixture?

(c) Hall Management Group

Contract for central heating still outstanding.

The batteries on the emergency lighting are to be replaced.

Heather could not change the meeting on the 20th to include the Trust Directors.

Next Hall meeting to be Wednesday 26th October 7.00.

An issue was discussed regarding the manner in which the Café's Alcohol license was queried by the Hall staff. It was felt that the manner in which this information was obtained was less than transparent and conducted in a manner that could be seen as underhanded. The Chair iterated that any issue brought to him would be dealt with the appropriate due diligence but he stressed the point that it would have been much simpler to ask the Café if their license was in place and more effort to improve communications between the two groups was needed.

(d) Community Café

Finances are good starting to get quieter now but this can change.

Moving into the quieter period expenditure down income up. Need to look at the long- term future. A work team has been organized to

decorate the Café. Post Office to move in 19th November, contract partially sent back and will be completed soon.

3. Community Partnership summary: -

Meeting went well - Alumni and networking event Mark and Maria attended. Change in the Community Partnerships constitution - Directors can only stay in office for 6 years then they must step down. CP Looking for more Directors.

Hot topics included:- next gathering are at Drymen Arts and Culture 5th November; Annual community champions award; Defibrillators in our area are located in Three Villages Hall, Tarbet Hotel, Arrochar Hotel, Fire Station, Doctors Surgery and Ardgarten. It was discussed whether CA could liaise with Eileen Kay and perhaps run collaborative events in the Hall to facilitate both Heart Start and First Aid for the community.

4. Community Council

See Minutes of last CC meeting.

There needs to be a two way street of communication between the CC and Trust so the Chair will now feedback a statement to the CC for their minutes. It was mentioned that a Trust representative can attend CC meetings and if they have any questions to ask they need to send to the secretary before the meeting.

5. Youth

Trust requires feedback and needs an update

Action T B

Hydro update has a potential developer to produce finances and how they hope to build the scheme and costs involved are £150K approx. costs. If the developer can achieve £75k there will be a decision as to whether to take it forward. There may be opportunities for the community to buy into the project but there is much consultation to take place before this milestone is reached and is dependent on how much involvement that the community would want – 0%;25%; 50%; 75% input to the cost will guaranteed income from the scheme to the community but will be scalable depending on the initial input.

Shareholders would get interest on the shares. They have a proven track record and experience is this kind of project. Case studies from the company that is looking to manage the project has case studies at

www.highlandeco.com. Going forward a sub- committee is to be formed. Well Done to DM on resurrecting the project on behalf of the community.

6. AOCB

Code of conduct distributed for review and everyone that sits on the board will sign up to this. Another version will be issued for Hall Management Group, Café and all staff to sign up to.

Documentation that requires review by the board: - business plan for Hall and Café.

Trust development plan analysis needs to be completed we will do that collectively. Circulated trends of finances for the last view years see attached.

The Chair provided hard copy quick look analysis of the halls accounts for the past 3 years, having received the documents from the accountant. They were produced to serve the purpose of identifying to the HMG that these should form part of their business plan. On initial inspection it seems that the Hall is experiencing a decline in income which needs careful management and a focus on marketing, especially for external revenue opportunities.

For the accounting period 2015-2016 it is hopeful that The Cafe has seen an increase in sales and a significant decrease in cost of sales, although it has had the advantage of lower staff costs because of the exceptional effort of MT and the team. The data from both of these reports needs to be carefully considered and used in the SWOT analysis to be included in the business plans.

It is agreed that we need to build relationships between the Hall and the Café and we hope this will begin by collaborating at HMG meetings. As already documented the board need to have oversight of its assets activities and should have an input into it. More collaboration is required to make things happen; in essence we need to radically improve the way we are operating.

The enchanted forest in Pitlochry is a good example of collaboration.

A discussion ensued re Laptops and computers in the Hall. Did the Hall receive monies for the computers at present? The Hall confirmed that the monies were forwarded to the Trust Treasurer but there was little hire since the cessation of the computer classes. The Hall were custodians of the computers with the funds going to the Trust. This was previously unknown to a Director who had used a computer with no monies being paid. The Laptops in the Hall were purchased with donated funds and grants by the Trust and therefore a record of usage and equipment hire fees to come to the Trust

The AGM may be moved to the New Year (15 months between AGM's) is permitted although from a financial aspect the accounts need to be finalized and agreed by end of November. This will be discussed at the next meeting.

Date of next Meeting Tuesday 1st November 7.30

Chair closed the meeting at 9.30pm

See Action summary below

Summary of Actions for Next Meeting

Person responsible	Action	Date
RR	Community Council Summary and minutes	25 th Oct 2016
	To use only the extract provided by Trust for CC minutes	A.S.A.P.
RMc	Community Partnership summary	25 th Oct 2016
CA/MT	Pit Stop monthly	25 th Oct 2016

	finances and bank statement	
	Create a Business Plan for review and approval by Trust	November 2016
SH	Hall monthly finances, bank statement in full and minutes	25 th Oct 2016
	Resubmit August's full bank	Urgently Required
	To email Trust Directors time of Hall Meeting.	19 th Oct 2016
	Review 2013-2015 Hall Business Plan and provide draft plan to Trust for review and approval	November 2016
	Preparations for Elections for positions at AGM	25 th October 2016
	Funds for Computers /Laptops to be forwarded to	

Trust.

MS	Trust monthly finances and bank statement	25 th Oct 2016
	Create a Development Plan for Trust	November 2016
	Research memorandum to see if Co-opted Directors can vote.	25 th Oct 2016
MP	Circulate draft minutes gain proposal and seconded online	25 th Oct 2016
DMcL	Create Sub group for the Hydro scheme	25 th Oct 2016
TB	Update of Youth	25 th Oct 2016
