

# **ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST**

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

Tuesday 30<sup>th</sup> August 2016 at 19:30

### **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;  
T Brady (TS) Youth Director;  
P Startin Director Designate.

**Apologies:** B Clarke (BC) 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 LMCK

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

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

Update: Invitation received from National Development Trust Assoc. to their conference.

Canadians are to visit and lunch in the Café and discussions on community life.

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**

## **(b) Accounts**

### **Café August**

Income £12450.09

Expenditure £ 7814.91

Balance in Account £18562.76

**Trust (August) Income £500**

Expenditure £101.56

Balance in Account £8539.68

**Hall (July) Income £6020.91**

Expenditure £4195.92

Balance in Account (July) £33827.81 (£20k) to be transferred to fabric fund.

Hall Bank accounts need to be differentiated as follows: -

A& TCDT Three Villages Hall

A&T CDT Hall Fabric Fund

Arrochar and Tarbet Community Development Fund

Hall submitted only last page of bank statement agreement to forward the full bank statement within 4 days and this will be published to the board with the rest. Due to transparency agreement, the full bank statement to be submitted monthly.

## **Fund raising projects**

What is achievable as a group to be based on the idea generation meeting to take our plan and feedback to Ann Scobie, and we need to consult with the community

Community partnership has a new development officer - remit to be CAPS would be a good point of contact.

Youth feedback **Action TB**

## **(c) Hall Management Group**

At a recent meeting discussions re tendering-out catering services, it was agreed that at this point in time, all catering to go through the café in order to retain profits for community uses. All PCs updated to windows 10. Events: - wedding on in the hall and a wedding anniversary in September.

HMG concerned no invoiced received from the Pit Stop, Pit Stop reassured and corrected this statement by indicating that all invoices were up to date and that this was normal practice.

Financial profile of the Café - the different options and business models were discussed.

No Trust Directors have been present Hall Management Group meetings. HMG agreed to have meetings in the evenings, could they also contact the following individuals who have been tasked with attending with time. Mel, Phil, Colin, Maria and Mark to attend Hall meetings 20th September - time to be arranged. **Action SH**

### **(d) Community Café**

Contrary to Press reports the Café is making a profit and now VAT registered. This has been achieved through increased turnover and reduced costs. Excellent situation Mel to be congratulated for her efforts. The Pit Stop has been a big contribution to the community with the Trust paying off the loan of the building and is now sitting debt free and offering employment and experience to residents.

Trust and café and hall to create a business plan for Oct 1 **Action MS CA SH**

The Trust Business plan should be the strategic overview and mapped down with the involvement of the Café and Hall. **Action MS**

### **3. Community Partnership summary: -**

Kelly Clapperton – Bates is the new development officer  
Cowal area network on the 14<sup>th</sup> September 7-9pm Lochgoilhead village Hall new group Argyll self-directed support Hannah Arbuckle to talk.

### **4. Community Council**

See link on minutes

A chronological list of the negative comments made within the CC minutes over the last year this action was deemed not good practice for the community and therefore in future, the following was agreed to happen: -

Trust to send extract of minutes to RR for publication or if for any reason no extract any comments re the Trust CC minute's publication to be verified by Trust Chair. **Action MS RR** date of Trust meeting to

be changed to allow time for minutes to be provided to the CC.  
**Action MP** to email and proposed and seconded online.  
TB left the meeting.

## **5. Youth**

Trust requires feedback and needs an update

**Action T B**

## **Post Office**

RMcD left the meeting. A decision from the Trust on the proposal to take the PO in the Café. Training packages are available for both volunteers and employees. The PO will be contained within the Pit Stop Trading Company and the Trust Board Directors will be devolved of all responsibility. The Trust supports the initiative because the Café was chosen as a suitable business model that can house a sustainable future. The rationale for this is that much PO business is done online now and the Post Office is seeking organisation that have a another stream of revenue as staff bills an be kept low. The Trust support is conditional on legalities and dependent on the PO consultation .

RMcD returned to meeting.

## **6. AOCB**

Hydro scheme - finances explained to round up the project.  
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 and staff to sign up to.

Everyone round the table should be Directors so that we are talking from the same table. Our memorandum needs to be researched to see if Co-opted Directors are able to vote. **Action MS**

Agreed Changes:- Everyone becoming Directors or Co-opted Directors. Hall Management should contain majority Trust Directors. Focus of Café and Hall Management governance  
Similarly Board Management on Café and Hall **Action MS DMcL CA MT SH .**

Elections to happen in for the Hall Management Group in order that we have rotation and sharing the load it was discussed that this could happen at AGM as Director positions. In addition the Hall

annual finances to be signed off by Trust Chair or Director at present is being signed off by non Director. **Action SH**

AGM sub-group to be organised .

Email all the idea groups out to those that attended **Action MS**

Date of next Meeting Tuesday 4<sup>th</sup> Oct

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	27 <sup>st</sup> Sept 2016
	To use the extract provided by Trust for CC minutes or have their own extract verified by Trust Chair	A.S.A.P.
RMc	Community Partnership summary	27 <sup>st</sup> Sept 2016
CA/MT	Pit Stop monthly finances and bank statement	27 <sup>st</sup> Sept 2016
	Create a Business Plan for review and approval by Trust	1 <sup>st</sup> October 2016
	Similarly Board Management proposals	27 <sup>th</sup> Sept 2016
SH	Hall monthly finances, bank	27 <sup>th</sup> Sept 2016

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statement in full  
and minutes

Resubmit July's  
full bank  
statement

4<sup>th</sup> Sept 2016

14<sup>th</sup> Sept 2016

To email Trust  
Directors new time  
of Hall Meeting.

1<sup>st</sup> October 2016

Review 2013-2015  
Hall Business Plan  
and provide draft  
plan to Trust for  
review and  
approval

27<sup>th</sup> Sept 2016

Similarly Board  
Management  
proposals see  
minutes

27<sup>th</sup> Sept 2016

Preparations for  
Elections for  
positions at AGM

**MS**

Trust monthly  
finances and bank  
statement

27<sup>th</sup> Sept 2016

Meet with Ann  
Scobie

Create a Business  
Plan for Trust

1<sup>st</sup> Oct 2016

	Research memorandum to see if Co-opted Directors can vote.	27 <sup>th</sup> Sept 2016
	Email all people that attended the ideas meeting.	A.S.A.P
<b>MP</b>	Circulate draft minutes gain proposal and seconded online	14 <sup>th</sup> Sept 2016
<b>DMcL</b>	DTAS Payments update	27 <sup>th</sup> Sept 2016
<b>TB</b>	Update of Youth	27 <sup>th</sup> Sept 2016

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