

ARROCHAR & TARBET COMMUNITY DEVELOPMENT TRUST

DIRECTORS MEETING - THREE VILLAGES HALL

Tuesday 13th December 2016 at 19:30

Minutes of Meeting

Present:

C Adam (CA) Director

Gill Dunbar (GD) Hall Representative;

R McDonald (RMc) Director;

D McLachlan (D McL) Director;

M Pollard (MP) Director

R Ross (RR) Community Council Representative

Stella Segesdy (SS) Director

Phil Startin (PS) Director

M Sutcliffe (MS) Chairperson

Apologies: Lewis Kennedy(LK) Legal Representaive; M Tonks (MT) Director;
Teri Brady (TB) Youth Director;

Welcome

The Chair welcomed all to the meeting and advised of those unable to attend.

1. Minutes & Actions

The Chair apologised to the board for misplacing the notes taken from the last meeting. No discussion of previous month actions took place.

2. Declaration of Interest

There were no declarations of interest.

3. Progress Reports

a) Update on Trust Matters / Correspondence

Both MS and DM have spent considerable time and effort in attempting to rectify the ongoing issues with the Trust bank account. The Bank complaints department are now

handling the case and it is hoped that all the efforts and repeated visits to the bank will resolve this long standing issue once and for all.

b) Treasurer / Accounts / Fund raising projects

Trust

- The Chair advised the board that the accountant was finalising the Trust accounts in preparation for the AGM.
- Ongoing issues with the bank account has resulted in the monthly statement being withheld. The Chair is to investigate this with the bank.
- The Chair has banked approximately £140 from donations.
- The Annual Community Partnership Admin grant application has been submitted. Decisions on funding availability will be made end of February/beginning of March.
- There is approximately £8k in the bank account.

Hall

- The application for the bank account for the Hall Fabric Fund is proving a challenge, with ongoing issues try to set it up. It was suggested that an alternative bank might be the solution, especially given that the Trust is having so many issues. GD has enquired and suggested that there are no other banks that permit 3 signatories (other than RBS). Chair suggested Bank of Scotland allows 3 cheque signatories for Scout Group, PS offered to investigate.
- There is an issue with the water rates. The Hall has been paying the wrong entity. The HMG is trying to resolve this issue. DM suggested speaking to Councillor Freeman to assist with timely resolution.
- Fireworks display was a success.
- HMG is having some issues with the forecasting required by the Board and the method in which the hall accounting software displays its data and has sought advice from Heather. The Chair advised GD that the Board required visibility of all areas of the Trust's responsibilities and the information should be presented in the same format, which should include Banks Statements; income/expenditure month by month.
- Income for November £2901; Expenditure £3831 = loss of £1102 (**need to check Halls figures as this equates to £930 loss**)
- The Hall Fabric fund was discussed with some debate as to the amount that should be available in the fund. The Trust has stipulated this formally through previous minutes that there should be £20k ring-fenced with £3k being allocated from the Halls profits year on year, therefore the Fabric fund should be currently sitting at £23k.

Community Café

- CA advised that the Income for November was £8153; the expenditure was £7582.20, as of the 2/11 the Bank account was sitting at £22K but this includes £7K VAT and costs associated with the refurbishment of the Café to meet the Post Office requirements. CA advised that business was slowing down (as expected).
- The Post Office (PO) move was discussed. It was advised that there needs to be someone dedicated to running the PO. The training provided to the team was less than expected, it was intended that the PO training would be on site for a full 14 days, this was not the case and training was split amongst different people. DM offered thanks to Janice McDonald (Tarbet Post Office Post Mistress) for all her support.

The Board discussed concerns regarding the current staffing levels and too much pressure on existing personnel. Four people have received some of the training but not one person has received all of the training. Janice has offered to provide training at her PO which was accepted by the board.

An advert to gain new Post office counter assistants has been raised. DM discussed the positives of having the local post office and highlighted the need to get through the initial teething problems.

- CA has provided the Hall staff with a catering order template. 7 Days notice is required to ensure the correct supplies are ordered to support the events but short notice requests/changes to existing requests will be accepted on a case by case basis. The submitted sheets will help speed up the invoicing of orders back to the Hall.
- Colin emailed Mark a copy of the form to make into an editable version.

LL & T National Park and Community Partnership

Rmcd opened advising that there was a recent National Park and Community Partnership event at Cowal that no one from the Trust attended and suggested that the CP was not happy at this lack of attendance and may have an impact on the decision making when it came to the CP funding. MS advised Rmcd that both he and MP attended the event held at Balloch and that representation was also made at the CP annual Gathering by one of our new directors and his wife who has now become a Director for the CP. Our 2016 Community Champion, our very own MT also attended.

Rmcd suggested that perhaps the Balloch event was not the best event to attend.

The Chair asked RMcD which event should the Trust be attending and we will ensure appropriate representation is made. The Board discussed that perhaps there were some advantages for attending the Balloch event over the Cowal event. At this point in time the Chair is of the opinion that unless we are formally advised to attend one event or another, as long as there is some form of representation at a CP event, this will suffice.

Community Council

RR advised that the previous meeting minutes had been issued and asked if there were any comments. None were raised other than the Chair apologised for not sending a commentary from the Trust for the CC minutes.

Youth Projects

No feedback from TB. The Chair suggested that 2017 should put more focus on youth events/projects/workshops etc.

Events Group

Film night 17 December – film for children. There was an enquiry regarding licences – the PPL is up to date.

Burns Night 28 January 2017 – speakers and entertainers arranged. The question was asked regarding the who should be responsible for the float, it was agreed that the Hall should provide this. The question was also asked regarding where the proceeds should go to; it was agreed that these should be banked into the Hall account. The question was asked regarding the Bar licensee and whether or not Sue needed to be there on the evening, it was advised that this was not a requirement.

A discussion was had to whether or not the current usage of the bar facilities warranted the ongoing management and cost of a licence and the associate water rate costs that go with them. A further discussion needs to be held with the Trust and HMG to determine if this full licence is the most cost effective method of running a bar.

The Gala committee are planning an event in January/February 2017 – tbc.

The Events committee is up and running and although there is a good attendance more help is always appreciated. All potential event type activities should be directed to LM.

AOCB

The Chair is looking at improving the effectiveness of the Trust and that of the Café and Hall groups and hopes to roll this out to all parties in the new year.

DMcL discussed a recent visit by the Lottery Group and suggested it was a great opportunity to re-establish links with them.

The Hydro project update – the developers selected to run with the project management and installation of the Hydro scheme, winners of green energy awards for other schemes that they have ran issued a letter to DMcL advising that they were withdrawing from our project. There will be ongoing meetings to discuss the viability of continuing with this venture, to identify if there are any other suitable developers who might want to take this on.

To compound this issue the National Park have also sent a letter to DMcL advising that they want to revisit the planning application and that there would need to be a resubmission of the plans which if required would not appeal to a new developer and would halt the project. Local Energy Scotland (LES) have invested a significant amount of funding to our project already and are keen to look into this further.

If the Board were to agree the continuation of the project this will likely incur more costs to the Trust funds, we await the decision of LES before we can make our decisions.

Community Action Plan (CAP)

SS has met with the CC to discuss the CAP and ownership of the elements. SS would like to conduct the same exercise with the Trust. SS has received copy of the previous CAP that was available in a more useable format and requested if there was a similar document prepared for the current CAP that would be easier to use. It was suggested contacting Sue Williams regarding the CAP document.

SS also advise that a Fall Prevention Class would be starting in the new year.

DMcL offered special thanks to Mel and those that are supporting the efforts in the community café, it is nice to see young members of the community working in the café and thanks to Colin for procuring the roller shutter door and also to Dougie and Stephen for their assistance. A special mention was also made of the young people of the village for their support on Remembrance Sunday.

The Date of the next meeting is Tuesday 10 January at 1930.

The proposed date for the AGM is 4 February, TBC.