



Gargunnock Community Trust Ltd.

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www.gargunnock.org

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SC036793

Directors Meeting Thursday 15 August 2019

Present

Douglas Johnston, Jeremy Wilkinson, Edmond Mansion, Jill Patrick, Gill Bell, David King, Barbara Linklater, Gavin Fleming, Geoff Peart, Iain Gulland, Stuart Ogg

Apologies

There were no apologies.

1. Minutes of Previous Meeting

Minutes of the previous meetings held on Thursday 5 May and Thursday 11 July 2019 were approved.

It was agreed that in future, prior to each meeting, the minutes of the previous meeting should be updated to show which actions have been completed. This will allow the focus of discussions at the start of each meeting to be on the outstanding items.

Action: Stuart to check with everyone a week before each meeting whether actions have been completed.

2. Follow up actions / Matters Arising

All actions from previous meetings completed other than the following ones which are ongoing:

- **Iain as Chair to write to thank Mrs Wilson for her donation. Dave to supply Iain with her address.**
- **Booking fees to be reviewed and options for promoting Centre to be developed including cost for optimising website searches.**
- **Update strategic plan for Trust within 2019. Stuart to draft document and present at next meeting using material gathered from Gargunnock Show, Gala, AGM and previous community events.**
- **Jeremy and Edmond to follow up work done on Dropbox files and will circulate details to all Trustees about how to access them.**
- **Discussion still needed to develop marketing of Community Centre, it was agreed this should be focused on advert in Bugle, posters around village, possible advert in Park Life, etc.**
- **Volunteer party to clear path under the Craigs postponed due to weather forecast for coming weekend to 1 September 2019**
- **General GDPR statement to be prepared by Edmond.**

- ***Stuart to follow up contact re: works on Drop In Centre and Community Centre with Douglas and Gavin***
- ***Updates to MOU with Foundation Scotland on hold until discussions with Community Council have been completed.***
- ***Gavin in process of preparing Indemnity form for sound system hire still to be completed, to be shared with Jeremy and Douglas.***

3. Company Secretary Report

Nothing significant to report apart from correspondence received from HMRC regarding future returns in 2020.

4. Treasurers Report

Douglas explained the position with the most recent set of accounts. He will be preparing the accounts for the Examiner, noting that everything balanced last year.

He raised concerns about the outstanding debts from last year, these amounted to around £1500 which represents monies owed by users of the Community Centre, and this was despite several efforts to recover them. Following discussion it was agreed that action will be taken to recover debts and try to avoid them in the future.

Action: A 30 day payment notice will be included on future invoices and if no payment is made after 90 days then the user will no longer be able to book or use the Centre.

5. Community Centre Update

Caretaker

Caretaking responsibilities are currently being shared between Douglas and Jeremy while Barbara had stepped in while they were on holiday. Harry is still keeping an eye on the boiler. Douglas noted that he had obtained a price for a remote control for the boiler; however, this appeared quite expensive. There were also concerns about whether the existing boiler is adequate and alternatives were being considered. It was agreed that short term the focus should be on trying to get the existing system working more effectively including use of alternative supplies of wood pellets.

Actions:

Dishwasher has been approved, specification to be shared with Gill, Jill and Barbara before purchase is made.

Advert for Caretaker to be included in next Bugle, role involves about 10 hours a month for a payment of £10 per hour.

Douglas to continue to look at alternatives to the existing boiler as a heating source.

Sound system

This had now been installed and works well. However concerns had been raised by one of the neighbours of the Community Centre about the use of the outside speakers, as a consequence their use will be restricted by making changes to the control panel and a door will be put on control panel. Microphones still to be tested and instructions for users have to be developed. Douglas noted he would be attaching security tags to each piece of equipment. It was also noted that the existing insurance arrangements were adequate to cover the new system.

Actions:

Sound system controls to be modified to prevent uncontrolled use of outside speakers and Douglas to contact supplier to source a door for the control panel to prevent unmanaged access and use of the sound system.

Douglas to get quotes for repair of acoustic panel in main hall.

Jeremy to access signage to indicate that a hearing loop is now installed and contact to be made with the organisation promoting hearing loops.

6. Windfarm Fund Advisory Panel

Following the responses to the consultation with the Windfarm Fund Advisory Panel regarding arrangements for the Chair, it was agreed that the proposal to seek a nomination from the Community Council would be pursued. If this was not feasible then an alternative would be followed up. One option is that a Trust member would be nominated but they would not be able to vote on any recommendation being discussed by the Panel as this would address any concerns about their independence and to manage any conflicts of interest.

It was also agreed that action should be taken to attract more potential Panel members and new projects for Windfarm Funding Panel to consider. Gavin agreed to follow up with Parent Council regarding concerns which had been expressed to the Trust regarding the Council's reticence to apply to Windfarm Funding Panel.

Actions:

Jeremy would invite the Community Council to nominate a Chair for the Windfarm Panel, its next meeting being at the start of September.

Geoff agreed to draft article for Bugle to attract additional members for the Panel and new projects.

Gavin to follow up comments with Parent Council.

7. Projects

Footpaths Sub Group

Charlies Loan

Jeremy indicated that he hoped that the group would be able to restart this project in September although the Stirling Council ranger who had been our contact had left the Council.

Gargunnoch to Stirling Route

Geoff explained that SUSTRANS had supported the next phase of the project although further discussions were required to understand exactly the nature of the award set out in the letter and in particular what this will cover. They had not however had time to fully review the first phase study.

Gavin explained that he had dropped off copies of the feasibility study to all the affected landowners/farmers and had received rather mixed reactions. It was noted that the consultants who had undertaken the first phase study believed that the concerns of landowners/farmers could be addressed although this would require detailed negotiations.

An inception meeting of the next phase is expected to be held early in September. Geoff will continue to liaise with SUSTRANS.

Beeches

As all projects rely on volunteers, other projects have a higher priority at present. Specifications for the path and an initial quote for the work have been obtained. Dave offered to help if it was required.

Craigs Path

Forecast for the weekend is not very good so it was agreed to reschedule the next phase of this project to clear the gorse etc. to 1 September.

Bite and Blether

A request was made that the proceeds from one of the Bite and Blether sessions could be allocated to the Senior Citizens Christmas Gift Fund. This was agreed.

8. Bugle

Advert for another Director to be inserted into the next edition of the Bugle. Anyone coming forward could be co-opted and formalised at the next AGM.

Action: Gavin agreed to speak to Carol regarding help with the Bugle by offering to proof read it.

AOB

Glebe land path edges

Douglas had received a quote of £270 for three cuts of the path edges. This was agreed. It will be tried for a year to see how it works out.

Membership certificate for the Development Trust Association had been received.

9. Date of Future Meetings

24 October 2019
12 December 2019

Planned Windfarm Funding Panel Dates 2018/19 (There may be possible changes)

21 October 2019
9 December 2019