

# **Gargunock Community Trust Directors Meeting**

**Thursday 16 February 2017**

## **Present**

Douglas Coupethwaite, Stuart Ogg, Edmond Mansion, Jackie Campbell, Douglas Johnston, Elizabeth Mansion, Lovat MacGregor, Iain Gulland, Anne Dando

## **Apologies**

Jane Bain, Geoff Peart, Mike Pizey, Gilly Bruce,

Minutes of previous meeting - Approved.

## **Actions from previous meetings**

The previous actions were discussed and action list reviewed. Where actions have been completed and noted at the meeting as completed these have now been deleted from the list at end of minutes.

Key updates included the following and the Action List Table at the end of the minutes has been updated where appropriate.

A file in the Dropbox account should be created for all redundant documents no longer actively used.

Jane had not received the updated Memorandum and Articles of Association, further action agreed see below.

Community Centre audit has been completed and will be published. It is anticipated that a full technical audit will be required in 2018/19; 5 years after the full refurbishment project had been completed.

It was noted that there were no issues arising from the safety audit which had used a Health and Safety Executive template. An action was agreed to ensure that there was some means of recording when someone had used something from the first aid box while the contents needed to be checked to ensure currency of contents. Liz agreed to put in a notebook in each First Aid box so that items used could be recorded.

Douglas C reported that the legal fees for the Glebe transaction had come to £660, comprising £300 for our solicitors, £300 for current owner's solicitor and £60 registration fee.

Questionnaire developed and circulated to village via Bugle, 55 responses so far.

Iain to follow up regarding 'light touch' application form so that it reflects the original proposals set out in Geoff's paper.

Liz and Douglas C had met Jane and follow actions had been taken.

Marketing to be picked up on April agenda.

## **Company Secretary Report**

It was noted that Elizabeth had now got the folder with all the dates listed for formal submission of key documents.

## **Actions:**

Douglas C would check with OSCR to establish which version of the Memorandum and Articles of Association was lodged with them.

Edmond to organise a meeting to organise the rationalisation of the Dropbox folders and documents.

Website should have been on Action List. It was reported that the Trust now owns the domain name. Gargunnock.com to be handed over to Edmond from Douglas Bain.

It was noted that two offers had been received regarding the request in the Bugle regarding website development both appeared to be possible 'paid for' propositions.

#### **Actions:**

Jackie to draft terms and see what they come back with in terms of detailed proposals.

Stuart agreed to check to see what would be involved in inserting a more effective calendar onto the website to facilitate bookings.

#### **Finance Report**

Douglas J provided a presentation to update the Trust on the current and recent financial performance of the various Trust accounts over the past 6 months. He noted there had been more commercial lets and slightly less concessionary lets and that expenditure had been higher than forecast because of the maintenance costs albeit these had been split between the Project and Trust accounts.

It was noted that there should be accounts one for capital and one for revenue so options for Project Account should be considered. In the past the Community Centre Account had been used for capital.

It was noted that the 5 year review should be carried out in 2018/19 to update maintenance and investment needs so that the 30 year projections could be updated.

The general message was that the finances were reasonably sound although it was necessary to keep a watching brief over the peaks and troughs of expenditure that will be required to ensure the financial situation is sustainable and the building itself is maintained well. As a consequence a professional survey was recommended in 2018/19 to update the next 5 year plan for the building.

Douglas J was thanked for his presentation and keeping on top of the longer term horizon for the building and associated financial management.

#### **Glebe Land**

The community consultation process had started based on a questionnaire which Jackie had previously circulated for comment. So far there had been 55 responses offering a range of project ideas for use of the Glebe Land. Jackie provided an overview of the demographics of those who had responded so far.

The closing date was 10 March and everyone was invited to encourage responses.

#### **Windfarm update**

Geoff and Douglas C had met with a representative from the Foundation Scotland, appointed by the windfarm developers to disburse the funds. It had been confirmed that Geoff's paper setting out proposals as to how Gargunnock preferred to distribute the community benefit monies had been approved. In total the annual contribution would be initially £22,672.22 and this would rise in line with inflation using CPI. An initial payment would be followed up by a further payment in April 2017.

It was noted that there was contract between the developers and Foundation Scotland setting out the distribution of funding and a Memorandum of Agreement between Foundation Scotland and the Trust would be agreed and signed off .

A query was raised about the impact on the payment of community benefits monies if the developer sold on their interest in the windfarm or Foundation Scotland no longer existing. It was felt that there were adequate arrangements in place to mitigate this risk.

Geoff and Douglas C were thanked for all their efforts in pursuing this matter over the past few years, it was recognised that it taken considerable effort and patience.

**Actions:**

It was agreed that a new Trust account would be set up so that these monies could be managed separately and transparently.

A meeting between representatives of the Trust and the Community Council would be set up to agree a set of proposals as to how the funds would be managed.

**AOB**

It was noted that repairs were required to the storage container and the estimated cost was £500. Liz wondered whether the purchase of an alternative should be considered.

**Action:** Douglas C agreed to make enquiries about an alternative.

Douglas C noted his intention to retire from the Trust at the next AGM which would be in May 2017.

It was noted that a public meeting would also be required to present back the findings from the Glebe land consultation and the Community benefit proposals.

It was agreed that an initial appraisal for the project ideas for the Glebe land would be required before being presented to the community.

**Action:** It was agreed that an extra meeting was required to discuss the findings from the consultation and this would take place at the Community Centre on 16 March at 8.00pm.

The possibility of getting rid of the recycling bins ta the Community Centre was discussed.

**Action:** Iain agreed to investigate options for recycling facilities at Community centre.

**Future dates are:**

- Thursday 20 April 2017
- Thursday 15 June 2017
- Thursday 17 August 2017
- Thursday 19 October 2017
- Thursday 7 December 2017

<b>ACTION LIST:</b>			
<b>Note: Where previous actions have been expedited and recorded at the relevant meeting these are no longer listed.</b>			
<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status at 16 Feb. 2017</b>
October 2015	Follow up action Edmond to send out an email to everyone. Everyone needs to be registered with Dropbox		Redundant file to be created for documents no longer actively used.
April 2016	Memorandum and Articles of Association to be submitted to OSCR by Company Secretary	Jane	This action has been updated (see below)
September 2016	A list of all the policies to be prepared then circulated to everyone to review and comment.	All	Ongoing

Date	Action	Responsibility	Status at 16 Feb. 2017
	An audit of the building and environs would be undertaken	Douglas C, Douglas J and Steve	Completed and report to be published. Full technical Audit to be undertaken in 2018/19
	Everyone should get back to Geoff with comments on the paper he had circulated.	All	Ongoing
	Calendar of key dates for payments etc. to avoid any deadlines being missed	Jackie	
November 2016	Draft questionnaire regarding future use of Glebe land for circulation for comment and then circulated in a future edition of Bugle.	Jackie	Completed
	Iain Gulland agreed to get a 'light' touch application process to be developed	Iain	Ongoing
	Consideration to be given to identify a possible independent person to sit on the funding panel/board	All	Ongoing
	Marketing of the Centre needed to be kept on the agenda.	Stuart	To be placed on April agenda
February 2017	Submit updated Memorandum and Articles of Association to OSCR	Douglas C	
	Marketing to be put on April agenda	Stuart	
	Organise a meeting to organise the rationalisation of the Dropbox folders and documents.	Edmond	
	Gargunock.com to be handed over to Edmond from Douglas Bain	Edmond	
	Draft terms and see what the two people who had offered to help with website come back with in terms of detailed proposals.	Jackie	
	Check to see what would be involved in inserting a more effective calendar onto the website to facilitate bookings.	Stuart	Completed and response circulated
	A new Trust account to be set up so that windfarm monies can be managed separately and transparently.	Douglas J	
	Meeting between Trust and Community Council Representatives be convened to discuss next steps	Douglas C and Geoff	
	Enquiries regarding alternative storage container to be made.	Douglas C	
	Alternative storage container to be explored	Douglas C	
	Additional meeting to discuss outcome from community consultation on 16 March 2017 at 8pm	All	
	Options for recycling facilities at Community Centre to be explored	Iain	

**Contact Details for Trustees.**

Geoff Peart	860318
Iain Gulland	860624
Jackie Campbell	860761
Edmond and Elizabeth Mansion	860608
Gilly Bruce	860438
Lovat MacGregor	860376
Douglas Johnston	860384
Douglas Coupethwaite	860344
Stuart Ogg	860260
Anne Dando	860350