



Gargunnock Community Trust Ltd.

A registered company in Scotland (SC285574)
www.gargunnock.org

OSCR
Scottish Charity Regulator
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SC036793

Directors Meeting Thursday 12 July 2018

Present

Douglas Johnston, Jeremy Wilkinson, Iain Gulland, Edmond Mansion, Stuart Ogg, Geoff Peart, Claire Hart, Barbara Linklater, Jill Patrick, Gill Bell.

Apologies

David King, Gavin Fleming.

1. Minutes of Previous Meeting

Minutes of Previous Meeting Thursday 17 May 2018 approved.

2. Welcome to new Directors

Jill, Barbara, Gill and Claire were formally welcomed to their first Trustee meeting. Jeremy circulated a welcome pack he had compiled. He also explained that he had inserted the OSCR logo for the Gargunnock Trust plus the Gargunnock logo and company registration number all of which should be on official documents.

3. Follow up actions

Pathways sub-group.

Members of this sub group included Edmond, Jeremy, Gavin, Geoff and Peter Rowell. An update was provided explaining that two initial meetings of the sub group had taken place with a range of projects being considered. Jeremy is a member of the Local Access Forum which will help take projects forward.

The projects being considered include:

- Upgrade to the Beeches footpath (estimated cost 23k to 25k, Jeremy and Geoff will be looking at possible sources of funding)
- Footbridge repainting although there are major issues with permissions and conditions attached to this work via Stirling Council and SEPA
- Charlie's Loan (Edmond to draft letter to Stephen Kerr plus other local politicians)
- Hill footpath (signposts fallen down and some clearing of vegetation required, farmer suggests this takes place later in year due to very dry weather conditions and possible fire risks)
- Cycle route to Stirling
- Stirling to Balloch pathway (Stirling Council Economic Development team is appointing a paths development person so contact will be made)
- Village square will require detailed discussions with Stirling Council).

Windfarm funding

Third tranche of funding is with Foundation Scotland and will be released to the Trust once they have received the annual report.

Administration costs need to be reclaimed from Windfarm fund including those incurred by Geoff, Carol has details.

Action: Iain to send off the annual report and Douglas to complete application for admin costs.

Repainting of Community Centre

Douglas noted that the Community payback team would be repainting parts of the Community Centre and Drop in Centre. This will take place on 27 to 29 July. Paint had been purchased at a cost of just over 300.

Microwave

A new microwave has been purchased for the Community Centre.

Storage Space at the Community Centre

After discussion about the issues of storage for the various users of the Community Centre it was agreed that all the main users would be invited to discuss how best to organise things.

Action: The new Community Centre Coordinator will address this issue.

Documentation

Action: Jeremy to work with Jackie to prepare a checklist of all the key documents associated with the Trust.

It was agreed that there was need to ensure there is just one source of all this documentation.

Action: Edmond will speak to Jane Bain to delete all Trust documentation from Gargunnock.com

4. Company Secretary Report

It was noted that the Trustees' names at Companies house had been changed and Jeremy had also developed a contact sheet which would be checked and updated.

Action: Jeremy to update and recirculate contact details.

5. Treasurers Report

Douglas presented the year-end figures showing the income and expenditure budgets and out-turn numbers for 2017-18 financial year. Overall financial position is healthy.

(Presentation to be attached to minutes)

6. Transfer of Jackie Campbell's Responsibilities

Jackie and Jeremy have worked together to create a listing of the activities that Jackie has been performing for the Trust. These have been sorted into three categories:

- Communications & Publicity
- Community Centre Coordination
- Grant applications.

Jeremy has circulated the listing of activities involved in the first two roles to all Directors.

David King has agreed to take on the role of Community Centre Coordinator.

Claire volunteered to take on the role of Communications & Publicity Coordinator.

Grant applications to be picked up as they arise.

7. Community Centre update

David will work with Jackie to take over as Community Centre Coordinator.

8. Windfarm Funding Administration

Douglas will add an additional column in the Windfarm Funding tracking table to cover impact reporting from recipients of support.

Action: Carol's role to be updated to include chasing up the impact reports and also to undertake basic due diligence on applications before they come to the panel. Geoff will speak to Carol about this and the issue of draft minutes needing to be approved by Chair.

It was noted that Geoff's term of office as Chair would come to an end in September.

9. AGM Follow up actions

The short term actions identified at the AGM were discussed and the following actions agreed:

- Develop a basic path across the Glebe land - to be taken forward by Paths sub group. Jeremy will develop a plan for the area, possibly including trees from the Woodland Trust and wildflowers from On the Verge. Costs to be developed so that a grant request can be submitted before the next Windfarm Fund Panel meeting in September.
- Reintroduce Bite and Blether - Jill and Barbara to gauge interest and develop a rota to spread the workload. Elizabeth has offered to help with advice and the occasional pot of soup.
- Beeches Path - being taken forward by Paths sub group
- Fountain/Memorial garden – Jeremy talking to Council
- Rainbows – no parents have come forward so unlikely to continue in Gargunnock
- Defibrillator training – consider doing something next year given latest session was only 6 months ago.

Other suggestions were more medium/longer term so will be taken up once short term actions have been progressed given capacity.

10. Bugle

Next edition around first week in September

11. Dates of Meetings

There is an issue with the next Windfarm Funding panel having been set too late for applications to be submitted to the August meeting. It was agreed that a sub group of the Board be delegated the authority to review the Windfarm Panel recommendations two weeks after the panel to give time for minutes to be agreed and any follow up to be resolved. Sub group composition to be agreed at the next Trust Board meeting on 23 August.

Action: Stuart to send list of Trust meeting dates for 2019 to Claire who will pull together possible calendar for year including Bugle publication dates and Windfarm Funding panel dates.

12. AOB

MoU between Foundation Scotland and Trust

MoU regarding Windfarm Funds between Trust and Foundation Scotland needs to be updated based on advice from the Foundation. Part of these changes includes attracting another younger member onto the Funding Panel possibly use the village Facebook page to attract interest.

Action: Geoff to take forward.

Rachel at the Foundation would be sending details of possible endowment fund to be reviewed although the view was that this would be more appropriate if there were significantly larger funds available.

Conflict of Interest

Claire noted that her husband works for the contractor who will be building the Outdoor Learning Zone. It was agreed there was no conflict as the decision had already been made.

This issue lead to a decision to make sure that at the start of every agenda there should be the opportunity for Trustees to declare any interest and the Board then agreeing an appropriate action. All interests in agenda items should be minuted.

Action: Stuart to ensure that there is a declaration of Interests at the start of each Board meeting agenda.

Outdoor Learning Zone

Douglas updated the Trust regarding the situation with the lease with the Council for the OLZ site and the MoU between the Trust and the Parent Teacher Council. After discussion it was agreed that Douglas could act on behalf of the Trust in signing these documents as soon as possible to ensure the construction could take place before the new term starts as building work cannot take place during term time.

Action: Douglas, on behalf of the Trust will sign lease and MoU regarding the Outdoor Learning Zone project as soon as possible.

Date of Future Meetings

23 August 2018

? September Sub Group meeting to consider outcomes from Windfarm Funding Panel (No longer required as next Funding Panel has been set for 1 October 2018)

11 October 2018 (to miss School half term)

13 December 2018

Proposed meetings for 2019

(Based on the previous arrangement of having a meeting every two months on the third Thursday in the month unless there are special circumstances).

21 February 2019

18 April 2019

20 June 2019 (Proposed date for AGM)

15 August 2019

24 October 2019 (to avoid school holidays)

12 December 2019

Planned Windfarm Funding Panel Dates 2019

4 February 2019

1 April 2019

3 June 2019

7 October 2019