



Gargunnock Community Trust Ltd.

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



Directors Meeting Thursday 5 March 2020

Present

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

Apologies

Barbara Linklater, Mairi Jackson, Gill Bell.

At the start of the meeting Jeremy noted that there were no planned fire alarm tests and reminded everyone of the change in muster point and evacuation procedures.

Parent Council and Trust

At the request of the Parent Council the Chair welcomed Nathan Anderton to the meeting. Nathan explained that the Trust had been particularly supportive of the Parent Council and wanted to formally thank the Trust for its support. He cited the arrangements put in place by the Trust to facilitate the construction of the Outdoor Learning Zone (OLZ), the £15k investment in this project from the Windfarm fund which in turn helped top up the £9000 raised by the Parent Council through various fund raising events and match funding from some of the companies who employed some of the Parent Council members. He also mentioned the support from the Windfarm funding to improve IT equipment available at the school.

He noted that working with the Trust, with its charitable status really helped the Parent Council especially with accessing the corporate funding. He asked whether the current relationship could continue. Douglas noted that the Examiner had been happy with the previous approach.

It was suggested that the partnership arrangement should be formalised through a Memorandum of Understanding so that it was explicit and documented. This would be agreeable as long as the objectives of the two organisations were congruent this would enable the Trust to gift any monies raised/or held on their behalf to them. As part of this arrangement the Trust should be made aware of the fund raising opportunities being pursued by the Parent Council again so things are transparent. In particular it will be important to know the detail of the project being developed, how much is needed and how this is being raised and who the match funders are expected to be. The requirement for this will be set out in the MoU.

Action: Douglas will draft a MoU for consideration.

The Parent Council has issued a questionnaire with priorities being identified as improving the school grounds, including the play equipment which had previously been installed by parents. The Council is also considering installing rubber matting for the OLZ. Dave felt that the Parent Council and its volunteers were making a positive contribution to the School and village.

Nathan thanked the Trust for the opportunity to attend the meeting and its ongoing support.

1. Minutes of Previous Meeting

Minutes of the previous meeting held on Thursday 12 December 2019 were approved.

2. Follow up actions / Matters Arising

All actions from previous meetings completed other than the following ones which are ongoing. These have been updated following discussion at this meeting:

- ***Booking fees to be reviewed and options for promoting Centre to be developed as part of the update of the Business Plan for the Community Centre which Douglas has started to develop.***
- ***Edmond to follow up work done on Dropbox files and will circulate details to all Trustees about how to access them.***
- ***Discussion to develop marketing of Community Centre, it was agreed this should be focused on the Bugle, posters around village, possible advert in Park Life, etc.***
- ***GDPR statement to be reviewed and updated if required by Edmond.***
- ***Updates to MOU with Foundation Scotland in relation to Windfarm Funding and role of the Windfarm Fund Advisory Panel to be updated. Geoff will review these at the point the annual report is prepared. Should it gain support, the idea of establishing a strategic projects fund will also be taken forward at the same time. Terms of reference and guidelines will be reviewed at the next meeting of the Panel.***
- ***Douglas will check to make sure 30 day payment notice is on booking invoices.***

3. Company Secretary Report

The Annual Report will be submitted to Companies House by 29 March, Douglas has this in hand.

Action: Douglas will circulate the copy for the annual report to the other Directors for their views.

4. Treasurers Report

Douglas outlined the current status of the four accounts and in particular the reconciliation of the VAT position.

The sinking fund monies, amounting to £9000 over the past three years have been invested a range of improvements to the Centre including the back fence which in part was erected following a consultation with the Toddler Group at last year's AGM, hard wire testing, and building condition survey.

Looking ahead and based on the findings of the Fire Risk assessment and the building condition survey the current level of sinking fund from the Windfarm will be insufficient. It really requires the current level to be doubled to be increased to £6000 per annum. Raising funding or substantially more income in a small community was always going to be difficult given the limited population.

After reviewing the forecasts it was agreed it would be helpful to have a simplified income and expenditure table for the Community Centre with the assumptions about levels of use compared to previous levels being clearly set out. This would help the Panel understand the context for requests for funding.

Action: Douglas agreed to prepare a simplified table showing income and expenditure.

In discussion it was noted that the expenditure on the Centre for a variety of reasons had been 50% more than originally projected.

Core to the argument for additional funding was the overall value of the Community Centre to the community and therefore it was an asset worth investing in. Currently there is a £2000 annual deficit

between income and expenditure and there is £12000 of investment required to address the issues identified in the Fire Risk Assessment, fixed wire testing and the building condition survey.

Actions:

It was agreed that a future joint meeting with the Panel would be arranged to go through the details of the Community Centre, its value overall to the community and the requirement for ongoing investment. This would follow a further Trust meeting which would review the figures.

Iain agreed to see whether any benchmarking of costs and income for other community centres could be used to help illustrate the current position.

Following a recent inspection by Scottish Water it is now possible that there is lead pipe supplying water to the Centre. This needs investigated further however it means that resurfacing the entrance should be delayed until this issue has been resolved otherwise any new surface may have to be dug up again to allow the water pipe to be replaced which is the Trust's responsibility should this be required. Douglas noted that there may be a Council grant of up to 50% available for the replacement although there was considerable detail in the procedures to access this funding.

So there are three things the Trust needs to ascertain we need to know if the pipe is lead, what the cost of replacing the length of pipe affected and whether there is a grant available.

Action: Iain will contact Scottish Water and Douglas will go ahead and get a quotation for the trench that may be required as part of the resurfacing work.

5. Community Centre Update

To date no one has come forward as being interested in the caretaker role. Jeremy then listed all the actions that had been taken in the past few months. These included:

1. Annual inspection and testing of emergency lighting was performed on 13th February 2020. Two emergency lights with defective fluorescent bulbs were replaced with new units containing LED bulbs. Inspection report has not yet been received, but system appears to be in compliance.
2. Annual inspection and testing of the fire detection and alarm system was performed on 13th February 2020. One smoke detector in the Main Hall was found to be obstructed by a suspended acoustic tile; however there is another smoke detector in the room, so no action taken. Inspection report has not yet been received, but system appears to be in compliance.
3. Defibrillator has been installed at the front of the Community Centre on behalf of the Community Council using funds from the Windfarm Fund. An external light has been installed above the defibrillator (which also illuminates the Community Centre sign).
4. A failed wall-mounted electric heater in one upstairs office has been replaced.
5. Boiler reliability has improved significantly since last winter, however recently large lumps of clinker have built up in the ash bin which has caused one shut-down. The next is service due fairly soon. Recommended spare parts have been purchased. Pellet delivery received yesterday (4th March).
6. The programmer for the boiler has been relocated from the Old Boiler Room into the "new" Boiler Room, and a CAT6 communication cable has been installed from the router to the Boiler Room in preparation for installation of the new programmer (Douglas has placed the order for the new programmer).
7. Water supply to the Community Centre was tested on 16th January 2020 by Scottish Water for the purpose of assessing the concentration of lead in the water.
8. As noted Douglas investigating cost for replacement of water pipe from the road to Drop-in Centre so delayed resurfacing work.
9. Remote ThermoData thermometer purchased and ready to be installed in main hall and linked through the Wi-Fi to anybody's laptop or tablet. It will be used to monitor the temperature and keep a record of fluctuating temperature in the building – and allow a prompt response to heating failure.

10. Douglas has contacted the suppliers of the sound system and they have given a price for a glass door to the cabinet in the blue room and for waterproof covers for the outdoor speakers. We have enough money left over from the Awards for All grant to pay for these items. Tony Rimkus has also agreed to carry out some further training but it would be advisable for us to prepare a draft manual before this is carried out.
11. Douglas is working with the sound system supplier to get the hearing loop system operational (loop signs are available, and will be installed when the system is operational).
12. We need to review the new electricity supply contract covering the 3yr period from 1st July 2020.
13. Summary of work completed on actions from the Fire Risk Assessment on 18 November 2019:
14. The Assembly Point sign relocated to the flag pole in front of the building and the Fire Action signs have been updated to show the new assembly point.
15. Installed No Smoking signs at each perimeter door.
16. Installed No Smoking & No Electronic Cigarettes” on Drop-in Centre adjacent to main entrance driveway into the Community Centre.
17. Created and installed the Boiler Operating Manual (containing the Safety info required by the Fire Risk Assessor) in the Boiler Room.
18. Two additional fire extinguishers installed, and a dry powder extinguisher in the Boiler Room has been replaced with a CO2 extinguisher.
19. Voids around electrical distribution panels filled with fire retardant foam.
20. Emergency light installed in the disabled toilet.
21. Smoke detector in entrance hallway re-secured.
22. Emergency lights installed outside the Drop-in Centre and outside the rear door from the Main Hall.
23. Test switches installed for emergency lights and exit signs in the Drop-in Centre.
24. Additional double socket installed in Drop-in Centre, allowing removal of two extension cables.
25. Emergency light installed in rear Store Room.
26. Fire alarm zone plan mounted adjacent to alarm monitoring panel.
27. Weekly inspections of the Community Centre have been updated to include recommendations from the Risk Assessment, and the fire alarm system is now being tested weekly by actuating break-glass points.
28. Annual Safety & Maintenance Work Plan document has been created.
29. A Fire Safety & Maintenance Log Book has been created to store records of safety work (the log book will be kept in the upstairs storage room).
30. A Safety Announcement Guide document has been created to help Community Centre users communicate safety issues to members of their group. Songsters used this guide at their concert in December; the school Parent Council used it at their Christmas Fayre in December; and it has also been used at a couple of other events - all with no negative comments. It is now available on the website.
31. An Evacuation Practice Report sheet has been created to help users record their fire drills.
32. Douglas working on the category “A” items (exit doors not opening in direction of travel, types of door locks on final exit doors, installing door closers, securing doors in closed positions, fire protection on the underside of the staircase, etc.)
33. Jeremy with input from Douglas has created a “Standard Conditions of Hire” document to clarify the users’ responsibilities. If Trust directors are in agreement, Douglas will then incorporate a feature into the website that requires users to verify that they have read and will adhere to these conditions before the system allows them to make a booking.

Action: Following discussion about the Standard Conditions of Hire it was agreed they should now be applied following final amendments

The meeting thanked Jeremy and Douglas for the work they had put in to progress all the actions required.

6. Windfarm Fund Advisory Panel

Geoff explained that the most recent meeting of the Panel held on 13 February was the first with the new Chair, Alison Younger and he felt it had gone well especially as it had the longest agenda of any previous Panel meetings.

He explained that a sub group of the Trust comprising Douglas, Stuart and himself was convened at short notice to review the Panel's recommendations in order not to delay those applications where there no queries. However, the sub group's decisions required homologation by the Trust.

The meeting then went through the sub group's minute:

Fund Applications

GWF 30-20 Paint Playground GPS, £500:

Confirm Panel recommendation to support the Active Ambassadors pupil activity group. The Trust approved the Panel's recommendation.

GWF 31-20 Spinecrackers GPS, £500:

Confirm Panel recommendation to support the Spinecrackers pupil activity group. The Trust approved the Panel's recommendation.

GWF 32-20 Digital Future GPS, £500:

Confirm Panel recommendation to support the Digital Destroyers phase 2 roll-out. The Trust approved the Panel's recommendation.

GWF 33-20 Gargunnoch Curling Club, £2783

Confirm the Panel recommendation of partial approval in principle to cover the Club pins, Coaching, Ice Fees – Coaching, Sliders, Delivery Stabilisers and Brushes. Agree that 3 quotes should be furnished for these items at the next meeting of the Panel. It is considered that the way forward on the clothing purchases should be for the club to get deposits from members which would enable a block purchase to proceed. The Trust approved the Panel and sub-group's recommendation/decision.

GWF 34-20 Gargunnoch Cricket Club, £3730

The Sub-Group was supportive of the application and noted that there were now 9 members from the village. However it was noted that no attempt had been made to obtain grants from other sources such as Cricket Scotland, the Big Lottery Community Fund, the local authority etc. The Trust Sub-Group agreed that the Cricket Club should be informed that at least 50% of the cost of the tractor/mower would be available from the Windfarm Fund to be matched with grants from other sources [more could be available in the event of a shortfall]. It was not considered practical for the Trust to take ownership of the tractor/mower as a mechanism for saving VAT given that it would be an asset that was available to only one group. The Trust endorsed the sub-group's decision.

GWF 39-20 Playgroup Transition, £7500

While very supportive of the concept of putting the playgroup on a more sustainable long-term basis, the sub-group shared the concerns of the Panel that the process of moving to the new status and the financial details associated with that move were not clear. Prior to the release of any funds the Trust would need to be satisfied that:

- The Board of Cambusbarron Community Nursery agree in principle to the proposed merger
- There is a note of an initial meeting with the Care Commission indicating that they are prepared to consider the proposed joint arrangements
- There is a brief setting out in detail the work required to take the proposal forward, including the clear identification of deliverables
- There are 3 quotes for the work set out in the brief

After discussion the Trust endorsed the sub-group's decision.

GWF 35-20 Gala, £461.98

Confirm Panel recommendation and endorsed by the Trust. Approved by the Trust.

GWF 38-20 GASC Booking System, £720

The Trust sub-group was supportive in principle of the application but before releasing funds would wish the Windfarm Fund Advisory Panel to see a brief setting out the functionality of the system being sought, which was not clear from the submission, together with 3 quotes from potential suppliers. The Trust approved the Panel's recommendation.

GWF 38-20 Guides Tent, £340,

Confirm Panel recommendation. Approved by Trust.

GWF 37-20 Gargunnoch Beekeepers, £1749

Confirm Panel recommendation. Approved by Trust.

All the sub-group decisions were ratified by the Board with minor amendments noted under the relevant applications.

Action: It was agreed to invite Carol to publish a list of all the successful applications for Windfarm funding on the website including details of the group, a clear description of the project, the Windfarm funding allocated and the overall project cost.

7. Trust Strategic Plan 2019-24

Stuart explained the current status of the draft strategic plan which now included comments from Iain and Alison Younger. Alison has expressed an interest in sharing it with the Windfarm Panel with any further comments being incorporated into the final version for publication.

Action: Once all final amendments have been made the plan is to be published on the website and possibly in the Bugle.

8. Projects update

Paths

Gargunnoch to Stirling route

There had been issues with communications with one land owner in particular regarding this route. A letter of apology was being drafted and would be sent to re-establish relationships. It was noted that as part of the next phase of this project an external consultant would be liaising with the landowners about the details of the preferred route.

Following further discussions with Sustrans it was now clear there are three stages to the next phase of this project:

Bite and Blether

Bite and Blether is going well although there had been fewer people at the most recent one. Having said that, Jill was able to pass over £500 raised through the recent Bite and Blether events.

9. Carse of Stirling Partnership update

Stuart and Jeremy updated the recent actions taken by the Carse of Stirling Partnership. It is hoped that the Gargunnoch Paths project will be a featured case study at the forthcoming Paths, Pollinators and The Past event which is being held at the Gargunnoch Community Centre on 9 May. Funding for this event has been secured from the National Lottery Community Fund 'Awards for All' and the Gibson Graham Charitable Trust.

10. Communications, Website and Bugle

Jeremy noted that he had picked up a few negative comments about the content of the Bugle in that it no longer included information about forthcoming events, and what was happening in the village. During discussion it was suggested that there could be an editorial meeting set up to identify possible articles and to encourage contributions from other groups. Possible ideas for articles included COSP, paths projects, the new strategy document, community centre use, etc.

11. AOB

There was no further business and the meeting closed at 10.00pm

12. Date of Future Meetings

Proposed Community Trust meetings for 2020

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

23 April 2020 (Moved from 16 April)

4 June 2020 (Pre AGM meeting)

18 June 2020 AGM

25 June (Post AGM meeting)

20 August 2020

22 October 2020 (to avoid school holidays)

10 December 2020

Windfarm Fund Advisory Panel

(Assuming 3 or 4 panels per annum based on commitments against funds available and meetings being held on a Monday at least a week prior to the Trust Meeting (except October due to school holidays) where the Panel recommendations will be reviewed):

6 April 2020 (Moved to 30 March)

8 June 2020 (Moved to 22 June)

5 October 2020

Bugle publication dates

(Based on publication pattern from previous years)

April 2020

June 2020

September 2020

November 2020