

Carradale Community Trust Board Meeting
15 November 2022 7pm Zoom

Members of the Board were deeply saddened to hear of the sudden death of Ian (Neenie) MacDougall. Neenie loved to join in in all the Community events and he will be a huge loss to our village and beyond. The Board members send their sincerest condolences to Mairi and the rest of his family.

In Attendance: Tony Leighton, Chair; Roy Martine, Treasurer; Jenn Lee; Alasdair Bennett; Hamish Hunter; Ian McGhie; Phil Moorcroft; Margaret Richardson, Minute Secretary

Previous Minutes for 23 August 2022 and 25 October 2022 were approved.

1. Apologies: None
2. Action Items:
 - a) Post Office Appointment, HR and Training:

Tim Wragg has been appointed as the new PO Assistant. He will be starting training at the end of this month. At the moment he is shadowing the current PO Assistant. He will also help in the shop. TL thanked AB and RM for their efforts in the selection process.

- b) DTAS & DWS; Meeting with William Duncan

RM reported back to the Board, and shared details of a very positive meeting he and JL recently held with William Duncan. WD agreed to investigate and correct errors which had been made in the past in the Fixed Assets and Transactions Tracking. WD Duncan will work with RM to ensure that more robust processes prevent errors happening in the future. WD will also fix the discrepancies discovered in the fixed assets schedule.

RM & JL will continue to work to stress test bookkeeping processes and ensure that non-specialists can rely upon the outcomes. TL, RM, JL will follow this up with DWS and WD.
ACTION: TL/RM/JL

TL thanked RM for the huge amount of work he has undertaken over the past few weeks, trying to unravel everything. RM told the Board that there is someone in the village with experience and skills in bookkeeping who would like to help the MC. RM recommends that he is invited to join the MC to support the Manager and help streamline the payment process. ACTION: JL/RM

- c) HMRC: Nothing to report
 - d) Google Workspace and Apps:

Board members are now able to access the corporate shared Drive. TL and RM are the only members who can delete or remove items, but the rest of the Board can add items or edit them.

- e) Electricity Contract EDF:

TL thanked AB for his efforts in securing a very competitive contract with British Gas. EDF has sent questions regarding their expired contract which HH will complete and return. RM and AB will assist HH if required. ACTION: HH/AB/RM

- f) First Responders, Abbeyfield and Main Accounts; signatories:

First Responders still require a new signatory, HH has volunteered as he will become a new member of the FR team. ACTION: HH
Abbeyfield has the required number of signatories now as has the Main Account.

3. Treasurer's Report:

RM had circulated his report prior to the meeting along with the Income and Expenditure analysis.

The Financial Performance to the end of October 2022 was compared to last year reflecting a greater deficit in the Charitable Activities before grant income and donations. The reason for the deficit is there has been a significant increase in Accountancy fees and Employee costs, both of which are partially covered by grant income. Further adjustments will be processed at year end to account for depreciation and cost of sales to determine a more accurate result for the year.

There is ongoing work with DWS to design new processes for recording information for Restricted and Unrestricted Funds. Transactions need to be accurately recorded and tracked in XERO before any reliable analysis can happen. As reported above, a meeting with WD was held to discuss the problems and RM is waiting to hear back from them.

Work continues to develop the Project tracking reports which are a by-product of the Restricted/ Unrestricted funds reporting, a requirement for statutory purposes.

RM also gave a breakdown on projects' progress over the year according to DWS and how much funding has been used. Any projects from the previous years which acquired assets will need to be included in the final figure as they will incur a depreciation charge for the year. RM is in the process of analysing and verifying the figures.

Income Tax return is due to be filed by 31 December 2022. The current year's submission has to be followed up by WD.

There are a number of VAT issues which need resolving and will need professional assistance to ensure they are resolved correctly.

4. Reports on Trust Projects and Assets:

a) Shop and PO:

JL has organised a Facilitation Exercise at Beinn an Tuirc on 21 November 10-4pm for MC, RM, JL and 2 staff directly involved with the shop. The Facilitator's aim is to delineate the activities that the shop currently does and bolt on the activities that the PO does. RM suggested that the cost of this training day should be treated as a shop expense.

JL reported that the new PO Assistant started on Monday 14 November 2022.

b) Network Centre:

Blackbird Tearoom will reduce their days when they are open during winter hours. The Heritage Centre is closed. The Schoolroom has been totally cleaned out. HH will speak to RM about the donation box
ACTION: HH/RM

TL received a valuation for the part of the HC site owned by Stirling University. They own 40% of the site and the valuation amounted to £50,000, based on the site having building potential. They have offered the site to CCT at a cost of £20,000. Stirling University whilst owning 40% of the site are only responsible for the pond area, which they have not maintained. TL will respond to Stirling University and will argue CCT's case as buying the site from them is not feasible. ACTION: TL/JL

c) Seneval:

PM circulated an Options Paper prior to the Board meeting in which he highlighted the possible options open to CCT to develop Seneval. He identified 5 options ranging from not opening Seneval at all to reopening the site with repositioning some of the bins to allow for the use of machinery and with a full or part time manager employed by CCT. He recommended that

regardless of the decision regarding the site's use, it should be cleared at the earliest opportunity. He also recommended that anyone operating machinery owned by or on behalf of the CCT should be trained in its use to a nationally recognised standard with a three yearly re-certification. Costs for this training would be in the region of £200-£300.

Final recommendation was to adopt Option 3 which was reopening the site with repositioning bins and managed by a partnership of local contractors and volunteers with a 6 month trial period to evaluate management of site and waste. If there remains an issue with material being left in the wrong location/bin then consider fencing site and restricting hours of access.

The Board supported PM's recommendations.

PM also suggested that any compost made could be given to the school and to community gardeners. ACTION: PM

d) CHEL:

It is possible that MOWI is about to straighten the slipway, but there has been no confirmation. IMcG will ask his contact at MOWI to confirm one way or another. HH asked about the moorings and IMcG will also ask about them. ACTION: IMcG

e) Abbeyfield: Nothing to report

f) EKREG/CF: Consultation next week in Campbeltown about 33 x 200 metre high turbines planned for near Loch Lussa. The company is committed to providing funding to the Community Fund.

6. AOB:

PM and HH have been considering ways in which communication between CCT and EKCC could be improved which would benefit the community as well as improve working relationships. Various suggestions were aired such as having a social event with EKCC, or visiting people at home to discuss what they want from the community organisations. It was suggested that the Antler could be re-started and PM would be keen to be involved. He also volunteered to be part of the Planning Group. ACTION: PM/JL

7. DONM: 15th December 7pm. Venue to be decided

8. Old Schoolhouse:

This was put at the end of the Agenda as one of the Board members has a conflict of interest and he then left the meeting.

Following on from the last Board meeting, the group wishing to set up and run an Art Gallery was discussed at length. The Board is very keen to progress and agreed a rent plus electricity charges with a rental holiday equivalent to the amount spent prior to opening. They would still pay electricity from Day 1. The rental holiday would run out after 12 months and from that time rent would be paid monthly.

TL and HH will write the contract with JL ensuring the correct terminology is used. The Board are very keen that the emphasis is on making it work. The group would remain in control of it. There was some discussion about Public Liability - Landlord's insurance is responsible for the building but tenants would be responsible for any accidents occurring in the building. ACTION: TL/HH

Meeting closed at 21.30