

CCT Board Meeting 9 November 2021 via Zoom, 7pm

In attendance : Tony Leighton (Chair), Roy Martine, Alasdair Bennett, Ian McGhie, Jennifer Lee, Hamish Hunter, Margaret Richardson (Minute Secretary)

1. Apologies: Malcolm Trott (Treasurer)
2. Previous Minutes (5/10/21) were approved by the Board as being correct.
3. Actions from previous Minutes:
 - a). Item 2 - £20,000 (from MOWI) has been transferred from the main CCT account to the East Kintyre Community Fund (EKCF).
 - b). Item 3 - Last paragraph - CHEL - IMcG indicated that he had received correspondence from Companies House to say that the CHEL accounts were now overdue. TL stated he would contact Alan Milstead ACTION: TL
 - c). Alcohol Licensing and Funding - still ongoing.
4. Treasurer's Report: Malcolm Trott sent out his report to the Board prior to the meeting. In it he states that the surfacing work at the shop has now been paid in full. Agreement has been reached with regard to the outstanding rent due for the remainder of Dotties' tenancy. There will be no rates liability for either the shop or the Network Visitor Centre due to the claims submitted under the Rates Small Business Bonus Scheme being successful.
Following advice from William Duncan & Co, it has been decided to not link EPOS and Xero electronically. The accountants will reconfigure the Xero system so it can generate reports which fit the template required by OSCR and will distinguish between reserved grant funds and other income. The accountants will also set up a fixed asset register within Xero which will be populated with assets currently owned by the CCT, although, aside from Land and Buildings, assets owned by the CCT prior to the start of this financial year will be written off as zero value at the start of the year. MT suggests that the shop manager buys a scanning device which will capture items as they are bought into stock and will provide more accuracy with costing.
Bank Mandate:
The bank (Clydesdale/Virgin Money) require two new signatories as the previous Trustee signatories are no longer on the Board. The two new signatories will be required to show two forms of ID to satisfy the bank's requirements. The Board approved Tony Leighton and Roy Martine to be the new signatories. ACTION: TL & RM
- RM who had been present at the meeting with the accountants filled in some of the background to MT's report and discussed in some detail the accounting issues with the two systems. There was further discussion about stocktaking, how often it should be done and when.
5. Finance & Structure Review Report: Contracts for shop manager and PO assistant - no decision can be made until it is known how much the projected costs and revenues are. Decisions still need to be made about the assets and whether they should be owned by the shop or rented to the shop and owned by the CCT.
The Board agreed that there should be a clause in the new Lease for the Network Centre, that any damage caused by future tenants should be paid for by them.
6. Planning Group and Business Development Officer Post: JL will seek advice regarding the outsourcing of the Development Officer's Post and asked for the Board's agreement. The Board unanimously agreed. Finding the correct person to undertake this role and to attract the quality of person needed for this niche position is very important to the success of the Local Development Plan (LDP). Developing, monitoring and reviewing the LDP as well as identifying the required resources and scanning the environment for new issues that require the attention of the CCT and other community groups, are all important skills the successful candidate will need.
JL proposed an Open Day in the Spring to showcase what the CCT does, what its assets are and to encourage the community to come up with ideas about how to make the best use of these assets.

7. Trust Projects:

a). Shop and PO - Solar Panels - should hear about CARES and Cour grant applications in November or early December.

Alcohol Licensing - the Shop Manager has all of the required documentation and is undertaking the training required for the license.

Items at the Village Hall from the shop - these require to be removed. I McG will check what is in there and what should be done with the items. ACTION: IMcG

b). The Portacabin - Discussion still ongoing about whether to keep or sell it. On the one hand it could be useful for the community, on the other, the funds generated from selling it could be put to community use.

c). The Network Centre - TL thanked HH for his report and his hard work undertaken with the Network. With regard to the couple of bikes still in the shed, HH will speak to Niall Macalister Hall as it is possible they belong to Torrisdale. ACTION: HH

The bike stand belongs to the CCT.

HH asked for the Board's agreement to repay an agreed sum of money to the previous tenants of the Cafe. This was given, and MT will make the transfer.

The outside tables will need to be housed over the winter to stop them deteriorating.

There are ongoing discussions with potential new tenants. Subject to due diligence background and credit checks being made, the successful tenants may well open the cafe in January 2022.

A new lease has still to be worked out and a sub committee was created to help with the due diligence checks. ACTION: HH & RM

Should the checks be found to be fine, the contract from the previous tenancy can be used to provide a framework for the new tenants' contract.

AB and TL offered to help with the clear up in and around the Network Centre. ACTION: AB & TL

d). Composting Site - This has not been taken any further since the last Board meeting. TL has asked for volunteers from the Board to meet with him at the site. Both JL and HH offered to meet with him. TL will email the Board. ACTION: TL, JL, HH

JL had discussions with the Planning Group about the site and mentioned that there might be a couple of people interested in taking on the role of organising work parties etc.

e). Roots and Routes - Tree planting - Queen's Platinum Jubilee - The Planning Group will be following this up.

HH pointed out that many of the gates in the forest walks are locked, thus making dog walking very difficult. JL will pursue this. ACTION: JL

f). EKREG/EKCF - Beinn an Tuirc 3 - community ownership has been declined by the three communities involved as the funding offered was so small. EKREG are currently in discussion with them regarding community benefit payments. The Board approved JL's suggestion to support the EKCC where they could.

8. AOB - None

9. DONM - Tuesday 14th Dec 7 pm. Venue to be confirmed.

Meeting concluded at 8.29pm.