

CCT Board Minutes 23 August 2022 via Zoom 7pm

In Attendance: Tony Leighton (Chair); Ian McGhie; Jenn Lee; Hamish Hunter; Alasdair Bennett; Roy Martine; Malcolm Trott (Treasurer); Margaret Richardson ( Minute Secretary)

1. Apologies: None
2. Minutes from previous meeting ( 16 August 2022). These were agreed to be correct and will be sent for publication on the East Kintyre website.
3. Treasurer's Report: MT circulated his Treasurer's Report prior to the meeting. CCT have submitted two VAT returns both of which have generated refunds. The tearoom payments for electricity and rent have been received and the plan is for the rent and electricity recharge to be administered by DWS. They are also monitoring the carradalect email address. CCT are still waiting acknowledgment from HMRC of their recognition of CCT as a charity. All the current trustees are now set up as 'Users' in respect of Internet banking although not all are 'registered' which means they are not yet participants in the dual authorisation procedures. Although payments from the shop account can still be made by the shop manager, payments from all other accounts now require two -party authorisation. CCT have now taken over responsibility for the XERO accounting system from the accountants. Taking over control now allows CCT to add additional functionality to what is already in place. DWS has been assisting with setting it up, in the hope that the August payroll will go out from XERO instead of paying the accountants to do it. MT reported that he had records stored which related both to current and previous years' activities and they now need to be archived and stored safely. HH will source some large storage boxes and also search for keys for the filing cabinet at present in the Heritage Centre.

ACTION :HH

MT reported that the handover with DWS was going well and both staff members have been very competent working with XERO. He is very appreciative of their prompt response to emails. When he steps down as Treasurer, they will be able to take over. There may be a few questions or issues which will need answers but MT is confident that the handover will work well. The Board agreed with the sensible suggestion that meeting with the two staff members at a Board meeting should take place fairly soon.

The Job Description: JL is happy with how this is progressing and will report back once further development has taken place.

ACTION: JL

Corporate emails: RM will organise an email to those trustees who are still to become active with the new email addresses. This email will come from Google Workspace. Still an issue with two members both of whom have AppleMac. RM is continuing to try to find out where the problem lies.

ACTION: RM

5. AGM: Distribution of Accounts: These have now been delivered to the accountants on completion of being signed. They now require to be sent out to all the CCT members along with Minutes from last year's AGM. TL asked if this is something DWS would do. A cover letter written by CCT should be sent with the documents and it was agreed that the members should be encouraged to submit questions after reading both the accounts and last year's minutes by a certain date. This would allow the trustees time to prepare their answers.

The new membership list will be uploaded to the Shared Drive, which will likely be transferred over to Google Workspace. JL was thanked for her work on the membership and she will send a copy through to MT and DWS.

ACTION: JL

New Trustees: HH will approach a possible candidate.

6. Trust Projects
  - a) Shop

1. MC Report: IMcG had circulated minutes from the MC meeting.

2. Card Reader and Banking Problems : TL has agreed to put his personal details to the Card Reader contract and IMcG will look at exactly what is required with the Card Reader  
ACTION: TL/IMcG  
The Card Reader has caused a lot of issues for the volunteers and for the person having to sort out these problems.

There were initially Banking problems with a number of the companies delivering supplies and it appeared that the problems had been solved. However, with updates to their websites, the previous issues have now reappeared. Payments are not going through automatically. AB suggested asking the other users in the area if they are experiencing similar problems. IMcG will enquire.  
ACTION: IMcG

b) Network: HH reported that Alan Milstead (AM) has prepared a grant application for signs, digital equipment and various other necessities for the Heritage Centre. HH has removed the outside sign at the moment to repair it and to update the information on it. HH and AM discussed the possibility of removing the red Collection Box but the trustees want it to remain at the HC. However, it possibly could be moved away from the entrance to the HC. HH will continue discussions with AM.  
ACTION : HH  
The Board are delighted with what the HC team under the guidance of AM have achieved.

c) Seneval : No report

d) CHEL : AGM held recently and AB attended representing the trustees.

e) Abbeyfield : No report

f) EKREG/EKCF : AB suggested that the community purchase some display items for use in Open Days. To this end a draft application has been prepared which is now awaiting a signature. There was some discussion about where equipment could be stored safely and who would be the custodian of it. The Board agreed that the application be put forward.

7. AOB : The East Kintyre website annual fee is due ( approx £145) and the Board agreed that the bill should be sent direct to the EKWFT for payment.

8. DONM : 24 August via Zoom at 7pm

Meeting ended at 20.50