

Carradale Community Trust - Trustees Meeting 7.9.21

In attendance: Tony Leighton, Alasdair Bennett, Malcolm Trott, Jenn Lee, Hamish Hunter, Roy Martine, Ian McGhie, Margaret Richardson (Minute Sec)

The previous minutes of 25/08/2021 were approved and proposed by JL and seconded by AB.

1. Appointment of Chair and Treasurer:

HH proposed TL to be Chair and this was seconded by JL. TL accepted the nomination.

TL proposed MT to be Treasurer and this was seconded by AB. MT accepted the nomination.

TL thanked everyone for their support and input to the AGM.

TL asked that all Trustees read the 'Schedule - Code of Conduct' before the next meeting. All Trustees to read, print out and sign this document at the next meeting. **ACTION: ALL**

HH asked for clarification about the length of time a trustee can serve on the Board. All Trustees are on single year terms. Trustees are not to do more than two consecutive 3 year terms.

2. Pre-Budget Discussion:

1. CCT Operations that need covering by a budget:

A full discussion took place considering issues such as the type of business model the CCT need to develop, the financial accounts with the Shop/PO, Heritage Centre, Harbour Group, Dottie's Cafe and Bikes and Buggies budgets and the best way to manage them, and the requirement of a business to have a balance sheet showing its assets.

MT showed the Board how he had kept the accounts on spreadsheets from the start of the Temporary Shop up until the AGM this year. Much of the discussion centred round the Main Account and how it could be made easier to deal with now that it is much more complex. He explained that the Shop now runs the Xero system which he thought might well replace the spreadsheet system. He showed how the Xero system has a filter and each account can be isolated to show total spend etc. Xero also works out the VAT.

There are a number of legal considerations yet to sort out and the Board agreed a meeting between Wm Duncan, the auditor, and MT, JL and RM would help to clarify structural issues.

ACTION: MT, JL, RM

2. CCT Projects that need discussion within the budget:

The Board further discussed the need for a long term vision for the development of CCT. No decisions were made and this is an ongoing debate.

3. Funding Applications in Progress (decisions required):

Solar Panels - The Scottish Government's Community and Renewable Energy Scheme (CARES), requires further discussion, but JL believes that the CCT has a good chance of getting the funding for the solar panels for the shop. The CCT would have to pay a substantial amount as well. The Board agreed that JL should go ahead and pursue the funding and then once figures are known the Trustees would make an informed decision. **ACTION: JL**

JL had contacted Lena Hutton from Development Association Trusts Scotland (DTAS). According to Ms Hutton, a Development Advisor from DTAS will provide the CCT with free assistance until

such time as a Business Officer is recruited in March 2022. JL will inform Ms Hutton next month of the type of help required. This will include the Trustee Training. **ACTION: JL**

Net Zero and Electric Vehicle Points - these require further discussion. The Scottish Government are committed to helping to provide EV points in line with their Scotland policy. It is possible that a government scheme will be put in place which help fund these. No decision was made at this time.

IMcG produced a letter he had received from the Crown Estate Scotland in reference to Sustainable Communities Fund - Environmental Grants. In it, it states that Year 2 of the Environment Grants programme has been launched. It is intended that the "programme will provide funding to Crown Estate Scotland tenants for projects which can deliver demonstrable environmental benefits within 18 months of award of funds". There is £100,000 of funding available with individual grants of between £5,000 and £20,000. The deadline for applications is 12 noon on Monday 11 October 2021. (Post meeting: IMcG is happy to send off application with help from JL to write it up).

3. Organisation of the CCT - need for Committees overseeing various activities

The Shop and the Shop Management Committee are working well and a similar arrangement could be used for the other areas of the CCT such as Seneval and the Network/Heritage Centre, with a Trustee overseeing each sub-committee. This Trustee would have autonomy within reason to authorise funding for specific items where required, reporting back to the Board.

There followed a discussion about how to attract volunteers but came to no resolution. Further consideration needed.

The Board agreed that there needed to be a new long term plan and strategy for the Network Centre, as its assets will deteriorate over time. This plan would need the involvement of all of the interested parties and from them, small sub groups set up to work within each of the areas, reporting back to the CCT Board.

There was a suggestion that another Open Day should be organised and this could be a task undertaken by the Development Advisor supplied by DTAS.

All agreed that the need for communication and transparency within the wider community was paramount. Further discussion is needed to establish the best way forward.

4. Shop Training Day

The Shop Training Day has been planned for 14 October on site at 1pm. The Hall has also been booked. A number of subjects are on the agenda including the new till, the new systems, and MT will brief the staff and volunteers on Security issues following on from his PO training course.

5. AOB

IMcG informed the Board that there had been a delay in receiving the integrated card reader for the shop, after World Pay had sent the wrong one. It is hoped the correct one should be delivered within the next couple of weeks.

The Board agreed a letter of thanks for their hard work should be sent to all the Trustees who stepped down at the AGM. **ACTION: TL**

DONM: Tuesday 5th October 2021 Village Hall 7pm.