

## CCT Meeting 19 July at 7pm via ZOOM

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

1. Apologies: Alasdair Bennett
  2. Minutes of last meeting (5 July 2022) agreed and approved.
  3. Action Items from last meeting:
    - a) RM/TL: Google Workspace/Microsoft for Business:  
The Board agreed that RM should go ahead and register the domain of '[carradalect.org](http://carradalect.org)' with Google Workspace at a cost of £10 annually. **ACTION: RM**
    - b) MT: Virgin Money Account and signatory process:  
Forms for changing the signatories on each of the CCT bank accounts have been completed and signed making RM a signatory on each account and removing Alan Walker as a signatory on the shop account.  
MT now requires to set up all the Trustees as 'Users' to the internet banking platform. To do this a resolution must be passed stating that the amendments have been approved by the Board. This resolution also states that a copy of the Digital Banking Services Terms and Conditions and the Privacy Notice has been accepted and approved. Proposer - JL proposed that the resolution has been passed and MT seconded it. There were no objections and so the resolution was carried unanimously. MT now can sign the form and return it to the bank. **ACTION: MT**
    - c) TL/MT/JL: William Duncan and Accounts:  
The Board has received a draft version of the accounts. A number of questions were raised by RM who will along with MT seek a meeting as soon as possible with the accountants for further clarification. TL thanked RM for his expertise and hard work.
    - d) MT/RM/JL: AZETS, HMRC:  
AZETS has provided MT advice and support to help register CCT as a charity. MT has now registered CCT online and has posted accounts to HMRC. The process to complete registration can take up to 6 weeks. MT has set up a meeting with DWS to clarify the VAT issues. Both RM and MT suggested a meeting with accountants to discuss the use of MTD (making tax digital) with regards to VAT. TL thanked MT for his major efforts in trying to get the VAT issues sorted. **ACTION: MT/RM**
    - e) JL: Open Day (see below)
    - f) JL/TL: Ventilation (MACC); Solar Panel Building Warrants:  
Ventilation System - The electrician inspected the fuse board as it may be that the trip switches need to be changed. He is now seeking advice from his electrical supplier and will come back with answers.  
The Solar Panel Building Warrants have been applied for and now waiting for the completion certificate to come through.
    - g) JL: Murchie family bench and plaque: No further information from the family as yet.
    - h) All: CCT AGM (will be covered below)
    - i) IMcG: CHEL AGM: This is to be held on Monday 15 August 2022 in the Village Hall. The accounts are with the accountants at the moment.
- The trustees corrected the minute of 21st June to read:
4. CHEL - CCT requested that CHEL declare a date for their AGM which must precede the one for the CCT.
  4. HMRC/AZETS: Items already been covered
  5. Treasurer's Report:  
MT circulated his report before the Committee meeting. In addition, the Shop Manager is experiencing difficulties in using her bank card to make payments for Bookers and Bidfoods. MT will seek advice on ways to solve this problem. DWS has been helpful in providing advice about the accounting in XERO. **ACTION: MT**
  6. Finance and Structure Review - DWS Facilitation Meetings Report

Finance reform meeting held on 7 July

DWS has requested CCT provide them with an email confirming what CCT wants them to deliver over the next 4 weeks. JL wants DWS to invoice CCT on a regular basis.

The email will list 2 urgent items -

1. Job Descriptions ( Shop bookkeeping, Charity FO and Charity Admin Support)
2. VAT Returns.

Then as soon as possible (over next 4 weeks) the following -

- a) assistance in setting up the Google workspace and populating;
- b) stress testing the new posts to find out what works and what doesn't over the longer term, whether to advertise locally or to use DWS or another reliable supplier.
- c) to return to the original meeting where the question was asked - what is the purpose of CCT? Until CCT knows its purpose it cannot decide what its remit is
- d) review structures with special focus on treasurer's role.

The Board agreed JL to email confirmation to DWS.

ACTION: JL

Administrative meeting was held on 19 July.

## 7. Planning for Community Day/CCT 2022 AGM

Posters are currently being sent out. Planning Group is having a meeting on Monday and will continue organising the Community Day. There is a budget available for 'eats' and the Blackbird Tearoom has volunteered to provide snacks and sweets, providing funding agreed

ACTION: JL

JL suggested having a newsletter to hand out to people on the day with bullet points describing what the CCT has been doing over the last year and why it is essential to encourage more people to become CCT members.

JL will report back to CCT after the meeting on Monday.

ACTION: JL

MT will send out an email to all members encouraging attendance. He will be sending out an email about the AGM and will include the poster for the Community Day.

ACTION: MT

## 8. Trust Projects/Assets Reports

a) Shop/PO report:

Scottish Land Fund has requested a report about the funding which they supplied for the Shop and PO.

ACTION: JL

b) Network Centre:

The Blackbird Tearoom tenants will update the Ladder Notice coming into the village which still shows 'Dotties'.

Donations Box for the Heritage Centre: After discussion, trustees agreed in principle all donations should go to HC fund and AM should keep the cash and VAT receipts for any monies spent on items for the HC. Formal accounts would be required to be kept and submitted once a month.

HH will meet with AM to discuss.

ACTION: HH

The University of Stirling representative has put a proposal about the HC to his board, but it will take a few months for a reply.

c) Seneval: Nothing to report

d) CHEL: (See above)

e) Abbeyfield: Nothing to report

f) EKREG/EKBF: Nothing to report

## 9. AOB

IMcG reports that the next Shop Management Committee Meeting will be held on 11 August, to allow the Shop Manager to prepare the accounts. This is because invoices from the suppliers come in in the second week of the month. In future CCT committee meetings will be arranged after the MCMs so that accounts etc will be available for the trustees to review.

## 10. DONM: 9 August 2022 Meeting closed at 20.44

