

CARRADALE COMMUNITY TRUST
BOARD MEETING
VILLAGE HALL
17 JUNE 2021 at 1900

Attending: Tony Leighton (Chair), Malcolm Trott (Treasurer), Jean Campbell, Alan Walker, Johnny Durnan, Ian McGhie, Jenn Lee, Margaret Richardson (Secretary)

1. Apologies and Approval of Minutes from last meeting (19 May 2021)

Apologies from Hamish Hunter and Alasdair Bennett

The Minutes from the last meeting were approved. Proposed by JL and seconded by JD. They will now be put on the East Kintyre website.

2. Action Items:

- a) Hiring of chipper/shredder - Enquiries were made with the insurers and the cost would be prohibitive, so there will be no hiring out of the machine.
- b) Letter to Ian Brodie (IB) - initially sent by email and then posted to him. TL read out his reply in which IB stated that the Bikes and Buggies business will be wound up on 30th September 2021 because there is no suitable venue to continue it. As the Bikes and Buggies belong to the CCT, a letter will be sent to him finalising completion of his agreement with the CCT.

ACTION: AW/MT

3. Treasurer's Report: MT had already sent out his detailed report. The only large item of spend which remains is for the resurfacing of the area outside the shop. His report includes details of monies paid in by Dotties Cafe, monies being paid out for legal fees relating to the employment contract, work done in Dotties Cafe, and publicity in the new Kintyre 66 leaflet. A grant for a computer, training sessions and accountancy software has been received.

MT described the new Xero accounting software system and how it allows for bank reconciliations to be done and also trading reports which will be able to be generated at any time.

The transfer of the Postmaster role to the CCT is scheduled to happen on 12 July 2021 and a trainer will arrive on that day to start a week's training for the shop manager. The existing PO Assistant will become an employee of the CCT from that date.

The shop has crossed the threshold for declaring VAT, advice from the accountants suggests that the CCT as a whole registers for VAT. This would be backdated to the start of 2021. The advantage of this is that the CCT can

then reclaim back the VAT from the items and refurbishment of the shop where VAT was paid.

4. DTAS Engagement, Grant Application and Long Range CCT Planning:
Deferred until after 29 June when the CCT will be told whether they have been successful in their application

5. Trust Activities:

A. Shop and Post Office:

There was much discussion about security and who should be key holders and how best to access keys should either the Shop Manager or the PO Assistant not be available. JL to contact Glenbarr Shop and PO to see how they manage this. **ACTION: JL**

TL suggested a key rota for the Saturday afternoon locking up when neither the Shop Manager nor the PO Assistant would be working. At present both of them have a key and also IMcG, the previous volunteer manager.

Whoever is on the rota will need to be a trustee or the chair (or nominated person) of the Management Committee. JL to ask the PO Assistant if she would be happy to be on the rota. **ACTION: JL**

JL suggested that the Shop Manager is given a discretionary spend.

Trustees agreed this. She will also receive a shop bank card. TL suggested that she is given an annual budget to work to and if more is required to approach the Management Committee.

TL asked what the shop goal was. The Business plan currently in place is going to be reviewed after the first 6 weeks of trading in the permanent shop. There was discussion about the now redundant Portacabin which is surplus to requirements. Rent is still being paid for it to the Village Hall.

At present there are a number of items from the Portacabin being stored in the VH and it was suggested that a list be made. It may be that the Hall can use some of the items e.g shelving, however, this is a matter for the VH committee.

The Trustees wanted it minuted that the amount of work that TL has put in to the refurbishment of the shop should be acknowledged as he has been tireless in his efforts to get the shop ready for its opening date. He should be congratulated for a successful timely completion.

B. Network Centre: The Exhibition Area in the Heritage Centre site is almost complete and is looking extremely professional. Alan Milstead and his team have worked very hard to get the exhibition to this level and the Trustees would like their thanks and appreciation on such an excellent job, to be minuted.

Plans for any future improvements need to be given detailed thought to ensure successful funding application. Work on this to be deferred until the Autumn.

JD reminded the Board that he is paid by EKWFT to do all the strimming and cutting of the grass areas around the Network Centre.

C. Seneval: The site remains closed. MT has visited it twice with 2 members of the public who have shown an interest in helping with the running of it. He managed to get the chipper running, but on the second occasion, the drum jammed. MT has new belts to replace the broken ones. The committee discussed the question of training for the chipper again and it was agreed that the amount of training given was adequate.

JL suggested that the 'lasagne' method of composting could be used where cardboard and grass cuttings are alternated in the compost bin. This would also help use up the cardboard generated by the shop orders.

JD suggested that there should be a meeting of all interested parties to discuss the way forward with the use and management of Seneval.

D. Harbour: One of the buoys has disappeared and requires a diver to go down to see if it can be found. HH is a diver and the Board hopes he will be able to take on this task. ASK: HH

E. Abbeyfield: No report

6. EKREG: With AB not at meeting, no report given

7. AOB: Gas cage still to be moved from behind the garage to next to the Emergency Metal Container. JL will put it on the Management Committee Meeting Agenda ACTION: JL

AGM - 1st September 2021. As the CCT does not yet have a resolution to adopt the amended constitution there will have to be an Special Members' Meeting held on the same night before the AGM

8. DONM: 4 August 2021 7pm (if required)

Meeting ended at 2030.