

CCT Board Meeting
17 May 2022
7 pm Village Hall

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

1. **Apologies:** None

2. Minutes of last meeting (3 May 2022): Minutes agreed by all as correct.

3. **Treasurer's Report:**

a). **Financial Report:**

MT had circulated the Treasurer's Report prior to the meeting which included the statement for the CCT Main Account and the reports generated by Xero. He confirmed that the accounts which have been prepared by the accountants are to be finalised by the end of the week and will then be passed to the CCT for review.

b). **Review of Scope and Treasurer's Role:**

After some discussion it was agreed that there was the need to support the Treasurer's role. As MT will be stepping down at the AGM, having come to the end of his term as Treasurer, a new Treasurer will be required. MT tabled a document listing his current activities. From this, the activities of the support role will be identified and a job description drawn up for operational accounting support and secretarial support. The role of Treasurer and Secretary will remain that of an elected trustee in an oversight capacity. DWS will assist in producing the job description and an advert for both support roles. MT has agreed to assist future Treasurer/support staff to settle into the role, in a temporary capacity. The contracted support staff would be able to support the Treasurer and other Trustees and would need to have a good understanding of Xero.

c). **Planning for Replacement of Treasurer:**

It was agreed that it was important to advertise for Trustees especially those with an interest in finance. MT thanked RM for his huge contribution as the Treasurer's role has become very complex over the last year. TL thanked both Trustees for the amount of work they have undertaken.

JL agreed to send out CCT information and its functions to DWS to provide them with details required for the job description. **ACTION: JL**

4. **Finance and Structure Review:** Report back on action items:

- a). DWS Facilitation Meeting: awaiting feedback and actioned information
- b). Legal and VAT specialist advice:

Currently waiting for feedback from the specialist accountants (AZETS) before deciding whether to engage the VAT specialist. AZETS have written to HMRC to ask if the Shop & PO can be considered a 'primary purpose' of the CCT. The response from HMRC will determine CCT's future options for the shop. For the time being, CCT will retain current accountants, but will re-examine their role at a future meeting.

The Board also agreed that, in addition to support staff for the finance functions, there needs to be support put in place for the secretarial functions as well. Currently, most of the statutory functions are also being done by the Treasurer, and there is the possibility that both roles (finance and secretarial support) could be done by the same contractor.

JL to ask DWS to consider, advise and help draft a suitable advert.

ACTION: JL

5. **Planning for Open Day/CCT 2022 AGM:**

Date of AGM: 16 August after Scottish summer holidays are over.

JL will discuss a date for the Open Day with DWS to take place before the AGM.

ACTION: JL

6. **Trust Projects/Assets Reports:**

Shop & PO:

A. i). **End of Year Review of MC:**

CCT and MC met together for a full review on 3 May 2022. The MC reported that the Shop has been very well received by locals and visitors alike, with positive comments about stock, staff and ambiance. Day-to-day running of the shop is going well, and supported by a bank of volunteers. All noted the Manager's extensive skills and hard work in merchandising, engaging with staff and thinking creatively. Staff and volunteers have also made a significant contribution, and all remain essential to the shop's continued development.

Nevertheless, the role and remit of the MC has been very unclear, and it has not had the tools to satisfactorily address ongoing financial or contractual issues. The lines of communication between the CCT and the MC, and the MC and the Manager, have been poor. The MC has not had reference to a

business plan, consistent access to completed shop accounts or been able to evaluate whether the shop is progressing in all of the areas required for its long term sustainability.

To rectify this, the Manager will be asked to take over full management of the shop, focusing now especially upon managing the shop's finances. She will be asked to generate a business plan and deliver upon a mutually agreed annual financial budget, as well as provide the MC with a range of agreed monthly performance indicators.

MC agreed to fully support and work co-operatively with the Manager to ensure the long term future of the Shop for the community.

Working Terms of Reference for the Shop Management Committee were agreed:

- ~ MC is the Manager's direct reporting line;
- ~ MC will regularly monitor performance against the Manager's financial budget and the business plan, using a range of agreed indicators;
- ~ MC will develop, promote and protect volunteers;
- ~ MC will represent the community in all aspects relating to the shop;
- ~ MC will work with CCT on establishing a sustainable structure for the long-term future of the Shop.

ii). **Year 2 Planning Meeting with Manager on 5 May 2022:**

Following the MC Review, representatives of the CCT and MC met with the Manager to plan for the important second year of the shop operations. CCT requested that the MC and Manager work together on a business plan for the coming year; MC asked TM to produce the plan for review, which should include: performance targets (what Manager wants to achieve), a budget (how Manager is going to do this) and Key Performance Indicators (KPI) (how Manager/shop is going to be measured against these targets). The Manager should also make clear potential risks to the plan as well as roughly indicate what level of volunteer support she estimates the plan will require. The MC will then review this and engage in a dialogue with the Manager and eventually CCT, so that everyone is aligned and the plan can be in place before the start of year 2 on 9 June 2022.

iii). IMcG agreed to continue as the liaison between MC and CCT, and to feedback summary minutes and relevant information from the MC at CCT Board meetings. This will be a standing 'Shop Report' item on future Agendas.

iv) **MACC Ventilation System and Funds:**

TL reported that his attempts to acquire an electrician to prepare the walls for installing the ventilation system had not yet happened, but that the £1500 given by MACC for the installation is available for a while more. TL will continue to look for a ventilation system which may be easier to instal and JL will keep MACC informed.

ACTION: TL/JL

Cycle Rack has been installed and currently the defibrillator is waiting to be put up.

ACTION: TL/HH

v). **Solar Panels:**

These are being fitted on 21 June and should take 3 days.

Hot water heater installation: Still waiting to hear back from the Shop Manager about requirements.

B. **Network Centre:**

Alasdair Tweedie from University of Stirling is due to visit the Network Centre on 14 June 2022 (2-3pm). TL/AB/HH will meet him. MT reported that the Network Centre is not on the current Land Registry but is on its forerunner.

ACTION: TL/AB/HH

Blackbird Tearoom will be open one extra day per week from June.

Alan Milstead (AM) and his team have been very busy continuing to upgrade the Heritage Centre. CCT thanks them for their hard work.

C. **Seneval:** Opening for Trust and EKCC Contractors

Currently waiting for DWS to advise the most effective way of operating this asset.

D. **CHEL:**

IMcG reports that MOWI has redone the moorings. IMcG to check with AM that they have been professionally inspected with a qualified diver ensuring their safety. A question was asked about ownership of the slip - CHEL owns the structure of the slip which sits on Argyll & Bute Council land.

IMcG to consult with AM about holding an AGM for Shareholders as DWS has advised that this is required.

E. **Abbeyfield Trust:** No report

F. **EKREG/EKCBF:**

AB updated the Board on the extensive growth in the Grid in Kintyre, citing a 7 fold increase. There are 21 existing, consented and proposed wind farms in Kintyre.

G. **AOB:** No other business

H. **DONM:** 31 May 2022 7pm Village Hall

Meeting closed at 21.15