

Carradale Community Trust
Board Meeting
Tuesday 22 February 2022
via Zoom link 7pm

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

1. Apologies - None
2. Minutes from last meeting held on 25 January 2022 approved.
3. Treasurer's Report: MT had circulated his report prior to the meeting. He pointed out that since the last meeting, a refund from Scottish & Southern Electricity Networks had been paid as the result of an overcharge on the electrical installation at the shop. All the outstanding rents due on the garages at Seneval have been paid. The first month's rent from the Blackbird Tearoom has been paid together with water and waste recharges. The electricity recharge to the tearoom will be based upon meter readings taken at the end of the month.

The shop bookkeeping reconciliation on XERO has now been brought up to date by the accountant, with supporting invoices and sales documentation uploaded onto the system. Regular monthly reports on the shop's trading activity will need to be generated with ongoing assistance from the accountant which will incur a cost. The question of VAT and how it should be handled in the CCT accounts has been put to the accountant and the Board await the answer.

The accountants are preparing accounts for the CCT and will be audited by an independent scrutiniser.

Work is continuing on the Asset Register, which is an essential part of the end of year reporting.

TL has agreed to check any emails which come in whilst MT is on holiday. **ACTION: TL**

4. Finance and Structure Review: Asset Register - RM and MT are working hard to produce documentation and will bring their decisions to the Board for approval.

ACTION : RM/MT

TL has had no contact from the University of Stirling with regards to the land around the Heritage Centre despite a number of attempts.

5. Business Development Officer Tasks and Targets:

a). Report on DWS/PG Meeting: There will be an Open Day on 9th April and a Survey Questionnaire is being developed and will be distributed soon. Trustees gave approval for DWS to begin its third task: to evaluate and make a recommendation for the best structure for the future of the Shop.

b). DWS Payment: Q2,3 Report completed for DWS and payment for their services is pending; awaiting approval and release of Q4 funds from DTAS. **ACTION : JL**

6. Trust Projects:

a). Shop and PO : Drains have now been cleared so the issue with flooding should have been resolved. The Alcohol Licence has been received by the shop as of 22/02/2022.

b). The Board discussed what budget should be available for the shop manager to purchase non stock items and it was agreed this should be a decision taken by the Management Committee. It was also agreed that a short update from the Management Committee should be given to the Board. IMG will take this on. **ACTION : IMG**

c). Heritage Centre : HH reports that great progress has been made in clearing out and the start of refurbishing the left hand end of the Heritage Centre. The display cabinet has now been delivered.

The Blackbird Tearoom opened on 10 February and has already attracted a number of customers who have been very impressed with the high standard of baking. At present the tenants are working winter hours and are open from Thursday to Sunday.

d). Seneval : It was agreed that this needs to be progressed and one opportunity to engage with the community would be the Open Day in April. JL will report back to the Board at the next meeting after she has some discussions about managing it with a possible candidate.

ACTION : JL

e). Forestry Land Scotland meeting report: There will be development of heathland where forestry has been cut down. The FLS will attend the Open Day and they will deliver their final management plan then.

f). Abbeyfield : No report

g). Wellpark/Pavilion : No report

h). EKREG/EKBF : No report

7. AOB : A seat which had been positioned on the Forest Track looking down towards the harbour in memory of a local gentleman has gradually deteriorated to such an extent it has been removed. The plaque is in the care of the farmer at Mains Farm. After some discussion about replacing the seat it was agreed that the family needs to be approached to find out their wishes, followed by the Forestry as it was sited on forestry land originally and to report back to the Board. JL will contact the Forestry and MT will approach the family.

ACTION : JL/MT

JL to find out details of a local craftsman who makes plastic seating.

ACTION : JL

8. DONM : 29 March 2022 at 7pm via Zoom

Meeting closed at 20.40