

Carradale Community Trust
Committee Meeting
Tuesday 25 January 2022
7pm via Zoom

Minutes

1. In attendance: Tony Leighton (Chair); Malcolm Trott (Treasurer); Jenn Lee; Alasdair Bennett; Roy Martine; Margaret Richardson (Minute Sec)

Apologies: Hamish Hunter

2. Minutes from last meeting (14 Dec 2021) approved.

Matters arising: TL wrote to Ian Brodie with regard to the few remaining bikes but has had no response from him. The bikes will be therefore be disposed.

3. Treasurer's Report: MT had already circulated his report to the Board. He proceeded to explain the format of the Accounts, including what was meant by 'Restricted Funds' and 'Unrestricted Funds'. Restricted Funds are those obtained by grant funding and Unrestricted Funds are those either donated or funded from other means.

At this point in time the XERO system is not yet up to date but once all the transactions are on the system, which will reflect the shop/PO profitability, the report, produced by XERO can be sent off to OSCR.

XERO has been set up to show the different categories such as Heritage Centre, the Network cafe and Seneval and a lot of progress has been made with the system.

However, it is complicated and in the near future the accountants will provide assistance to complete the work.

MT showed the Asset Register which RM and MT have been working on. RM explained how the Register will work. Each Asset needs to be described, the type, how much it cost, where it is kept and so on. The Board has to agree the depreciation value of each asset and how long each asset's life will last. A good Asset Register is also very helpful for insurance purposes as it shows exactly what is owned.

The Portacabin has been sold, but the lock is not working. It will need to be drilled out and a new one installed.

Garages (4) at Seneval: MT will write to each of the tenants to ask for outstanding rent for last year, remind them of the agreement and inform them that the rents will be reviewed after their 3 year agreement has expired. The CCT agreed this was the way forward. **ACTION: MT**

Questions were asked about VAT and Taxes. VAT can be claimed back for up to 4 years on items still owned and JL explained that the accountants will help with working out the Volunteer hours with reference to taxes. The CCT has received a grant to pay for accountancy charges when preparing wages etc and it is likely that continued support from the accountants will be required.

4. Finance and Structure Review: It was decided that at some point there needs to be a decision made about what the CCT wants to do with the shop. Sorting out the structure is the number one priority so that there is clarity about the CCT role, who owns the assets, who carries the cost of replacing them, whether landlord of buildings only or hirer of equipment to each of the tenants, whether there should be a tenant and many more concerns to be considered. RM pointed out that it is a very complex situation with the VAT requirements. The way the structure is planned affects how the accounts are set up and the profitability of the shop.

The Network was acquired for no value. A guesstimate of its value is required. JL will follow this up. MT will circulate the plan of the area to the Board. JL suggested it could be part of the

Feasibility Study.

ACTION: JL/MT

MT pointed out that the University Of Stirling owned 40% of the land around the Heritage site which they had purchased to do some studies but never did. TL and JL will compose a letter to the University to ask if they wish to continue to hold on to it or give their share up. ACTION: JL/TL

5. Business Development Officer (BDO) Tasks and Targets: JL is meeting with the BDO on 8 February and will discuss the Structure Plan with him. ACTION: JL

6. Newsletter: After much discussion about the content of a Newsletter and how often it should be produced, it was agreed to put it on hold until after the meeting with the BDO. There was also some discussion about a mail shot through everyone's doors which would ensure people who have no access to social media would be made aware of what is happening in the community. There is funding for this in the Windfarm account.

7. Trust Projects: TL rang the Council to complain about the lake which appeared in the new carpark outside the shop. The Council Roads Officer examined it and the problem was discovered to have been caused by installing the drainage to the roadside drain. The outlet is in a ditch and was silted up. The Roads Officer said that if the CCT dug out the ditch, he would provide the pipes. TL spoke to Donald McLean and it was agreed that his men will dig the ditch and put in the new pipes at a cost of £200-£300.

TL has applied for Building Warrant for the Solar Panels. The Building Officer has asked for further plans to ensure the roof is strong enough, so the Solar Panel company has been asked for more information and also details from the structural engineer. The Building Warrant will cost £600.

8. Shop and PO: JL reported that the Shop Manager now holds a personal licence to sell alcohol. Money donated by Duncan Murchy will be used to purchase a bench and plaque. JL will follow this up. ACTION: JL

The new PO assistant who will job share with the current PO assistant (2 weeks on/2 weeks off) will undertake her training at Springburn, and the Board agreed that the funding for this training, travel and accommodation/food should be taken from the shop funds.

Contracts for both PO assistants - there are a couple of issues to be ironed out for the existing PO assistant's contract. JL will meet with her and the shop manager and will report back to the CCT.

9. Network Centre: HH circulated his report prior to the meeting. There has been a delay in the opening of the renamed cafe, now to be known as the Blackbird Cafe. It is likely to open in a week or two.

The gardener has been paid for cutting back the bushes and the grass cutting at the culvert. There is to be a working party on 29 January 22 to clear and clean out the Bikes and Buggies and the Heritage Centre.

HH asked about opening up the doorway into the old Bikes and Buggies workshop but the Board agreed to wait and look at this at the weekend, before deciding what to do with it in discussion with the BDO.

A member of the public asked the question about what was going to happen with the Old Schoolroom. The Board agreed that any decisions on its future should wait until there was a re-examination of the best use of the assets with the BDO.

10. Greening the Action Plan: This comes in under the BDO plans

11. Abbeyfield Trust: Nothing to report

12. Seneval, Wellpark and Pavilion: Nothing to report

13. EKREG/EKCF: Finalising the Community Benefit Fund - couple of payments due from May 2021 and also May 2022.

14. AOB: Nothing to report

15. DONM - 22 February 2022 7pm

Meeting closed at 20.40