

CCT Board Meeting
31 May 2022
7pm

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

1. Apologies: Hamish Hunter
2. Minutes from last meeting held on 17 May 2022 were approved.

3. Treasurer's Report:

MT had circulated the Treasurer's Report prior to the meeting, which included the account statement for May. He informed the meeting that given the way the PO and shop were originally set up, many of the shop-related financial matters are currently handled by the treasurer role. Some of these including, details of the electricity supplier, staff wages, tax/NI deductions and so forth, have now been referred to the shop manager who has been provided with the necessary access information so that invoices can be brought into the Xero system. MT proposes that all such shop-related matters should be directed and handled in the first instance by the shop manager.

The CCT email address is a point of contact for incoming correspondence and the treasurer has been monitoring it as part of his treasurer role, despite much of it not related directly to financial matters. MT suggested that each trustee should monitor the CCT email address and respond to items relating directly to them.

After some discussion, RM suggested that Microsoft for Business might be the way ahead and possibly CCT could apply as a charity. This would allow for each trustee role to have a portfolio, (treasurer@cct; secretary@cct etc), a common drive and access to multiple addresses. TL and RM will look into this and report back to the Board. **ACTION: TL/RM**

It is hoped that the end of year accounts will soon be available from the accountants.

4. Finance and Structure Review:
5. Business Development Officer Tasks and Targets:
Section 4 and 5 were taken together.

DWS :

Advertisement

HMRC has not yet answered the question sent to them by AZETS asking if the Shop and PO can be considered a 'primary purpose' of CCT, so decisions on structural reform deferred. Additionally, the challenge for creating a financial and secretarial support role will be in separating the three roles out between the Shop and CCT. The roles need more development and testing before advertising.

Regardless, support/assistance needs to be in place before the AGM and MT's stepping down as Treasurer. If someone from DWS could take on these roles now for at least a year, until each role is untangled, this would be extremely helpful. JL will approach DWS and ask that they further develop and test the support role. **ACTION: JL**

6. Trust Projects:

a) Shop and PO:

IMcG, the liaison Trustee with the MC reported that the current chair of the MC has been re-elected. IMcG to feedback to the Shop Manager that CCT is delighted that Xero is up to date. This now needs to be taken to the next level with monthly budgets projecting income and expenditure. In addition to awaiting HMRC's response as to whether the shop's 'primary purpose', CCT would need to see next year's budget before authorising large capital expenditure. **ACTION: IMcG**

Ventilation system for the Shop: TL has discovered there is a way into the roof cavity to allow him to put the fan in place, and has ordered the components. JL will let MACC know.

ACTION: TL/JL

Solar Panels installation still on target for 21-23 June. TL will notify the Council reference Building Warrant.

ACTION: TL

b) Network Centre:

Alan Milstead (AM) sent his report updating CCT on the work undertaken in the Heritage Centre. The right hand room is now open with nine display panels and a McTaggart picture. The new display cabinet is place. The panels cover aspects of Carradale's past except for fishing, forestry and farming which will be displayed in the left hand room.

The amount of work and effort from AM and his team have created a first rate display and they should be congratulated. CCT wish it minuted how impressive it is. More budget is required to complete the centre. Decision was made that CCT could make grant applications for non-shop and non-commercial activities

c) Seneval:

JL had a meeting with Ailsa Clark to discuss employability support and opportunities for Seneval. At present there is not the infrastructure in place such as toilets etc.

d) Forestry Land Scotland meeting report:

JL reported back that she had a very positive meeting with FLS. They are keen to attend our Open Day which will be held on Saturday 13 August. Also the MOWI Fish Truck for the day. JL will book the Hall, Fish Truck and will let FLS and MOWI know.

ACTION: JL

e) Abbeyfield Trust: Nothing to report

f) Wellpark & Pavilion: Nothing to report

g) EKREG/EKCF: AB reported that more funding is being made available to EKCF.

7. AOB: None

8. DONM: 21 June 2022 7pm Village Hall MT to book.

ACTION:MT

Meeting finished at 2049