

CARRADALE COMMUNITY TRUST  
Board Meeting  
14 December 2021 7pm via Zoom

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

1. Apologies: None
2. Previous minutes from meeting held on 9 November 2021 approved by the Board as correct.
3. Treasurer's Report: MT circulated his Treasurer's Report prior to the meeting. He explained that in the past he had made distinctions between the different accounts held under the CCT. Now with the XERO system, this is no longer necessary as the software does it all.

Changed to the XERO reporting system are still on going. Neither the Fixed Asset Register nor the Sample Profit and Loss Account provided by the accountants fulfil OSCR regulations. MT will discuss with the accountants. **ACTION: MT**

Hannah Fawcett has been approached to help with Book Keeping Accounting and is willing to do so.

Agreement was reached with the previous tenant of the Network Cafe with regard to the outstanding rent due for the remainder of Dotties' tenancy and the items of equipment left in the premises. This resulted in a payment to her with possibly a further couple of months rent returned once the new tenants take over as there will be an overlap. This will avoid rent being paid by two different tenants for one premises. Purchase of a display cabinet for the Heritage Centre will be paid for by the EKWFT grant approved on 11 November.

**ACTION: HH/MT**

There was a donation of £50 received for the last remaining bike at Bikes and Buggies. The Shop Management Group requested as a gesture of goodwill, that the shop petty cash could be used as a small contribution towards the cost of the volunteer staff Christmas meal. This has been agreed.

4. Finance and Structure Review
  - a) Account consolidation and XERO
  - b) Staff Contracts

Section a) was discussed above and Section b) cannot be discussed until it is known how much profit and loss is being made by the shop.

c) Authorised signatories : TL and RM have completed their signatory details with the Bank.

5. Planning Group Report

Creation of a CCT Delivery Plan:

This is a priority project for the New Year, so that the community is aware of the work being undertaken and kept informed.

Targeted Posts and Funding :

Business Development Officer (BDO) - Under OSCR regulations, this post requires to be advertised. TL will arrange for the adverts to be sent to the appropriate agencies. JL will send him all the relevant details. **ACTION: TL/JL**

Sustainability Officer Post- JL briefed the Board that this post needs to have further background work done and will require more funding. JL will look at it in much greater detail over the coming weeks. **ACTION: JL**

There followed some discussion about both roles and how they would best assist the CCT. RM asked what will happen after the two people in post manage to get everything up and running - who will then continue to manage and work in the different areas eg Harbour and Seneval. One of the duties of the BDO would be to involve the community and encourage them to re-engage in the various projects as part of the Local Development Plan.

## 6. Trust Projects

1. Shop and PO - Thanks to JL funding has now been secured for Solar Panels and Battery Storage. TL has an onsite meeting 15 Dec with the Solar Panel Engineer. **ACTION: TL**

Alcohol Licence - The Premises Licence is now with the shop. There will be a meeting on 11 Jan 2022.

There will require to be structural changes in the shop where the alcohol is to be stored. All alcohol will be stored in the shop. Some shelving will be removed to allow a fridge to be installed. TL will try to fit a sliding door in the New Year which will hide the storage area.

End of year stocktake and accounting - Stocktake was undertaken at the end of November. A couple of small issues shown up will be resolved at the next stocktake.

The important question is whether the shop is making money and the stocktake proved that there is very little shrinkage, which is a very positive sign.

The CCT Board is very pleased with the progress that the Shop Manager and the Volunteers are making in the shop.

2. Network Centre - The Board is delighted to welcome new tenants for the Cafe. The contract is to be signed on 20 December with HH, MT and a witness who will be approached by HH. Moving in date is 16 January 2022

**ACTION:HH/MT**

Heritage Centre - HH reported that the Heritage Centre felt much drier, achieved with a mix of heaters and dehumidifiers on timers.

TL to write to Ian Brodie about the Heritage Centre asking him what he wants to do with the remaining bikes which are believed to belong either to him or to previous customers. **ACTION: TL**

Bikes and Buggies area is almost totally cleared. Two buggies were given to Kintyre Recycling- they are happy to hire them out to anyone in Carradale and if they sell them, they will refund 50% of the sale to the CCT.

Feasibility Study - Requires funding to hire a professional to do the Feasibility Study for the CCT. This is a role for the BDO. Decision was made to leave until the BDO is in post. The new tenants are aware that work to develop the Heritage Centre area could be in the pipeline in the future.

3. Seneval/Carradale Composting Site - TL, MT and JL met at the Seneval site to discuss what could be done. The site needs a proper project plan and funding to help develop it. If the Sustainability Officer Post comes to pass, he or she would be able to take this forward. JL knows of local people who would take on the role of managing the site which would be a paid post. The Chipper is not working at the moment - it needs two new drive belts. HH proposed that the CCT purchases two new belts costing approximately £180 for the two. The Board agreed.

4. CHEL - Alan Milstead requested financial assistance to complete the change to the slip at the Harbour. I McG agreed that this was a worthwhile project as at the moment it is quite difficult to bring boats alongside. The slip itself is very slippery, though MOWI cleans it every so often allowing a clear path for people to walk but not cleared for vehicles.

After quite a long discussion the Board decided that the CCT would make a grant payment of £2000 to CHEL after receiving a donation recently which has not been ring fenced for any other project. TL will contact AM with this offer and express the CCT's willingness to assist in raising funds. The Board is keen that AM stays on and manages the project. AB suggested that AM

apply to the EKCF fund in the Spring and also to speak to MOWI who might be keen to assist further. ACTION: TL

The Board agreed that AM should be congratulated for all his work in raising funds and progressing the work at the Harbour.

JL stated that the Harbour was in a similar situation as the Heritage Centre and could benefit from being part of a Feasibility Study.

4. Routes/Roots - to wait until BDO in post.
5. Abbeyfield Trust - nothing to report
6. Wellpark and Pavilion -working together
7. EKREG/EKCF - EKREG is currently in negotiation with Scottish Power Renewables in relation to the community benefits. Some legal points to be dealt with. If achieved should result in approximately £75,000 a year going into the EKCF for the next 10 years.

West Torrisdale Wind Farm project - recent consultation and public meeting in the VH. A lot of questions about how this will impact Carradale. Looking like there may be quite a lot of strong feelings against the wind farm.

#### 8. AOB

1. Publishable Grid of CCT activities - JL produced a grid of activities which showed what the CCT has been doing over the last two months. It was considered that this could be the basis of a newsletter. TL proposed a newsletter is produced and sent out to all members at the beginning of the New Year. The Board were asked to think about what could be put in it and TL will ask for contributions after New Year. TL will edit it and publish every 3 months. ACTION: TL

Grid Activity sheet - send out to all members and let them know that there will be a newsletter sent out in January. ACTION: MT

2. Village Hall - The VH has offered to buy the Portacabin for £4000. TL discussed with Alan Walker (Chair of VH) as to whether there was any merit in putting the VH under the CCT umbrella. The VH would remain a separate group with its own management structure. This is at a very early stage of discussion.

3. Crisis Centre and Container - EKCC has the responsibility for the care of both but the CCT does own some of the assets.

TL thanked everyone for their hard work over the year and wished all a Merry Christmas and A Good Hogmanay

DONM - 25 January 2022 via Zoom 7pm

Meeting closed at 8.58pm