

CARRADALE COMMUNITY TRUST
Virtual Board Meeting via Zoom
Minutes 7 April 2021 1830

In Attendance:

Tony Leighton (Chair), Alasdair Bennett, Tracey Muscroft, Gordon Abernethy, Jenn Lee, Malcolm Trott (Treasurer), Johnny Durnan, Hamish Hunter, Ian McGhie (part), Margaret Richardson (Secretary)

1. Apologies: Alan Walker

Review of Minutes of last Meeting: Minutes were agreed and accepted. TL informed the Board about AM's resignation as a Trustee of the CCT.

2. **Actions from last meeting:**

A. Updated Documents and Schedules: Schedule 6 has been removed as it doesn't fit in with the Constitution. Committee happy with the updated Documents.

Details of EGM via Zoom/email will be sent out via email with the proposed Constitution and Schedules beforehand to everyone, inviting everyone to comment on the changes. Minutes from the AGM where issue about the Constitution was raised will be sent out and EGM minutes will also be sent out after the meeting. **ACTION: TL/MT**

B. CCT relationship with Shop: Everything proceeding well. The interview panel for the Manager's Post will decide on the best candidate and ask the CCT to confirm. Supporting evidence (scoring, reasons for selection) for the decision will be provided. JL explained who was on the panel and why they were selected. Panel will have members from outside of Carradale, and at least one member of the panel will be an experienced interviewer. CCT will be the employer of the successful candidate.

MT informed committee that the insurance cover held by CCT covers both employees and trustees.

C. Handrail at Shop: Now in place and another step is to be added to reduce the height of existing step. **ACTION: JD/HH**

3. **Treasurer's Report:** Some grant monies have been received and money which has been spent relates to the shop. Sale of compost so far is £50. MT will provide a full report at next meeting. **ACTION: MT**

4. **Governance Reforms:** No further action

5. **Trust Activities:**

A. Shop and Post Office: Building of the interior is going well. TL will be starting the painting on Sat/Sun afternoon and asked for any volunteers to help. **ACTION: TL**

Moving of PO counter has proved difficult due to the electrical connections and phone/ADSL leads for the PO system. **ACTION: MT/TL**

MT reported that he had received an email from the Post Office informing him he has now a Smart ID (as has AW). This will allow him to access the Horizon system in the PO.

B. Network Centre: Lower half of Heritage Centre has now been painted. No other applicants for the tenancy for the Cafe so HH has given the initial applicants the go ahead to take over and start planning for the new season. Hoping to open around 17 May 2021.

Updates required prior to opening: Kitchen flooring needs replaced. Suggestion - Lino is put down throughout to allow for cleaning.

Half width of wall requested for the left hand side of the serving counter for privacy when cooking and also a wider counter which would allow a display cabinet.

HH has completed forms requesting grant from EKCC WFT and has sent them through to AB.

Costs estimated at just under £3000.

ACTION: HH

Equipment: All equipment which is already owned by the CCT remains CCT property. An inventory is in hand. Previous tenants have been very generous and have left equipment for the new tenants.

Safety of Electrical Power in NC: Tested 2014, now due a retest for whole building including PAT testing for electrical equipment. Payment should come out of Maintenance Budget for all electrical equipment owned by the CCT. The tenants will be required to pay for PAT testing on any electrical equipment they own. GA to investigate what will need to be tested, the cost and to inform HH.

ACTION: GA

Lease of the Network Centre: MT has changed wording slightly and once it is confirmed whether the leaseholder is the couple or the individual, the lease will be drafted as soon as possible. The use of shared electricity and responsibility for the Heritage Centre have to be included in the lease.

ACTION: MT

Tenant has asked for permission to use their own signs for the Cafe. Network cafe is to be called Dotties. Board agreed they should go ahead and organise their signage.

C. Seneval: Sale of compost quite successful. Due to AM's resignation, this Trust activity needs to have a Trustee to have an overview. Suggestion that JD contacts those who use it regularly and to make up a subcommittee to work it with JD overseeing. JD agreed to do this.

ACTION: JD

D. Harbour: AM is still staying on with CHEL although he will no longer be on the CCT Board. CHEL was initially set up as a limited company to build the slip and to allow the VAT to be reclaimed. It has been responsible for the Canter, Harbour Day and Management of the Moorings. These could all continue even with no CHEL. AM's priority is to get the slip straightened. The slip is leased in the name of CHEL. If CHEL is wound up the ownership would probably revert to Argyll and Bute.

MT, AM, AW, NMCh, I McG will meet to discuss the work required to straighten the slipway. Once work is completed, CHEL could then be wound up.

ACTION: MT/AM/AW/NMCh/IMcG

E. Abbeyfield: Nothing to report

6. **EKREG:**

Negotiations with Scottish Power and all the legal issues has been protracted and has caused a delay.

EK Community Fund - Inaugural Meeting -19 APRIL with Community Councillors, Rob Lee
AB, Russ Baum

ACTION: AB

7. **AOB:**

1. Minutes - to be brief with one or two notes after each items and note the Actions required and by whom.

2. Security of the Shop and PO: Solution needs to be found by the Management Committee of the shop. Two sets of keys held, one by the PO Assistant and one set by TL at present whilst refurbishment is being done. These keys give access to not only the doors but also the alarm system.

3. As a result of AM's resignation, a letter from the Trust Members to be sent to him thanking him for his hard work and commitment to the CCT.

ACTION: TL

4. Election 6 May - Hall has to be closed that day. Covid guidance suggests it has to be closed 3 days before and 3 days after use. Research is being done to find out exactly what will be required and the VH committee will report back to CCT, as there may be an implication on the shop opening that day.

5. Offshoot Design: Logo for the shop and PO was shown and they will impact on the CCT as a corporate sign so that all the activities the CCT is involved in would be under the one logo and ties it all in. The logo design will be paid for by grant funding. Any feedback about the designs to be sent to JL who will pass it on.

ACTION: JL/All

6. HH requested Bikes and Buggies signage is on next meeting's Agenda

8. **DONM** - Wednesday 21 April 2021 1830