

CCT Board Meeting
9 August 2022 via Zoom 7pm

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

1. Apologies: None
2. Minutes from last meeting (19 July 2022) were agreed to be correct and will be published in the East Kintyre website.
3. Action Items:
 - a) Wm Duncan (Accountants) and Accounts: The accounts require to be signed off before the AGM and as the Board have yet to see them and approve them, the AGM has been postponed until 14 September 2022. RM to contact the accountants requesting the accounts are received as soon as possible. **ACTION: RM**
 - b) Community Day: See below
 - c) Ventilation (MACC); Solar Panel Building Warrant: Still awaiting the Building Warrant
 - d) Murchie Family Bench and Plaque: AB has the plaque and will be attaching it to the bench in the next couple of days. **ACTION: AB**
 - e) CCT AGM: Now postponed (see Para a)).
 - f) CHEL AGM: This will be held at Torrisdale Cafe on Monday 15 August at 11.45. The Accounts have been approved and signed off.
4. HMRC/AZETS: No news from them as yet.
5. Treasurer's Report: Due to MT having been away, there was no Treasurer's Report. However, he did circulate prior to the meeting '13 Steps showing the correct invoice payment procedure for CCT'. This identifies which part of the process falls within which role, eg Steps 1-4 would be dealt with by admin support and also step 13. MT reported that he has had 2 meetings with DWS admin staff discussing the admin functions she would take over, including the process of membership, joiners/leavers and keeping it up to date. He is still to have meetings with DWS financial staff. However, when asked if he thought that DWS were ready to step into the role after he resigns, MT thinks possibly yes. So far no date for the handover has been agreed, and it is likely that there will be communication between DWS and MT after the handover. CCT is paying for DWS on a quarterly basis with reports going to DTAS who is funding it. CCT has received the VAT refund for the Shop.
6. Finance and Structure Review: Job Descriptions - DWS is awaiting collated feedback from CCT. JLL will bring draft job descriptions to the Community Day so that members of the public can read it and see what is likely to be required. As DWS test the posts, the Job Description will be updated. **ACTION: JL**
7. Community Day: JL will send out details to the stallholders **ACTION: JL**
JL will be on the Welcome Desk and will update the membership list. Her aim is to recruit new members and more Trustees and to invite them to come along to the AGM. In addition to the main purpose of launching the Community Fund, the Community Day is to be a day of celebration: The Shop; The Blackbird Tearoom; and The Heritage Centre, all of which have been a success due to the hard work of volunteers of Carradale Community and the members of CCT. AB will be on the Community Funding Desk to inform people of how this is progressing.

8. Trust Projects/Assets Reports:

a) 1. Shop & PO Report : MC Report - Main report from the shop manager will be available next week and IMcG will forward it to the Board once in receipt of it. He circulated the monthly EPOS report.

TL will discuss the problems about height of shelving with the MC Chair to see if a solution can be found.

MT as the named person in the role of Postmaster, told the Board that he receives emails and reports which he has to log on to see. He is also the person who has had the appropriate training. It was agreed that MT should contact the PO to find out what the PO's requirements are once he resigns. **ACTION: MT**

2. Campbeltown Grammar School - Careers Day: It has been suggested that a representative from CCT and from the MC, attend the Careers Day with a view to encouraging a senior pupil to gain experience with the various aspects involved in the Shop. **ACTION:JL**

b) The Network Centre: HH approached AM with regards to the collection of donations from the collection box inside the Heritage Centre. The money will be put into the CCT account every three months and AM will keep a note of any monies collected. The Board agreed this was the way forward.

Collection box outside the Heritage Centre: This has to remain in situ but the sign needs updating. The donations box money inside the HC has to be ring fenced for the HC, but the outside collections box is not ring fenced and any monies donated can be used for the whole Network Centre site.

The car park area has been tidied up but there are a number of quite deep pot holes in the drive up to the car park. It was agreed that HH ask Donald McLean for a quote both for the whole drive area and for patching up the pot holes. **ACTION: HH**

Redesigning of the whole Network site will have to wait until the deeds for the site are received.

c). Seneval: No report

d). CHEL: No report

e). Abbeyfield: No report

f). EKREG: Information about the Community Fund will be available at the Community Day.

9. AOB: TL to send out an announcement about the postponement of the AGM **ACTION: TL**

Facebook Page - Carradale Community has a FB page which is run by three admin users on behalf of the Community. It is not CCT Facebook page. MT will remove his name from this page. A CCT FB page along with the East Kintyre website could possibly be taken on by DWS.

10. DONM : 23 August 2022

Meeting closed at 2113.