

Carradale Community Trust Board Meeting 15 December 2022 7pm via Zoom

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

1. Apologies: Phil Moorcroft; Ian McGhie

Minutes from last Meeting held on 15 November 2022 approved.

2. Action Items:

a) DWS, DTAS:

The Trustees agreed to continue using DWS as at present, but on an ad hoc basis, with Anne and Hazel continuing to stress test the job descriptions.

The Trustees would like to pay for these continuing services by drawing down on the DTAS money that DWS presently hold on their behalf, starting with the invoice that has just been submitted.

The Trustees will seek expert advice from a VAT specialist, but first need to obtain a clear understanding of the previously submitted returns. W Duncan, who prepared the initial returns, are only available to assist after February 2023.

ACTION: JL will liaise with Alice Duthuille at DTAS in completing the Quarterly Report and on ways forward with the grant funding; TL will write to DWS with Board's decision.

b) HMRC/AZETS:

AZETS are considering a formal complaint to HMRC on CCT's behalf because of the delay in answering the question of whether the Shop trading activity is classed as primary purpose.

c) Electricity Contract EDF:

Switch over from EDF to BGL (British Gas Light) happened on 4th December 2022 (Network). The final meter reading has been sent to EDF. HH will contact the electrician to get a quote for the work required for the new meter which will be installed as soon as possible.

ACTION: HH

3. Treasurer's Report:

RM circulated his Treasurer's report and Income and Expenditure statement prior to the Board meeting. He reported on the financial performance up to 30 November reflecting that the shop and PO combined is reflecting a small surplus which is further increased by the grant income for the manager's salary. Charitable Activities (before grant income and donations) reflect a deficit which is higher than that for the same period last year. The most significant increase is in respect of Accountancy fees and Employee costs, both of which are partially covered by grant income.

With regards to Unrestricted/Restricted funds, certain amendments are still to be made by DWS. Assistance from the accountants (W Duncan) to reconcile the opening balances and assist with the fixed asset depreciation calculations will not be available until after February 2023.

The Project Tracking reports still require certain updates which are dependent on the availability of information pertaining to each project being provided to DWS.

The Income Tax CT600 return is due to be filed by 31 December 2022. The status of the current year CT600 submission has been confirmed with the accountants as being in progress for completion during December.

The payroll for the month ended November was processed by DWS on the XERO accounting system.

TL thanked RM for his hard work in producing his very full report.

4. Reports on Trust Projects and Assets:

a) Shop and PO:

JL stated that the annual delegation to the MC requires renewal before the next meeting in line with the Constitution. New Terms of Reference have been sent to the MC for discussion and approval. Within the TOR, the MC has been given the authority for all decision making apart from that which involves CCT such as legal (e.g. contracts) or oversight matters (e.g. insurance).

The Trustees gave JL the authority to start the process of delegation with the MC and to present the document at the next Board meeting for confirmation. ACTION: JL

There followed a brief discussion about funding for salaries/wages in the future. JL informed the Board of the MC decision to pay a "Living Wage" as soon as it is financially possible. Bookkeeping requirements - Russell Kay is working through them and JL will continue to follow up with him. ACTION: JL/RK/RM

CCT is extremely pleased to have Russell Kay on board.

The Trustees are delighted that the MC has recruited a new shop member who is trained in both the PO and the shop.

Marjory McKinven has resigned from the MC, and the Board wanted to record their grateful thanks for her all hard work.

b) Network Centre:

HH reported that the Blackbird Tearoom will be charged for a 50% share of the daily standard charge for electricity with the commencement of the new contract. Use of the Schoolroom - The tenants will be charged 25% of the daily standard charge plus their consumption. The agreement is near finalisation with the Rent for next year being currently under discussion. ACTION: HH

Repair of the driveway - The Contractors did an excellent job in repairing the driveway up to the car park and their bill has come in slightly higher than the quote which now requires payment.

Stirling University - JL stated that DTAS is offering assistance in resolving difficult situations and that the issue of the University part owning the Heritage Centre falls into this category. TL will continue to chase it up to achieve a resolution because until this is resolved, CCT cannot seek grant funding for the Network Centre.

ACTION : TL

c) Seneval:

PM circulated his report prior to the meeting, updating Seneval composting site.. He thanked AB for his support in securing the remainder of the previously allocated funding from the Wind Farm Trust and this will be used to arrange for the site to be cleared hopefully before Christmas. Training for a number of the volunteers on the use of the chipping machinery will be scheduled for January 2023 along with some reconstruction of green waste bins. A community information campaign will be run in late January to encourage residents to use the site and to remind them of their personal responsibility to help maintain it. It is hoped to be open for use on 1 February 2023.

Garages - A question about the possibility of buying one of the garages and the land it occupies has been raised by a tenant, but after some discussion, it was agreed that this would not be possible at this time, due to the conditions of the grant funding, however could be reconsidered in 2 years time. It is likely that the legal costs could be high.

d) CHEL:

I McG previously sent an email to inform the Board that MOWI has no intention of being involved in the slip project at the moment. There followed a brief discussion about possible ways to get the work done and to overcome the number of hurdles involving planning permission, ownership of the land, issues with Argyll and Bute Council, all of which will take time to resolve.

Mooring buoys - HH was concerned that the 3 mooring buoys are still out in the bay. CHEL is responsible for their upkeep. To ask I McG as a CHEL Board member to look into this. TL will contact him.

ACTION: TL/IMcG

e) Abbeyfield: Nothing to report. JL queried whether the Abbeyfield Fund would be a better fit under the Community Fund, since the CF was set up to encourage the distribution and use of funding, but there was no further discussion of this.

f) EKREG/CF: Nothing to report

6. AOB: None

7. DONM: 17 January 2023 7pm via Zoom.

