

Carradale Community Trust Board Meeting
October 25th 7pm on Zoom

In Attendance: Tony Leighton (Chair); Roy Martine (Treasurer); Hamish Hunter; Alasdair Bennett; Jenn Lee; Ian McGhie; Phil Moorcroft (observer); Margaret Richardson (Minute Sec)

1. Apologies: None

2. Action Items:

a). Post Office Appointment and Training: Interviews have taken place and a person has been offered the Post Office appointment. Currently awaiting the vetting process prior to starting and once vetted, training can start. A contract is being drawn up.

b). Manager Recruitment: There has been a number of expressions of interest. The closing date is 28th Oct and interviews will take place the following week.

c). Report on Meetings with DTAS and Kim Hunter: Feedback from DTAS clarified that the financial report is for a specific period, and agreed to the suggested slight adjustments to the format of the financial schedule and quarterly reports.

RM and JL will meet to clarify the relationship with DWS, create itemised deliverables, ensuring that monies are spent in line with the DTAS agreement and CCT requirements. **ACTION: JL/RM**

Meeting with Kim Hunter was productive and included a discussion about the Job Description for the new Shop Manager. She made some suggestions, which were then circulated to the Board. Further contributions were made and the job description has now been finalised and re-circulated to the Board. JL to contact Kim and start process of producing employment contracts for posts. **ACTION: JL**

d). Grant Funders and Tracking, Robertson Trust: CCT has been advised to continue using funding until it is finished. Robertson Trust will in future not fund salaries.

e). HMRC/AZETS, William Duncan: HMRC has confirmed CCT's charitable status however still no answer as to whether CCT can declare the shop as its Primary Purpose. This will take some time to sort out.

William Duncan need to be appointed as agents before they can submit Tax Returns. They are the best people to do that submission for the CCT. However, AZETS is currently our appointed agents for HMRC, and have asked for clarification if both can be listed as agents.

f). Google Workspace and Apps: Board members now to be included in all correspondence. Everyone now has a corporate email address. 3 email addresses have been given to DWS. The shop's email address should migrate to the Carradalect domain account on Google Workspace. The shared Google Drive where 'filing cabinets' can be created with folders so that information can be stored via subject matter.

As part of the creation and testing of the Administration Role, a DWS staff member has been tasked with doing this as well as updating the Trust membership list.

g). Explore Kintyre & Gigha subscription: This is a subscription which supports Route 66. Board agree that the current outstanding subscription of £150 should be paid. For future subscriptions, the shop management committee will need to decide whether it is beneficial to renew this subscription. Because Blackbird tearoom is a separate business, in future they will receive their own invoice and the option to pay the subscription.

ACTION:RM

The electricity contract for EDF is due to expire on 3rd December and the options are either a one year or two year fixed contract. The Board agreed to delegate the final decision to HH and AB. AB will contact the agent to confirm date of change of tariff required. Blackbird Tearoom will be contacted about the change once everything is organised.

ACTION: AB/HH

3. Treasurer's Report: RM had circulated his report prior to the meeting. He explained that the Financial Performance whilst still not 100% reliable is almost there and 'at the year end there would be further adjustments to account for depreciation and cost of sales to determine a more accurate result for the year'.

First Responders: Whilst supporting First Responders, the Board agree that the group should provide the signatories for their account. HH will contact them to confirm this.

ACTION: HH

Due to the previous Treasurer's resignation, the Abbeyfield account also needs a new signatory as 3 are required.

For the main account, JL has agreed to be a signatory and HH also has volunteered. Both will visit the bank where the paperwork is held and sign the relevant documents. **ACTION: JL/HH**

4. Reports on Trust Projects and Assets:

a). Shop and PO:

MC reports that the volunteers have been doing a huge amount of work. With the exception of one volunteer who has other commitments and cannot give the time required, the MC promised their continued full commitment. JL has indicated she is happy to be involved once the new manager is in post and once the MC Terms of Reference are reviewed.

The Board want it minuted that it is very grateful to the MC for all their hard work and commitment during this time of being between managers.

There are still ongoing problems with Bookers using the shop payment card. Bookers has suggested that the shop has a credit account and pay by direct debit. This would require two Trustees signatures. It was decided to wait until the new manager was in post and to discuss it further then.

b). Network Centre:

HH updated the committee with the quotes from McLean's for the patching or redoing the road up to the carpark. Patching was just over £2,000 and redoing the whole road would be over £6,000. The Board decided to go with the patching option and gave approval for the work to be done. HH is also waiting on the quote from the electrician for work required.

ACTION: HH

Alan Milstead has purchased shelving for the left hand section of the Heritage Centre. HH will speak to AM about donations left in the H.C.

ACTION: HH

Schoolhouse developments are going ahead as a craft display/sales area. 3 craft community members are hoping to start it up and open in the Spring. The Board is in favour of this. JL suggested they produce a project plan with costings showing what display items/lighting/ decoration etc will be required. There will need to be a tenancy contract drawn up.

JL will send HH information about conducting an energy audit at the site.

ACTION: JL

c). Seneval: Phil Moorcroft gave an account of the considerable work he has done so far in progressing the composting site. AB has the previous paperwork and the background information and will share it with PM. PM

will put together all the information which he will then share with the Board.

ACTION: AB/PM

JL will ask the forestry about getting rid of forestry waste. **ACTION: JL**

JL will also supply PM with information about Eric Spence and his gardening project. **ACTION: JL**

PM is in contact with Green Waste in Campbeltown and he will continue to keep in touch with them re the possibility of a skip. **ACTION: PM**

It was noted that the school has an ongoing project using polytunnels.

d). CHEL: Nothing to report

e). Abbeyfield: Nothing to report

f). EKREG & CF: At this time there is nothing to report

6. AOB: Meeting via email with reference to Phil Moorcroft being co-opted onto the Board

7. DONM: Tuesday 15th November 2022, 7pm, via Zoom

Meeting closed 21.30