

## **Carradale Community Trust Board Meeting 21 March 2023 7pm via Zoom**

**In Attendance: Tony Leighton (Chair); Jenn Lee; Hamish Hunter; Zofija Sloan; Ian McGhie; Margaret Richardson (Minute Secretary)**

No apologies

Before the meeting started TL intimated that Alasdair Bennett had resigned from the Board due to a conflict of interest between his activities with the various Kintyre funds and the CCT. Alasdair has been a faithful servant of CCT since 2018, has done a power of work and he will be greatly missed by the remaining Trustees.

1. The Minutes from the last Board meeting (21 Feb 2023) were approved and will be forwarded to Russ Baum for inclusion in the East Kintyre website. Russ has replaced Rhona Elder who has resigned as the website coordinator.

ACTION:MR

2. Action Items:

a) Finance and Administration RESET Project: CCT has now finished working with DWS and has moved the account to WD Duncan in Campbeltown. This transfer went fairly smoothly, and bills have been paid on time. The accountants are up to speed in getting annual accounts organized and they will be going to the independent examiner shortly. The aim is to draw a line under 2022 and to be able to move forward with a clean slate.

Zofija Sloan's role is looking after the finance administration of CCT as a project and to get it up and running efficiently. Once it is working well the plan is to advertise the post locally.

b) DTAS follow-up:

JL is meeting with Alice Duthuille (DTAS) on 22 March 2023.

c) Grant Applications Report: HH reported that the Heritage Centre was successful in its application for £4,415 from EKCF. This is to allow a short, recorded video to be produced about the life of Naomi Mitchison and will run on a continuous loop in the Heritage Centre. The Heritage Centre has also been successful in being awarded £2,610.03 for the previous project where work about Forestry, Fishing and Farming was displayed on hanging signs in the Centre. ZS will check when the funding has been received.

ACTION: ZS

JL reported that the full grant application for the shop to cover salaries and professional support had been successful but with several conditions attached.

ACTION: ZS/JL/TL

JL is currently putting together another application to Cour WF

ACTION: JL

3. Treasurer's Report: As there is still no Treasurer, TL has been trying to keep the financial report going. As he has no experience with XERO, he has provided only the Balance Sheet as of 31 March 2023. TL has asked that a budget is drawn up which itemizes each of the different projects under the CCT umbrella. This should show how much has been spent and how much money is left for each of the projects. ZS and JL along with TL will draw up such a budget using XERO. ACTION: ZS/JL/TL

TL will help ZS to get on Google Workspace

ACTION: TL/ZS

4. Reports on Trust Projects and Assets:

a) Shop and PO:

JL reported that the Shop had its MC Committee Meeting the previous evening and things were looking good. Russell Kay (Financial Controller for the shop) presented several weekly reports and a summary. He also provided a projection for the coming year. It showed that the shop had made a loss in the winter months, but much less than projected, and is on track to claw this back in the summer. Anything that can be done to reduce costs is being put into place, e.g., solar panels and battery, electrical savings, software and support services. However, costs for staffing, finance and admin cannot be wholly eliminated, hence the need for various forms of support for the foreseeable future. JL wanted it recorded that volunteer contributions are not free; all volunteer efforts should be costed, with the "pay" for this then effectively donated to the Shop & PO and CCT. CCT is very pleased with Eleanor Sloan and grateful to Russell Kay and the work they are both putting in.

b) Network Centre: HH reported that the Blackbird Tearoom is doing well and is likely to be opening for its summer hours quite soon. Alan Milstead and his team are getting on well with preparing the Heritage Centre and it too will be opening soon. HH has cleared all the gutters and gully. He is going to clear the area at the front next. HH reports that he is concerned about the back wall to the Centre and the roof, which is beginning to rust on both sides. He recommends getting a quote for repainting it and if possible, paying for the work out of CCT funds. JL to speak to the owner of the house next door to ascertain where the boundary is between the house and Heritage Centre. ACTION: JL/HH

Old Schoolhouse: This building is to be used as a gallery and the contract has now been signed and a new lock is required. There was some discussion about whether business rates would apply. The thinking was that as CCT was a charitable business, it is likely to be exempt. However, it may be that an exemption needs to be applied for. ZS will contact the Council for clarification and will inform HH who will let the three ladies know who are going to be running the gallery. The rent payment starts on 1<sup>st</sup> April. It transpires that HH cleared away loads of bramble bushes on his own. TL thanked him for all his efforts.

c) Seneval: TL gave a brief update about the site. Some of the compost bins have been moved and the team is beginning to accept suitable materials for composting. Unfortunately, the shredder has broken down again and needs repairing. It is likely that a new machine will be required at some point.

d) CHEL: IMcG reported that he had not managed to have a meeting with Alan Milstead as yet. There was some discussion about CHEL being a subsidiary company and CCT being the single shareholder. Once the slipway is straightened, CHEL does not have a function. ZS will contact Companies House for more information about the legal position of owning one share. ACTION: ZS

e) Abbeyfield: The intention was that Abbeyfield account would be transferred to the Community Fund. The accountant advised that this is perfectly in order providing that the Community Fund has a similar article to that in Item 100 in CCT's Constitution which states that the Abbeyfield Fund is for older people and is ringfenced. If CCT is satisfied that this is the case, it can go ahead and arrange for the transfer to the Community Fund. TL will get in touch with the Community Fund and let them know they have the green light to go ahead and transfer the money away from CCT. ACTION: TL

5. Any other business:

As a result of Trustee resignations and others who are due to step down at the next AGM, it is important to recruit new Trustees. It was proposed that CCT hold a Celebration Evening in the form

of a cheese and wine event, celebrating the 2 years that the shop has been trading, and to use the event to attract new people to become part of CCT and possibly Trustees. ZS will help organize this and Trustees will ask for support from the MC, Shop & PO, Network Centre, Seneval and CHEL. Possible date 29 May 2023 in the Village Hall. TL will book this.

ACTION: ALL

Microsoft Office Licenses: TL has been in touch with Microsoft, and they have agreed to donate 10 licenses to CCT. One has already been donated to the shop. TL will sort out the others to those who need them.

ACTION: TL

DONM: 9 May 2023 7pm via Zoom

Meeting closed at 2040.