

Carradale Community Trust
Virtual Board Meeting via Zoom
Minutes 24 March 2021 1830

In Attendance:

Tony Leighton (Chair), Gordon Abernethy, Alasdair Bennett, Johnny Durnan, Hamish Hunter, Jenn Lee, Alan Milstead, Tracey Muscroft, Malcolm Trott (Treasurer), Margaret Richardson (Secretary), Ian McGhie (2nd half of meeting)

Apologies: Alan Walker

Chair welcomed Tracey Muscroft to her first meeting and also Margaret Richardson as Minute Secretary and thanked both for attending.

1. **MINUTES** from last meeting (11 March 2021) were agreed and accepted and will now be available on the East Kintyre website.

2. TREASURER'S REPORT: MT outlined his report already distributed and JL clarified that the £875 is half of £1750 grant for the VAT Assessment and not money from the Scottish Land Fund which has not yet been received. There have been a number of payouts amounting to just over £8000, mainly to do with the Post Office and its refurbishment and so far no claims have been made to either of our two main funders ie. East Kintyre and Cour Wind Farms. MT has sent a request today (24 March 21) to Cour WF asking for reimbursement. The PO has resolved various queries surrounding the drafting of the contract which MT will now sign on 25 March 21. Once this is done the CCT will be bound by the terms of this contract and will become the Carradale Sub Post Office 'Operator'. Balance on the Temporary Shop trading account stood at £19,238.92 as at 23 March 2021.

3. GOVERNANCE REFORMS: JL provided the background to CCT reform, which would require the constitution to be updated and a number of supporting documents to be adopted. After much discussion regarding the name of the organisation it was agreed to leave it as it is for the time being and consult with the wider membership, with any proposed change decided at a future AGM.

Members then went through other areas of the proposed constitution with the following decisions made.

Under **Purposes**, Point 4 will stay the same, Points 4.1 to 4.5 were not changed.

Point 6.3.1/6.3.3 remains the same with at least 16 ordinary members required at any time.

Point 40 -the quorum will require at least 10 ordinary members.

Point 44.6 - remains the same with only 1 proxy vote per member.

Under **Board**, Point 54 the maximum number of Charity Trustees should be 7 and Point 54.1 should also be 7 to allow for more focused channelling of strategic decision making and lines of responsibility. Discussion followed. AB proposed to change the number to 7 from the existing number of 14. JL seconded this proposal. Carried by majority.

Point 54.2 about co-opted trustees changes from 2 to 3. Point 55 stays the same.

Point 62.4 stays with 6 consecutive years for a trustee serving on the Board. If the new constitution is applied then this would mean a reset so that any previous years served would not be taken into account.

Under **Procedure at Board meetings**, Point 86 -quorum for Board meetings, changes from 3 to 4 members requiring to be present.

The updated constitution and schedule of supporting documents will be circulated to members before the next Board meeting for approval. If agreed, the amended constitution will be put to an EGM of members 14 days after the Board meeting. The EGM will be via either Zoom or email.

ACTION JL

Members then went through the supporting documents. In Schedule 1 'Code of Conduct', under the section 'In the Boardroom' the phrase 'the principles of leadership' is to be removed. The Board members were happy to pass the rest of The Code of Conduct.

Schedule 2 'Form of Proxy' - this will be sent out with AGM Notice.

Schedule 3 - Roles and responsibilities - No changes required

Schedule 4 - Expenses - No changes required.

Schedule 5 - Delegation of Powers - No changes required. Discussion regarding the Carradale Harbour Group and where it lies within the CCT. Topic would need to be looked at on another occasion as not relevant to this Schedule.

CCT responsibilities for shop and delegation of jobs need to be approved and JL will send out with the other forms. **ACTION JL**

4. TRUST ACTIVITIES:

- a) Shop and Post Office - The shop fittings are going ahead. MT highlighted a number of issues regarding the PO Assistant and under what basis they will be employed. He explained the various options and routes which could be taken and concluded that a contract of employment will be offered with minimum wage (£8.72 per hr). As the current PO Assistant does not wish to become the Postmaster, (the CCT will become the Postmaster), this is a short term solution with the longer term action to find a tenant for both the shop and the PO. CCT would receive a nominal rent from the tenant. This contract of employment has been agreed by the PO Assistant and they have agreed to help train any assistants. The CCT is required to meet the terms of the contract from the PO within 6 months. Our PO will remain open with hours the same as now. There is a requirement for the trustees to oversee the monthly balances to make sure all is correct. Trustees will not be personally liable if there are financial problems but the CCT assets as the overarching body might be. No opening date as yet for the shop, possibly in 6 weeks time.
- b) Network Centre - Samborek has been asked to quote for a new combi boiler and CH. Duncan McMillan has been asked for a quote for the flooring. These quotes are to be given to JL so that she can go ahead and seek grant funding. HH also spoke about renewing tables and chairs and possibly having gazebos for outside. Applications for Network - Advert has gone out and so far one very keen applicant. The current tenants have been so helpful, cleaning and sorting out and have left some very useful equipment including the Coffee Machine which they insist on having serviced, cost being borne by them.
- c) Seneval - AM sent out 48 emails to members of the CCT, marshals for the Carradale Center and others, explaining what needs to be done and how it will be organised within COVID restrictions. He has had only 5 replies to his email so far.
- d) Harbour - no discussion at this time
- e) Abbeyfield - no discussion at this time

5. EKREG- Community funding - East Kintyre Community Fund will be up and running in the next few weeks and ready to accept the first benefits from the Beinn an Tuirc 3 Windfarm. Links on the website with update on Scottish Power Renewables (SPR)

6. AOB

Poor comms - IMcG

Hand rail at Shop **ACTION IMcG/JD/HH**

7. DONM - Wednesday 7 April 2021 1830