

Gargunock Community Trust Directors Meeting

Thursday 16 March 2017

Present

Douglas Coupethwaite, Stuart Ogg, Edmond Mansion, Jackie Campbell, Douglas Johnston, Elizabeth Mansion, Lovat MacGregor, Anne Dando, Geoff Peart, Mike Pizey, Gilly Bruce

Apologies

Iain Gulland, Jane Bain,

Minutes of previous meeting - Approved.

Actions from previous meetings

The previous actions were discussed and action list reviewed. Where actions have been completed and noted at the meeting as completed these have now been deleted from the list at end of minutes.

Key updates included the following and the Action List Table at the end of the minutes has been updated where appropriate.

Dropbox account now updated

Calendar of key dates Douglas J would now take this forward

Light touch application proposal now superseded

Review of Glebe Survey responses

Jackie reported that the outcome from the survey regarding the future use of the Glebe land had been very good with a total of 170 individual responses. It was agreed that the results would be statistically significant.

The Trust Directors thanked Jackie for collating all the results in such a useful way.

Actions arising from the survey

It was agreed that a summary of the responses would be published in the Bugle and the full set of results would be placed on the website to allow full access to anyone interested in the details.

The exact boundary of the site would be investigated using the land registration certificate which Douglas C has as a way of determining any ransom strip and its ownership. Once the boundary has been identified Jackie will map it and then pass to Mike who will follow up with the Gargunock estate.

It was agreed that the next stage would be to commission a geo-technical (site condition) survey to determine what is actually possible given the site conditions and indicative costs that might be involved in relation to the proposed ideas/uses.

These various preliminaries will be completed before taking any further action. The outcomes from these could help prepare the ground for holding a public meeting to explain the potential options based on the responses to the survey.

Actions:

Douglas C to pass land certificate to Jackie who will draft up a boundary map for Mike.

Douglas J agreed to develop a brief and identify suitable contractors to undertake site condition survey.

Website/Booking Calendar/Admin support

Jackie reported back from the discussions with the two individuals who had offered help with the website.

She also reported that she had now developed a full brief as to what was required and this had helped clarify what type of support was required. One of the contacts had explained they were unable to meet the requirements.

In relation to admin/handyman support it was noted that Steve may be moving from the village so may not be able to carry on providing the same level of support. Consequently alternative arrangements may have to be made to cover the various tasks he currently performs. The need for potentially linking this and any future roles was discussed. In particular there was a view that the Trust is likely to require admin support in the future given the likely demands from managing the Glebe Land project, updating the website and managing the application process for windfarm monies. Initially Steve would be asked to list all his current tasks/roles.

Actions:

Jackie, Douglas J and Steve will develop a list of the existing and potential future tasks for consideration.

Community Benefit (Windfarm funding)

The Trust Directors thanked Geoff for drafting the resume of the Memorandum of Understanding (MOU) between Foundation Scotland and the Gargunnoch Community Trust which set out the proposed arrangements for the community benefit to be applied and distributed. It was agreed that the MOU provided an excellent summary of the key points and outlined the components of how the distribution of funds would work.

As previously agreed a meeting of representatives from the Community Trust and Community Council would take place on 21 March 2017. The focus of this meeting would be to discuss and agree the contents of the Memorandum of Understanding. Once updated the final draft would be sent to Foundation Scotland for sign off.

A public meeting was proposed to identify another two members for the Funding Committee who would consider applications for grants from the Windfarm Fund. Foundation Scotland would help identify an independent person who would Chair the Funding Committee to help ensure openness and transparency to the process.

It was noted that a new separate bank account would be set up to receive the funds from Foundation Scotland who would distribute the funds from the windfarm to the Trust. Douglas J would check who all the current signatories were for the existing accounts.

It was agreed that when a public meeting was held it should just focus on the windfarm proposals rather than conflate these discussions with those which will be required for the Glebe land, albeit the latter can only take place after the initial site condition survey has been completed.

Actions:

Geoff will draft some proposed terms of reference for the Committee which protects the individuals and organisations comprising the Funding Committee.

Douglas J to establish current who the current signatories are for the other Trust accounts.

AOB

Edmond noted a conversation he had with Councillor Lambie. He would draft a letter to the CEO to try and confirm the current position of the land next to the Community Centre Drop in.

It was agreed that the Gala could again use the Trust's licence for their raffle.

Date of Next Meeting 20 April 2017.

Douglas C noted he would be on holiday on the date of the next meeting.

Future dates are:

Thursday 15 June 2017

Thursday 17 August 2017

Thursday 19 October 2017

Thursday 7 December 2017

ACTION LIST FROM MARCH 2017 MEETING:

Note: Where previous actions have been expedited and recorded at the relevant meeting these are no longer listed.

Date of Meeting	Action	Responsibility	Status at 16 March 2017
September 2016	A list of all the policies to be prepared then circulated to everyone to review and comment.	All	Ongoing
	Everyone should get back to Geoff with comments on the paper he had circulated.	All	Ongoing
	Calendar of key dates for payments etc. to avoid any deadlines being missed	Douglas J	Ongoing
November 2016	Iain Gulland agreed to get a 'light' touch application process to be developed	Iain	Superseded
	Consideration to be given to identify a possible independent person to sit on the funding panel/board	All	Now included in updated Draft Memorandum
	Marketing of the Centre needed to be kept on the agenda.	Stuart	To be placed on April agenda
February 2017	Submit updated Memorandum and Articles of Association to OSCR	Douglas C/Elizabeth	Still to be actioned
	Marketing to be put on April agenda	Stuart	For April agenda
	Organise a meeting to organise the rationalisation of the Dropbox folders and documents.	Edmond	Completed
	Gargunock.com to be handed over to Edmond from Douglas Bain	Edmond	Douglas B still in process of transferring domain name to Edmond
	Draft terms and see what the two people who had offered to help with website come back with in terms of detailed proposals.	Jackie	Contact made and agreed action taken forward
	Check to see what would be involved in inserting a more effective calendar onto the website to facilitate bookings.	Jackie	Now subsumed with the previous action.
	A new Trust account to be set up so that windfarm monies can be managed separately and transparently.	Douglas J	Documents received from RBS signatures for new account to be agreed. Douglas J to check signatures to existing accounts.
	Meeting between Trust and Community Council Representatives be convened to discuss next steps	Douglas C and Geoff	To take place 21 March 2017
	Enquiries regarding alternative storage container to be made.	Douglas C	Agreed to go ahead with original proposal to reroof existing container due to replacement cost of £1,500
	Options for recycling facilities at Community Centre to be explored	Iain	Iain made contact with Council but no response yet
March 2017	Land certificate to be passed to Jackie who will draft up a boundary map for Mike to check with Gargunock Estate the ownership of ransom strip	Douglas C, Jackie and Mike	
	Develop brief and identify suitable contractors to undertake site condition survey of Glebe land	Douglas J	

Date of Meeting	Action	Responsibility	Status at 16 March 2017
	Develop list of the existing and potential future admin, caretaking and website admin tasks for consideration	Jackie, Douglas J and Steve	
	Proposed terms of reference for the Funding Committee to be developed.	Geoff	
	Establish current signatories for other Trust accounts.	Douglas J	
	Letter to be drafted to Stirling Council CEO establishing position of land adjacent to Drop in Centre	Edmond	

Contact Details for Trustees.

Geoff Peart	860318
Iain Gulland	860624
Jackie Campbell	860761
Edmond and Elizabeth Mansion	860608
Gilly Bruce	860438
Lovat MacGregor	860376
Douglas Johnston	860384
Douglas Coupethwaite	860344
Stuart Ogg	860260
Anne Dando	860350