

**Gargunock Community Trust Directors Meeting
Thursday 25th April 2013**

Present

Douglas Coupethwaite, Jane Bain, Douglas Johnston, Anne Dando, Steve Willett, Marilyn Willet, Gilly Bruce, Elizabeth Mansion, Stuart Ogg, Jackie Campbell, Edmond Mansion

Apologies

Iain Gulland, Mike Pizey, Geoff Peart, John Craigen,

Minutes of previous meeting

Approved

Actions

All dealt with or covered by agenda items.

Company Secretary Report

Nothing new to report.

Registration details for Elizabeth Mansion and Anne Dando to be checked.

Action: John C to check that Elizabeth and Anne have been registered as Trust Directors

Finance Report

Mike issued an updated finance statement as below, copies circulated at the meeting:

Gargunnock Community Trust Ltd

Financial Report 24 April 2013

<u>Main Account</u>	<u>Notes</u>	
Opening Balance 01/07/2012	£10,639	1) Just Giving costs £18/month
Income to date	£27,190	
Expenditure to date	<u>£27,003</u>	

Current Balance **£10,826**

<u>Project Account</u>	<u>Notes</u>	
Opening Balance 01/07/2012	£26,473	1) £30,000 received from Gargunnock Estate Trust
Income to date	£490,072	2) £14,876 LEADER payment received
Expenditure to date	<u>£519,528</u>	3) £89,778 received from People & Communities Fund
Current Balance	-£2,983	4) £4,145 received from Creative Scotland

- 5) £4,750 legal fees refund from Stirling Council
- 6) £1000 legal fees contribution from DTA
- 7) £57,844 Colorado Construction invoice paid
- 8) £7,681 Architect fees paid
- 9) £7,278 QS invoice awaiting payment

<u>Community Centre Account</u>	<u>Notes</u>	
Opening Balance 01/07/2012	£6,733	1) Q1 Invoices issued
Income to date	£7,767	2) £585 Electricity bill paid
Expenditure to date	<u>£9,505</u>	3) £330 Fire Risk Assessment

Current Balance **£4,995** 4) No payments from Youth Group and Dance Group

Other Matters of note

- 1) Q1 VAT account submitted - £49,598 rebate due

Key points highlighted from the finance report were:

- QS invoice to be paid
- It was noted that there had already been a 20% increase in the use of the Centre within the first month of operation
- Bite and Blether funds to be used to purchase additional sundries such as soup kettle etc.
- The Council had now agreed to refund the additional legal fees caused by the delays resulting from its actions
- New charges to be introduced at end of July
- There have been two enquiries for the offices although nothing confirmed yet. Douglas J had been in touch with STEP to promote availability of office space via Rural Business Gateway Enquiry service.
- Money owed by Youth Group and dance group

Action:

It was agreed to transfer £5,000 from the Trust Account to the project Account to allow invoices to be paid.

Jane to speak to Youth Group contact and Jackie to follow up Dance Group to ensure unpaid fees are collected.

Project Accounts

Douglas J outlined the overall position of the project accounts highlighted that the total funds including grants had to date totalled £509,047 and the total costs so far were £497,099.

It was noted there was a retention payment of £25,000 for the main works and the £50,000 loan was still outstanding. It was agreed to extend the loan period to the end of June 2013 in order to ensure sufficient funds were available. It was expected that there would be a VAT refund of around £50,000 and a further £27,000 was anticipated from LEADER. It was noted that no further invoices would be paid until these funds had been received.

Action: Extend loan until end of June 2013.

Community Centre update

Outstanding works

Outstanding works include a controller for boiler, extension of heating into Drop In Centre and hot water supply for the kitchen.

It was noted that there had been comments about the quality of the acoustics in the main hall. It was agreed to investigate options including contacting someone in Thornhill as it was reported that they had had work carried out on their community centre recently to improve its acoustics.

Action:

Douglas C to contact Songsters to ascertain problem in more detail

Douglas J to follow up contact with Thornhill

Funding Conditions

It was reported that there had been 59 pledges made over the Opening weekend regarding the Climate Challenge Fund funding conditions, of these it was thought that about 50 were from Gargunnoch households. It was noted that Iain Gulland had been in touch with the Energy Saving Trust regarding a suitable proforma that could be used.

Action: Iain to follow up report for Climate Challenge Fund.

Newsletter

Next edition of Bugle now in preparation.

Action:

Douglas J will provide update on Community Centre including increase in usage since its reopening

Iain to produce a report for Bugle on Community Trust and its role in fund raising for the Centre as well as specific mention to be made of pledges.

Glebe Land

It was reported that Iain had been in contact with Mr Young regarding the Glebe land. It was noted that Mr Young had explained that the GVDIA was being placed in suspension and the remaining £700 in its funds were being disbursed to other groups in the village but not the Trust. Mr Young had said that he was going to speak to the GVDIA lawyers regarding the transfer of the land.

Windfarm update

No further information

AOB

Health and Safety Policy

An update Health and Safety Policy would be circulated for comment and it was agreed that Douglas J, Douglas C and Steve would finalise the policy before it is published on the website.

Trust Treasurer

As he was away on business and not wishing to postpone his announcement for a further month, Mike had asked Douglas C to intimate that he intends to stand down as Treasurer of the Trust at the end of the current financial year, having served for 5 years. He will continue for a further year as Treasurer for the Community Centre Management Group and will continue as a member of the Trust.

The Directors recorded their sincere thanks to Mike for his tremendous support and input to the Trust over the past 5 years.

Boiler

It was noted that there was continuing problems with the new boiler and an on-site meeting with the contractors, installers and manufacturers was planned for next Tuesday to try and resolve the problems.

Action: Douglas J to contact Colorado, the main contractors to ensure they do not release the cheque to the boiler suppliers until problems are resolved.

Trust Membership List

Enquiries were made regarding Trust membership and those who signed up and paid £1 over the Opening Weekend.

Action: A comprehensive trust membership list is required

Damage to Centre

It was reported that damage had been caused to the side door.

Incidental Works

A vote of thanks was recorded to Steve for all his hard work over the past few weeks.

It was agreed that incidental works could be undertaken by Steve once proposed work was signed off by two other Directors.

Issues in Drop In centre still to be resolved between contractor and architect.

Snagging in main building to be dealt with

Sound and Lighting system

Douglas C, Douglas J, Steve and Edmond to meet on Sunday to learn how to set up the sound and lighting systems to ensure there are sufficient people able to set them up.

It was noted that a record had to be kept of the usage of the sound and lighting equipment as a condition of the grant support.

Health and Safety policy needs to ensure that equipment is only used by authorised people and anyone under 18 should be supervised by an adult.

Convenor

It was noted that Iain had intimated that he intended to stand down as convenor of the Trust at the AGM.

Cycle Route

Iain had submitted a note which explained that he had investigated the cycle route opportunity and was in dialogue with Cycling Scotland re: support for a feasibility study. They have worked with other community groups to secure funding for this type of project. Iain had noted that he will work on an application form.

Date of Next Meeting

Thursday 23rd May 8.00pm at the Community Centre

Annual General meeting 20th June 2013 at Community Centre