

Gargunock Community Trust Directors Meeting
Thursday 2 April 2015

Present

Douglas Coupethwaite, Jackie Campbell, Marilyn Willet, Anne Dando, Stuart Ogg, Douglas Johnston, Jane Bain, Elizabeth Mansion, Mike Pizey

Apologies

Geoff Peart, Gilly Bruce, Edmond Mansion

Minutes of previous meeting - Approved.

Actions from 11th December 2014 meeting

Plan for Square – proposal to contact all residents with properties adjoining the square to explain that improvement of the square was one of the projects identified by the Community survey. A letter would be sent first and followed up by visits. Jane and Edmond to follow up. *(Still to be followed up)*

It was noted that the fountain was 'C' Listed so need to find out what Historic Scotland's view might be about possible improvement.

Working group to consider caretaking and cleaning contract/arrangements – It was noted that the cleaning materials had been purchased. *(Work in progress)*

Actions from 11 February 2015 Meeting *(all actions completed/covered by 2 April agenda)*

Actions from 2 April 2015 Meeting

Douglas J to save agreed forecasts for future monitoring.

Douglas C to check electricity tariff.

Cleaning materials' costs appeared higher than expected. Jackie to check spreadsheet.

Douglas C to prepare list of contact numbers to be placed on Noticeboard in the Centre for users.

Alternative grounds maintenance provider to be sourced.

Curtains for doctors room to be made. Jackie to follow up.

Company Secretary Report

Accounts submitted to Company's House and OSCR with an acknowledgement received from the latter.

It was noted that any change in the Articles of Association had to be submitted to OSCR for approval once updated.

Gilly had submitted accounts to HMRC; as a result Trust owes £3.06. It was suggested that this task might be undertaken by the Accounts Examiner next year.

Finance Report

Douglas J presented a set of updated financial forecasts for the Centre. After discussion regarding various assumptions underpinning the short and long term forecasts it was agreed that they were a reasonable basis on which to plan. Douglas J would save the agreed forecasts for future monitoring.

Highlights from the discussions were:

- Based on current assumptions the Trust accounts were in the black until year 13 after major maintenance was expected, e.g. roof repairs, replacement windows, etc.
- Opportunity to look at another wood pellet supplier
- Electricity tariff to be checked (Douglas C)

- Cleaning materials costs appeared higher than expected, (Jackie agreed to check spreadsheet)
- Grounds maintenance (a new provider was required)
- Some lets had been lost with users going to the School
- It was noted that in relation to the decision to retain a £10k sinking fund that there was currently over £9k in the Community Centre and Trust accounts
- Agreed to inform the Community Council of the outcome from the discussions on the short and long term forecasts for the Centre

The Trust Directors expressed their sincere thanks to Gilly, Jane and Mike for the significant amount of work which went into preparing the accounts and to Douglas J for his work on updating the Business plan.

Community Centre Update

Douglas C and Douglas J have agreed to cover Steve's holiday absence while Jackie agreed to deal with bookings during this period.

It was agreed that a note would be placed on the Noticeboard in the Community Centre explaining the changes and the sequence of contacts which should be used by users in priority order. Douglas C will prepare list.

Boiler issues as it has failed to start on three occasions. Douglas C has spoken to manufacturer's, however their only Scottish engineer is based in Elgin which was not convenient. It was agreed that an alternative should be explored once the original warranty had expired. It was noted that Colin Tinto uses Glen Devon Energy which is worth following up.

Office Let - following advert in Bugle an interested party had come forward and it was agreed that the monthly rent should be £180.

Feedback from users - Anne explained that she had received comments about accessing the garden prior to Easter and the heat coming from the radiators. These points were discussed. Access to the garden was restricted prior to Easter to help reduce the need for cleaning inside the hall. Regarding the radiators, these were the normal radiators found in domestic properties so should not cause problems. It was noted that users were responsible for making sure the premises were safe before each let.

It was reported there was a lack of hot water in the kitchen.

Grass in garden area to be sown and an outside bench would be useful.

Project Group

No further update on pathway

Windfarm Update

Douglas C explained that the options were that there would either be an arbitration or mediation process put in place. He indicated he preferred the former which would involve each party having the opportunity of putting their own case forward. Funding from the windfarm project is expected to be paid from early in 2016.

It was agreed that a meeting between the Trust and the Community Council was required to discuss how the funding should be managed. This would involve agreeing a framework for disbursing the funds, something which could be done by holding a workshop with key organisations. It was felt that an initial meeting should be arranged with the Community Council with the same representatives from the two organisations as before.

AOB

Douglas J intimated that he had been appointed onto the Local Action Group for the Forth Valley and Lomond LEADER programme. It was agreed any potential conflict of interest, if it arose would be dealt with accordingly.

It was noted that the Fashion Show were willing to make a contribution for the use of the Community Centre even though it was a charity event. It was agreed that £40, the normal charge for this type of event would be acceptable.

It was agreed that the curtains for the doctor's room should be made. Jackie to progress.

Date of Next Trust Meeting - Thursday 11 June 2015 8.00pm at the Community Centre.

AGM to be held in September