

## **Gargunock Community Trust Directors Meeting Thursday 9 October 2014**

### **Present**

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

### **Apologies**

Steve Willett, Marilyn Willet, Iain Gulland, Geoff Peart, Mike Pizey,

### **Actions from 9 October 2014 meeting**

- **Douglas J** will complete final two reports regarding funding for the Community Centre redevelopment, this will complete all outstanding reporting needs associated with the redevelopment of the Centre.
- Licence and rates relief applications to be applied for at the appropriate time
- A newly constituted Community Centre Management Committee will be set up, more closely aligned to the Trust with three representatives from the Trust Board and four from Users. Trust to be represented by **Douglas C, Jackie and Anne** who will meet and set out roles and responsibilities and review the existing Community Centre Management Committee Memorandum of Articles to reflect new arrangements
- Initial meeting to set out details of the refreshed Management Committee to be held before 20 October 2014.
- Forward diary of Trust meetings to be published – **Douglas C**
- **Gilly** to arrange for recent VAT refund to be transferred to the Project Account
- **The Trust** to seek to build up a 'sinking fund' of £10,000 to help cover future maintenance and future unforeseen costs regarding the upkeep of the Community Centre.
- **Newly formed management Committee** to determine what is required to maintain a positive cash flow position in the Management Centre account as a prelude to assessing the potential transfer of funding to the Project Account to develop the 'sinking fund'. – new Management Committee
- The **newly formed Management Committee** would be looking for views as to how these two roles can be managed and how this would affect the roles
- **Jane and Jackie** to prepare a proposal regarding a new booking system and update user guidance which will then be circulated to all users.
- **Jackie** agreed to speak to Fiona to get a price for completing the curtains. The recent VAT refund would be used to help cover these costs once the price had been agreed.
- **Douglas C and Edmond** would represent the Trust at a joint meeting between the Trust and the Community Council. – Douglas C to set up after school week.
- **Edmond and Jane** to follow up the proposal for the ideas for the sign and bench in the Square and the village 'gateways'.

### **Minutes**

Minutes of previous meeting on 11 September 2014 were approved

### **Trust and Community Centre Management Committee**

Douglas C explained that the focus of this meeting was to discuss the relationship between the Trust and the Community Centre Management Group. It was agreed that this was a good time to review this now that the main building refurbishment and follow up work had been completed.

Douglas J announced that he was stepping down from the Community Centre Management Committee after 16 years as he felt that it was an appropriate time to do so. He explained that he would complete the two final reports which were required to follow up the funding received for the Community Centre. Douglas J indicated that he would be happy to help future grant applications and prepare an annual dilapidations survey for the Trust to consider.

Douglas J noted that the entertainment Licence for the community centre had been applied for (for three years), as had the application for rates relief (for two to three years). Whoever takes over will need to follow these up at the appropriate time.

The future of the Community Centre management Committee was then discussed and it was agreed that it would be important to keep the Committee registered as a charity with separate accounts. This was particularly important as the Committee is a separate legal entity and it can be used to apply for funding in its own right. So in future both the Trust and Committee can be used for fund raising as has happened with the redevelopment of the Centre. This will continue to allow the Trust to consider other projects while the sub-committee ensures that the Centre is still being effectively managed.

After discussion, it was agreed:

- that the Community Centre Management Committee would be set up to work alongside the Trust Board but it would be retained as a separate legal entity
- the new Management Committee would comprise 3 members from the Trust and 3/4 representatives from users
- in addition, a Users' Forum would meet twice a year
- the Committee will meet quarterly, on the same evening as the Trust Board meeting, either immediately prior or just after the Trust meeting. This will help reduce the number of evenings taken up with meetings
- the Trust Board would now meet every 2 months
- a Building Convenor should be identified and Anne agreed to consider the role as long as it is well defined. This is something the newly constituted Committee would consider at its first meeting
- Douglas C, Jackie C and Anne D would represent the Trust on the Committee
- the Committee would have an initial meeting to determine the details of how it will work, including roles and responsibilities
- the existing Community Centre Management Committee Memorandum of Articles will be updated to reflect these new arrangements
- that separate Committee accounts and minutes will continue to be required to maintain its separate legal status.

It was agreed that dates for Trust meetings will be published a year in advance through the Bugle and if there was any change then this can be easily communicated in the Bugle, on the website or on the noticeboard. This should then help everyone to feed into either the Trust or the Committee if they want to raise any points or put forward ideas.

The initial meeting to set out details of the newly constituted Management Committee would take place before 20 October 2014.

### **Treasurers Report**

It was reported that both Jane and Gilly were now signatories on the bank account, the accounts had been reconciled and Anne Knox had been approached to review them.

After discussion, it was agreed that the recent VAT return of £960 and any further VAT returns should be paid into the Project Account. The Project Account will then be used as the basis for any future projects the Trust agrees to take forward. It was also agreed that consideration be given to transferring up to £4,000 from the Community Centre Management Account to the Project Account to help build up the 'sinking fund', once an assessment of

what is required to cover a full year in terms of cash flow and contingencies has been completed.

The following sets out the accounts as at 6 October 2014.

### ***Gargunock Community Trust Ltd at 6 October 2014***

<u>Main Account</u>		<u>Notes</u>
Opening Balance 01/07/2014	£6,267	1) Includes HMRC VAT repayment of £960
Income to date	£2,606	2) includes £1,500 World War 1 grant to the primary school
Expenditure to date	<u>£1,078</u>	3)
<b>Current Balance</b>	<b>£7,795</b>	

<u>Project Account</u>		<u>Notes</u>
Opening Balance 01/07/2014	£7,365	1)
Income to date	£0	2)
Expenditure to date	<u>£7,166</u>	3)
<b>Current Balance</b>	<b>£199</b>	4)

<u>Community Centre Account</u>		<u>Notes</u>
Opening Balance 01/07/2014	£6,959	1)
Income to date	£3,963	2)
Expenditure to date	<u>£1,580</u>	3)
<b>Current Balance</b>	<b>£9,343</b>	4)

In considering the future financial management of the Trust, it was agreed that the aim should be to build up a 'sinking fund' of at least £10,000 to ensure that there is adequate funding to deal with the future maintenance of the Community Centre and any unexpected problems. This would be achieved by making a contribution from the Community Centre Management Account to the main account as and when that is possible. The Trust would aim to ring-fence at least £10,000 in this account for this purpose.

The newly constituted Community Centre Management Committee would consider the Management Centre Account to ascertain what level of reserves should be retained to cover routine costs and maintenance. It was suggested that Jane Marriot should attend the meeting when this was being discussed.

It was also agreed that interest rate changes would be kept under review as it may be better to invest the 'sinking fund' into an alternative form of investment.

### **Caretaking and Cleaning**

The newly formed Management Committee would be looking for views as to how these two roles can be managed and how this would affect the roles.

It was noted that there had been no feedback on how the Community Centre bookings system should work from the article in the Bugle. However, Jane and Jackie had identified a possible system and would develop a proposal. Whichever approach is adopted it needs to be accessible and simple to use. Jane and Jackie to prepare a proposal regarding a new booking system.

The issue of overlapping bookings was discussed. Additional advice needs to be added to the booking guidance, explaining that time (possibly 15mins) needs to be allowed for by whoever is booking to take account of the time required to set up and put things away before and after the actual timing of a meeting/event/activity.

Once this guidance had been updated it would be circulated to all users explaining the reasons for the changes.

### **Curtains**

It was noted that Fiona would not take any further action on the curtains until the Trust had given the go ahead. The recent VAT refund could be used to help fund these. Jackie agreed to speak to Fiona to get a price.

### **Trust and Community Council Meeting**

It was noted that the titles for the Glebe land had been reviewed and it appears these precluded housing. However, it was noted that in the light of the school roll additional housing was required in the village. In this respect it was noted that the field next to the Community Centre was now included in the extended Conservation Area.

This led to a discussion about arranging a joint meeting between the Trust and the Community Council. Douglas C and Edmond would represent the Trust at this meeting. This would be set up after the school week.

It was also agreed that Edmond and Jane would follow up the proposal for the ideas for the sign and bench in the Square and the village 'gateways'.

### **Project Group Report**

Stuart explained that Gavin Fleming had been working hard on preparing a package of material outlining the case for the cycle-path to present to the farmer at Redhall farm.

**Date of Next Trust Meeting** - Thursday 11 December 8.00pm at the Community Centre.