

Carradale Community Trust Board Meeting  
17 January 2023  
7pm via Zoom

In attendance: Tony Leighton, Chair; Alasdair Bennett; Hamish Hunter; Phil Moorcroft; Jenn Lee; Margaret Richardson (Minute Secretary)

1. Apologies: Ian McGhie; Roy Martine

Roy Martine has resigned as Treasurer. In his short time in this role he has done a power of work and the Board are very sad to see him go. TL as Chair thanked him in absentia for all the hard work he has put in both as a Trustee and as the Treasurer and asked that this be minuted.

The Minutes from the previous meeting on 15 December 2022 were approved.

2. Action Items:

a) DWS Status - TL explained that he had been in touch with DWS and it had been agreed that DWS support will continue for another 3 months, and if further help is needed after this time then this would hopefully not be an issue.

b) DTAS Meeting - 23 January, all day event which will be held at Torrisdale Gin School. JL reported to the Board that she and Alice from DTAS had a productive meeting in preparation for the upcoming meeting. Expected outcome from the day will be that the Trustees will have a plan in place for what CCT will look like in a year's time and in three years time and be comfortable with their role on the Board. ACTION: JL

c) HMRC/AZETS - The Charity is now registered correctly with HMRC

3. Treasurer's Report: RM produced a financial report prior to his stepping down as Treasurer which was very much appreciated by the Board.

In it he reported that the shop made a small profit up to the year ending 31 December 2022 although the figures still require to be finalised during the preparation of the AFS in conjunction with WD Duncan and the Independent Examiner.

Charitable Activities before grant income and donations reflect a deficit and significant increases were experienced in respect of accountancy fees, heat, light and power and employee costs. Savings however were made in respect of repairs and maintenance.

There is still the ongoing issue about Restricted/Unrestricted Funds and will require assistance from WD Duncan. As a result, the Project Tracking reports cannot be completed until the resolution of the Restricted/Unrestricted Funds.

The CT600 tax return for the year ended 31 December 2021 has been filed by W D Duncan during December 2022. The next VAT return is due on 7 February 2023.

With RM stepping down as Treasurer, this means the Board will have to find a replacement. There was some discussion about the way forward in trying to find a person with the skill set required to take on this role.

TL has been in touch with W D Duncan with regard to the Restricted/Unrestricted Funds. CCT has to supply W D Duncan with relevant information about the spending of these funds. HH, TL and JL will provide a list of what funds have been spent and will send it to W D Duncan. ACTION: TL;JL;HH

4. Reports on Trust Projects and Assets:

a) Shop and PO - JL reported that the MC has agreed to the annual delegation and the new Terms of Reference. JL has contacted Scottish Land Fund which had provided the funding for the shop via CCT( so both shop and CCT were one and the same) to find out if they would be agreeable to CCT taking other options, eg. separating CCT from the shop, with shop becoming a trading subsidiary or similar. SLF has allowed CCT to explore other options, so long as CCT seeks their prior consent.

The new staff members have been working very well and have impressed CCT. The Community Fund bid which is due next month will be drafted by JL and RK. ACTION: JL

Search for bookkeepers and payroll manager - These are all tied up with a range of future roles and DTAS has offered to help with constructing the final job descriptions and cascading to their contacts.

b) Network Centre and Old School:

HH reported that a post has been snapped off to the left of the gate entrance. HH has contacted the fencing contractor and is awaiting an estimate. HH will do as much as he can himself. ACTION: HH

The Old School plans have come to a halt at the moment whilst a decision is taken as to whether it is deemed there will be a change in use.

Trustees discussed paying individuals for expenses incurred for project management, and it was noted that, since the creation of the shop, all spend on projects was now meticulously recorded for accounting, tax and reporting purposes. Where there is a historical debt, individuals can be paid if receipts are presented and approved, but where receipts have been lost, other ways of verification will be required before the Treasurer can sign off.

Trustees agreed to look into this with accountants and OSCR as a matter of urgency, so that volunteers are not left out of pocket. c) Seneval:

PM reported that the site was cleared as promised before Christmas and the old bins removed. New bins will be put in next month. He is waiting for a quote for new fencing.

There is a meeting with the volunteers planned for 28 January on site. He is waiting for a training provider to arrange training for 5 volunteers.

The shredder is working but is the wrong type of machine for the material coming in, however, PM says that they can get round that and make it work.

The Opening Date is hopefully 1 March if the weather allows for continued work.

The Trustees expressed their grateful thanks to PM for his hard work in getting the project underway so quickly.

PM stated he is waiting for hardcore to be put down on the area where the lorries have been parking and have messed up the ground. His requests so far to the contractors have been refused but he is going to continue to put the case forward for restitution.

He will be requesting money which has been ring fenced for Seneval project to pay for the clearing the site and for training the volunteers.

d) CHEL:

TL read out the following report from Alan Milstead:

CHEL were successful in getting a substantial grant from EKCF to straighten the slip. This came with two conditions:

1. There was a lease in place. This was negotiated back in 2014 but got lost in ABC paperwork. CHEL is now in correspondence with their commercial solicitor.
2. CHEL had to have planning consent. It had been intimated to them that they would not need this as it was simply a concrete pad. Regretfully their main ABC contact has retired and they are starting again to get clarification - in writing. CHEL plans to replace all the mooring equipment except for the ground chain. The equipment was inspected last spring and the recommendation was to renew for 2023. The cost will be about £1200.

Once again CHEL made a loss in mooring income. They have sought advice from Sail Scotland but they have not been helpful. Some 40% of users do not pay.

Harbour Day will be on Saturday 19 August 2023

There will be no Great Carradale Canter in 2023. CHEL lost money in the last two years. Received wisdom is that post Covid, many races are struggling to get numbers so it seems prudent to leave it this year.

Status/Planning Group -

The Harbour was the second most important issue recorded in the survey and identified in the LDP and so it is vital that CCT cooperate in advancing any plans for the benefit of the community. MOWI will be attending the EKCC meeting on 2 February 2023, and PG will attend and work with EKCC to ensure that the community's needs are met.

PM volunteered his services to the Planning Group. His background is a Project Manager and he is keen to be involved.

e) Abbeyfield: AB proposes that the Abbeyfield account is transferred to EKCF and ring fenced. The transfer could take place as soon as the signatories are contacted. Trustees agree that it is a good idea and makes sense. TL will speak to W Duncan about the next course of action  
ACTION: TL

f) EKREG & CF: No further information

5. AOB: Google Workspace authentication - Trustees agreed that some tuition is necessary to help everyone understand how to work Google Workspace.

6. DONM: Tuesday 21 February 7pm via Zoom

Meeting closed at 20.30