

CARRADALE COMMUNITY TRUST BOARD MEETING - 3 August 2023 7pm, via Zoom

Attendees: Tony Leighton (Chair); Jenn Lee; Hamish Hunter; Ian McGhie; Zofija Sloan; Russell Kay; Margaret Richardson (Minute Secretary)

- 1.** Apologies: Alice Duthuille (DTAS)

- 2.** Approval of Minutes from previous Board meeting, 22 June 2023: Minutes approved and will be forwarded to Russ Baum for inclusion on the East Kintyre website **ACTION: MR**

- 3.** Action Items:
 - a) AGM date and planning: Date for AGM was agreed – Thursday 21st September in Village Hall 7pm. To be booked by TL. Use of Zoom if it can be arranged for those who cannot attend in person, or who are second homeowners. The required notice is 2 weeks, and an announcement will go out to all members by 10 August. Those who indicate that they will not be able to attend will be offered a Zoom invite. All members should receive the agenda, Chairman and Treasurer’s reports, the 2022 accounts and the Minutes of the previous AGM. It was agreed that at the close of the AGM a Cheese and Wine would be held which would allow for an informal questions and answers session. **ACTION: TL**
 - b) Recruitment Planning and Induction for new Trustees: JL informed the Board that there were a possible 3 or 4 interested parties in becoming Trustees. TL asked JL to keep him updated as to progress. AD(DTAS) will provide materials and assistance with the induction and training of new Trustees. **ACTION: JL/AD**
 - c) DTAS/InspirAlba: Finance and Governance Reforms- JL reported that Jo Slater of InspirAlba went through the actions that had been identified from the away day last year, noting which ones had been completed and which ones were still to be actioned. Most of it has been completed. The outstanding action is on the financial side. Currently the financial set- up for the shop is being worked on by ZS and RK and it is hoped to be able to translate a similar set-up across to the CCT where at each Board meeting the Trustees will be given clear and easily understood information regarding each project showing details such as the financial position for that month, cash flow, balance sheet and a summary for each project. The plan is to have all this in place for the existing Board, before the new Board is elected. JL told the Board that the board has 2 more days of JS’s help, to complete the work **ACTION: JL**
 - d) Finance and Administration Post: recruitment interview and dates- JL/ZS/RK are going to review the project outcomes. Once this is all completed, ensuring the project outcomes match the role, an interview will be carried out with the internal candidate with at least two Trustees being on the panel (TL/JL). The date of 8th August 2pm, was agreed for the interview. The Trustees to sign off all the paperwork on 7th August. **ACTION: All**

- 4.** Treasurer’s Report and Budgeting:
 - a) Budget – budgets have been allocated to Seneval, Heritage Centre/Network Centre
 - b) Templates – same as DTAS/InspirAlba as above

5. Report on Trust Assets and Projects:

a) Shop and PO Report

- 1) Performance: The shop is doing very well with trading ahead of predictions for the 2023 budget. Under the proposed traffic light system, the shop is green. ZS and RK are hoping to streamline the payment and reporting processes going forward, making payment less time consuming for future Trustees and staff and better aligning payments with operations. The shop has had very low wastage figures, and at the recent MC meeting, JL representing CCT, congratulated ES on her good ongoing stock management. At the same meeting, the MC discussed and approved ES's shoplifting policy. Now, leakage is not an obvious issue, but MC discussed how best to measure it and ensure high value products were protected (will be part of security review). MC agreed to take a holistic approach to margins with an aim of keeping an overall shop margin of 26% as is reasonably possible. Essential products will have the lowest possible margin, but ES has the discretion to vary others with a view to balancing the shop's viability vis-à-vis providing residents with a good value service. JL expressed her view that OSCR will not object should the overall pricing process be oriented to the long-term interests of the community.
- 2) Budgeting: The shop currently holds its own bank account and the Board agreed unanimously that it should continue to do so to provide a cushion.
There are three potentially large spends coming up: Air conditioning/Mechanical Ventilation Heat Recovery System (MVHR); Security Review and recruiting a new part time member of staff.
The air conditioning is required for stock protection, environmental health issues with pharmaceuticals and health and safety of staff. TL who has been doing research on the benefits of AC against MVHR, noted that AC was the best solution between the two systems. At present a grant application is into MACC for £3,400 for a cassette air conditioning system. Any air conditioning system is unlikely to provide any change from £10,000 and there would need to be a running costs and maintenance budget. A Security review is required by Post Office Ltd, due to some issues raised by a trainer at a recent visit.
Vermin control is being funded out of existing budget. This should become less of an issue when the weather is cooler, and the doors are closed.
Saturday staffing: ES has asked, and the MC has recommended that CCT consider a new four-hour post for a Saturday staff member. The purpose of this post will be to relieve the pressure on ES, to support volunteers and provide resilience in the event of absence. It could also re-enforce the shop's community focus. JL recommends that security and aircon/ heat management issues are budgeted for first but supports this post once these sums are accounted for, with a rough deadline of next Spring.
Until the total costs, potential spend, and available grant monies are confirmed, JL recommends the Board continue to ring-fence all monies in the shop account, but review during the creation of the 2024 budget. The new Board may wish to streamline and bring all budgeting together under one CCT budgeting and planning process.
Thanks to JL for her MC report.

- b) Network Centre: Heritage Centre/Gallery- both working well, the Gallery has been successful and congratulations to the ladies working there. They will be paying rent from September. HH will check on the details and timing.

ACTION: HH

Banking and fencing at the back of the HC – HH has cleared most of the brambles. Gus Gillies inspected the area, and initially said he was not happy to take it on. After further inspection, he now believes that perhaps digging all the banking out is not required. He doesn't think the fencing is actually holding the banking up. HH will continue his efforts to provide a solution. ACTION: HH

c) CHEL: Nothing new to report apart from the slip having been sprayed and cleaned. Communication between CHEL members still an issue. The bar has been organised for Harbour Day (19th August), with the shop supplying soft drinks and crisps.

d) Seneval: Nothing to report

6. AOB: OSCR report is done automatically by the accountants.

7. DONM: Thursday 14 September 7pm, via Zoom

Meeting closed at 2013.