

CCT Board Meeting
05/10/2021
Village Hall, 7pm

In attendance: Tony Leighton (Chair); Malcolm Trott (Treasurer); Alasdair Bennett; Roy Martine; Ian McGhie; Hamish Hunter; Jenn Lee; Margaret Richardson (Minute Sec)

Note: MC = Management Committee

1. Apologies - None - Minutes from previous meeting (07/09/2021) were found to be correct and approved by all.

2. Treasurer's Report - MT had already circulated his report to the Trustees prior to the meeting showing the Profit and Loss account for the Shop and Post Office generated by Xero from the period 1 Jan 2021 to 1 Oct 2021. As well as this the report also showed recent activity in the main CCT account from 1 Sep 2021 to 30 Sep 2021.

The main item of interest was £20,000 which has been received into the main CCT account from MOWI. After some discussion it was agreed that this money should be transferred from the main CCT account to the Community Fund (CF). AB will email MOWI to confirm they are happy for this money to be moved across to the CF and to have this confirmation in writing.

ACTION: AB

3. Finance and Structure Review Report - This report which was created by JL, RM and MT addresses the CCT's future strategic direction and identifies options for meeting associated legal and financial reporting requirements.

The role of a Trustee is one of oversight, to meet reporting requirements and to ensure compliance with the law. Trustees may also act as volunteers on behalf of the businesses and projects within the Trust, but all volunteer roles are - and must be kept- separate from the Trustee remit.

The report considered the role of the CCT, what it exists to do, what it needs to report on and what resources it needs. The aim of the CCT is to meet the sustainable development needs of present and future generations. These needs are identified via the community survey and from there created into a local development plan. Once approved this is translated into an action plan, and a range of associated practical projects are then developed or continued, with the support of members and the wider community.

There followed a lengthy discussion about the responsibilities of the CCT in overseeing these projects and all the existing assets, associated financial and legal responsibilities and the reporting system required to provide clarity to the CCT's financial status and which is easily understood by all Trustees, current and future. All this is in addition to the statutory reporting

mechanisms that the Treasurer has produced for members and OSCR annually.

An Asset Register is also required so that the Trust's assets can be properly managed for future capital/maintenance expenditures and depreciation calculated for tax purposes if applicable. RM pointed out that at the moment the assets held by the CCT had been written off. These include the buildings which house the shop and Post Office and the Network/Heritage Centre. He noted that CCT assets have a value and could be accounted for. The Board agreed that this should happen and there followed a discussion as to whether the accounting for these assets should be retrospective or started from next year.

ACTION (on the above): JL, RM, MT

The report also considered how the Community Shop and PO should be structured and how it reports. The shop and PO fulfil the number one request of the East Kintyre community and its visitors: to have a permanent shop. Also the balance between the shop being a commercial success whilst still providing community benefits.

The report discussed the timescale required to generate sufficient revenue to cover costs, allowing it to attract a tenant/leaseholder who would be willing to make a long-term commitment to its continued operation. The manner in which this transaction will be done and the future structure needs to be planned so that the CCT is able to withdraw from the day to day operations and management of the shop, but at the same time ensure that the long term objective of meeting the community request is sustainable should any new tenant/leaseholder withdraw. This decision needs to be addressed sooner rather than later as it has a direct impact on the nature and extent of the book-keeping and accounting requirement for the Shop and Post Office.

Xero has the functionality of producing reports and will allow full automation of the systems. EPOS, which has been used from the set up of the shop can also be integrated into Xero. Currently stock items are manually inputted which is very time consuming. Whilst an automated system would be a huge benefit, the extent of automation needs to be determined. However, the Manager/Management Committee (MC) are still working on the systems and the set up of the shop, hoping to have all systems go by 1 Jan 2022.

ACTION (on the above): RM, MT, JL, IM, & MC

Decisions have to be made regarding staffing and accounts need to be in order with everything in place before it goes 'live'. This will require a revision of existing contracts to align with hours and duties.

ACTION: JL, MT, IM

MT will discuss these issues with the accountants and find out whether the accounts can be started from Jan 2022 or if they need to go back 3 years.

ACTION: MT

VAT is counted across the CCT not just the shop and can go back 6 years, so as to claim back any VAT paid on assets bought. Because the CCT has not accounted for these assets, this may not be an option. The accountants are currently looking at this.

CHEL- CHEL's bank, acting to comply with Money Laundering and Anti-terrorism legislation, has approached the Trustees for personal information. However, under anti money laundering guidelines, personal information is required only from trustees who hold more than 25% voting rights and are considered a "person of significant control" (PSC). CCT Trustees do not fit this criteria. The bank threatens to freeze the account if the data is not received by 23 October 2021. MT will contact the bank for a written explanation and will inform them that the trustees will, provided the bank acknowledges that Trustees are not PSCs, provide the information, so as to protect CHEL's account.

ACTION:MT

4. Trust Projects -
Shop and Post Office:

The Training day is going ahead on October 14th.

Alcohol License and Funding - the license will not be available until February 2022, which gives the Manager/MC time to organise suitable storage for the alcohol supplies. The licensing authority may advise where best to store these supplies.

ACTION: JL, IM, & MC

MACC Decision and Project Plans for Ventilation Scheme - The CCT has received £1500 towards the Ventilation Scheme and TL will begin finding solutions.

ACTION:TL

Further works at the Shop - Recycling Bins/Contract, Bicycle Rack. TL proposed that the MC is given the authority to purchase items up to £500 without having to seek CCT approval. This was agreed by the Board. The Recycling Bins and the Bike Rack were approved by the Board.

Future works will include extra storage for alcohol.

CARES/Cour Applications for Solar Panels - JL will continue with this application for £14,000

ACTION:JL

Network Centre:

HH reported back from a meeting which had been held earlier with the Management Group (MG).

The Bikes and Buggies business is now shut and the MG unanimously felt that the bikes should not be re-instated as most people bring their own. The buggies could be used by some of the local hotels/guesthouses but would require space to be housed and insurance. Also the need to ensure they were maintained to a high standard for safety reasons.

HH will advertise the buggies online (Facebook) for sale in and around Campbeltown after appraisal of their condition.

ACTION: HH

The Board discussed possible scenarios about how to dispose of the bikes. HH agreed to ask the Community in the first instance if anyone would like them for a donation. If after a month and no takers, he would ask Kintyre Recycling if they would like them.

ACTION: HH

Members of the board agreed to organise a work party to clear out the bikes and buggies shed.

ACTION: ALL

Cafe - Due to an inability to attract staff to help, Dottie's Cafe has now closed until another tenant can be found and is unlikely to be open over the winter. However, before any new tenant takes over, there is an urgent requirement for more space for foodstuffs and freezers. The MG put forward two suggestions, namely, extending the cafe at the rear, but this would involve moving the toilets, or alternatively in the short term, using the section of the bikes and buggies' accommodation. Wherever is finally used needs to be vermin proof, secure and damp-free. Over the summer the Cafe had outdoor seating and the use of a borrowed gazebo which worked well but better outdoor seating and permanent protection would enable the cafe to function should for any reason, indoor dining was prevented, eg Covid. HH recommends that a specialist in outdoor seating areas advises on how best it could be improved.

The Heritage Centre - the most pressing need is the replacement of the two windows (single or double glazed?) which have deteriorated so much that they no longer close. A quote for single glaze has been obtained and a grant application completed which will be submitted to the EKCCWFT via the CCT.

ACTION: HH

The MG recommend that a 'professional' display cabinet with lighting is needed and have sourced a suitable cabinet, costing in the region of £1,800. At present all items are being stored in the Heritage Centre in Campbeltown.

ACTION: HH

The MG felt that an 'environmentally stable and protected store' was fairly urgently needed which could perhaps be built within the accommodation which had been used to house the bikes and buggies, particularly through the winter months. In the short to medium term, a 'walk-through' entry/exit system was considered as this would stop cross-over of visitors. The snake-pit could be used to present an outdoors forestry exhibiting area with equipment which could be safely kept away from children, but still be easily seen by the public.

The Cafe has been paying the council for the emptying of bins. HH will contact the council to cancel the contract after 16 Oct 2021. **ACTION: HH**

A discussion followed HH's report about short term fixes v long term investment and whether the damp can be cleared without losing the buildings or whether it would be better to demolish existing buildings and rebuild. There are a number of issues which need addressing, including a new roof on the HC, new doors and not least the problem with damp. Until the dampness is rectified, little point in spending money on fixing bits and pieces. Car parking is an issue as it is unsatisfactory, being on a slope with steps down to the cafe which are quite deep and difficult to negotiate. There are major drainage problems around the HC which require investigation by a specialist in this area.

AB proposed that a business plan is developed where a consultant is employed to advise on how best to move forward, taking the project through two or three stages with the cafe being the last stage. With a structure plan in place then costings can be made and at that point decisions can be made on how to proceed, acknowledging the amount of work which would be required. A surveyor has already been booked to visit in November and look at the whole Network/HC area.

Seneval/Composting Site - HH has offered to ask a local farmer to help move the rubbish lying outside of the compost bins. **ACTION:HH**

Scottish Land Fund (SLF) has been in touch about including the Carradale Composting Site in its blog and JL will liaise with SLF on this. JL will also investigate possible avenues and to be discussed at next meeting.

ACTION:JL

Follow up, see: <https://bigblogscotland.org.uk/>

Roots & Routes/FLS - To be discussed next meeting

Abbeyfield - Nothing to report

EKREG/EKCBF - Nothing to report

5. Business Development Graduate advert, funding and support - JL will ask for a year's deferment. **ACTION:JL**

Follow up: after consulting with HIE, application withdrawn

6. AOB - Gas cage removal from the garage to the Emergency Shed. AB will speak to garage owner re the removal. **ACTION:AB**

Portacabin - Village Hall Committee has expressed an interest in purchasing it. AB proposed that the Trustees discuss the future of the Portacabin at the next meeting.

7. DONM - 9th November 7pm Village Hall. Meeting ended at 10pm