

Carradale Community Trust Board Meeting 21 February 2023 7pm via Zoom

In attendance: Tony Leighton (Chairman), Alasdair Bennett, Hamish Hunter, Jenn Lee, Ian McGhie, Alice Duthuille (DTAS), Margaret Richardson (Minute Secretary)

TL announced that Phil Moorcroft has resigned from the Board of Trustees. Phil brought a lot of skills to the Board including his ability to communicate and the Trustees are very disappointed he will no longer be a part of the Trust. TL thanked him for all the work he has done during his time as a Trustee. Phil has agreed to continue with Seneval however, and the Board is very grateful for his continuing support of this project and thanked him for this.

1. Apologies: None

2. Action items from previous meeting (17 Jan 23):

a) Minutes accepted with the one correction of Harbour Day which should read 19 August (not 9th).

b) DWS, Bookkeeping and Payroll: WD Duncan in Campbeltown have taken over bookkeeping and payroll role wef 20 February 2023.

Any invoices to do with the shop go to the shop accounts and all other invoices go to TL so that he can forward them to the bookkeepers after they have been approved and electronically stamped to indicate which area they refer to. Russell Kaye, Management Committee financial controller, TL and JL will meet prior to a meeting with WD Duncan. JL will arrange this with WD Duncan. AB will also attend.

ACTION: JL/TL/RK/AB

c) Follow-up from DTAS Facilitation Day (with Alice Duthuille): TL thanked AD for her very helpful facilitation day. She then referred to a table which she screen-shared following up from the work done previously. It showed Priority Actions between now and December 2023. A number of tasks had already been completed and by laying out what actions are still to be undertaken, it brought clarity and focus, given the time frame. It also laid out actions to be undertaken through to December 2026. It was decided to include the Priority Action Table on the Agenda each month.

HMRC has clarified that the shop fills a primary purpose of CCT. This means that as long as the income generated by the shop and PO is used to "further the charity's charitable aims and objectives, there will be no corporation tax chargeable on the shop/PO profits". As a result all the charity's activities should be exempt from corporation tax.

This is very good news but it raises more questions about the best way forward for the shop. AD suggested CCT approaches Just Enterprise in Campbeltown, which provides free advice and support to charities for situations such as this. AD would act as liaison, having already completed a form for signature should the Board decide to go down this route. The Board agreed that this was the best way forward, and thanked AD for her input. JL will send the form to TL for signature and be point of contact for the project.

ACTION: JL/TL

The priority now is to get CCT's finances in order and ensure that Unrestricted Funds/Restricted Funds are in the right accounts. The meeting with WD Duncan should help to clarify all the grey areas. AB was keen to point out that the main aim of the shop was to provide a community service and not to make a profit. However, if a small profit was to be made it could go back into the community. The business should always aim to break even without having to rely on reserves. The good news is that it is doing so.

Approval of Job Descriptions: AD suggested making the job descriptions particularly for the Admin/Finance role more focused and that the suitable recruit needn't be local as the job could be done remotely. She is happy to assist in writing the job descriptions and adverts and advised that the Admin/Finance role was the most important one at the moment. Getting someone in place would take a lot of the work off the shoulders of the Board, allowing Trustees to look at the more strategic issues. The recruitment of the Development Officer could be delayed a little. The grant funding for the Admin Officer could possibly be obtained from Windfarm with match funding from CCT funds and the Development Officer would be covered by DTAS/SCP funding. The Board was happy to agree and follow AD's advice. She will take on the job of revising the

Job Description and will send to Board members. She will also prepare the advert for social media. The Board gratefully accepted AD's offer. **ACTION: AD**

3. Treasurer's Report:

With no Treasurer in post, TL reported that he had paid quite a lot of bills and the CCT account is looking healthy.

4. Reports on Trust Projects and Assets:

a) Shop and PO:

JL reported back from the MC meeting stating that they are very pleased the way things are going. JL requested that they lead future MC meetings with reference to a budget so that they know what is coming out of shop spend. Any capital expenditure would only come to the Board when the Trustees could approve it, rather than the adhoc basis currently. This will be discussed at the next MC meeting.

Deposit Return Scheme- AB believes an exemption should be applied for as the shop site does not have the space to allow for this to be placed locally. Presently there is no infrastructure in place in Campbelltown to allow the Deposit scheme to start, so it is likely to be delayed. The machines to take all the bottles, cans etc, will cost £15,000, will require to be put under cover and employees to empty it etc. AB will keep a watching brief and submit an application for exemption when appropriate. **ACTION: AB**

b) Network Centre and Old Schoolhouse:

Tearoom renewal lease- Board agreed that it was happy for the tenants to continue and renew their lease as they are doing very well and the Board is very pleased with them. They are open in the winter providing a community service and they also provide WiFi. HH will speak to the tenants to find out if they wish another year's lease or a longer term lease. TL and HH will prepare a new contract. **ACTION: HH/TL**

Old Schoolhouse:

The Old Schoolhouse is proceeding well, with a fixed term contract for 1 year and thereafter a two months notice required by both sides to end the contract. The Board agreed.

The barrels outside the Network Centre are beginning to fall apart. It was suggested that Andrew Glenn in Saddell Nurseries is asked for his help in filling the barrels. HH suggests replacing three barrels. He will approach Springbank for new half barrels possibly for a discount or for free.

Ian Meikle provided a quote for Movement Sensors (PIR) for around the Network Centre. Board agreed for him to go ahead.

HH received a number of receipts from AM for all the work he has done in the Heritage Centre, and although some receipts were missing, in lieu of these receipts, the amount spent can be verified by seeing the work which has been done. AM could also provide a personal invoice if required. Any work done in the future by any person needs to be verified with receipts. The Board agreed to pay him and very much appreciated all the work he has done. HH will send the receipts to TL so that payment can be made. **ACTION: HH/TL**

d) Seneval:

Although PM is no longer a Trustee and on the CCT Board, he has agreed to carry on with Seneval. He has managed to organise a group of volunteers who are working very hard to

prepare the site for the opening on 1 March 2023. There is another working party on Saturday 25 February when they hope to complete the rebuilding work.

There will be training on 4 March for 5 volunteers to be shown how to work the shredding machine.

There are costs for the work PM has already carried out. AB explained that although there was funding from Windfarm which had been ring fenced for shredder training and First Aid training, there is also other funding available for non-training costs. The Board is delighted he is doing such a good job in both attracting the volunteers and preparing the site for public use and agree he should be paid all of his expenses on production of receipts to allow him to carry on with all the good work.

Governance : AD pointed out that because the project sits within the Trust, according to the Constitution, there needs to be a Trustee on each sub committee who can report back to the Board. Ian McG agreed to be the Trustee to communicate with PM. JL will send IMcG the appropriate information. **ACTION: JL/IMcG**

d) CHEL and Harbour Plans:

There was a discussion about CHEL and whether the way forward now was to dissolve it given this will be part of the Harbour renovation planning process. IMcG is happy to be the point of contact between the CCT, EKCC and MOWI. IMcG will speak to AM about the possibility of creating a sub committee instead of CHEL. This would mean that most of the administration would be taken over by CCT leaving the sub committee free to organise the community events, such as Harbour Day and the Canter. JL agreed to create model Terms of Reference for the sub-group and send to IMcG.

Ian Brodie from EKCC has organised the Open Day with MOWI at the end of March. MOWI has agreed to all the requests which have been put to them regarding Harbour renovations.

ACTION: JL/IMcG

Addendum: AD advised waiting to form sub-group until Just Enterprise review is completed.

e) Abbeyfield:

TL wrote to the accountants with regard to the Abbeyfield money being transferred to the EKCF. This is still work in progress. There has been an application from an elderly member of the community to Abbeyfield fund for funding. The Board agreed to a grant of £700 towards a mobility buggy.

f) EKREG & EKCF:

EKCF and the Cour Fund are now open for applications.

5. Use of Google Workspace:

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The Board would appreciate training on how to get the best out of Google Workspace. TL asked IMcG if he would be willing to set up some training. IMcG agreed to do this in principle and on the understanding that it would not be immediate. He and TL will meet to discuss the way forward with training. **ACTION: IMcG/TL**

6. AOB:

Community Website: As Rhona and Malcolm Elder will be leaving the area very soon, Russ Baum has volunteered to take over the Community website. The Board would like to minute its grateful thanks to Rhona for her excellent work with the website and wish them all the best for the future. The Board suggested there should be a single point of contact with Russ from the CCT. It was decided that MR take this on as she has been in contact with Rhona after each meeting with the approved Minutes. **ACTION: MR**

7. DONM: 21 March 2023 via Zoom

Meeting closed at 2105

