

Carradale Community Trust Board Meeting Minutes  
25 August 2021 Village Hall 7pm

In attendance: Tony Leighton (Chair), Malcolm Trott (Treasurer), Alan Walker, Jenn Lee, Alasdair Bennett, Margaret Richardson ( Minute Secretary)

1. Apologies - Hamish Hunter

Approval of Minutes from previous meeting (4th August 2021) - Proposed AB, seconded AW.

2. Treasurer's Report - MT had already distributed his report to the Board prior to the meeting and had attached the latest bank statement. He also produced a Profit and Loss account from 1 Jan 2021 to 22 Aug 2021 for the shop which was made possible by the new Xero accounting service. Further work is being done on the Xero which will provide a VAT return. The benefit of the Xero is that it gives a much better picture of the shop's trading activities. The shop has now got two full time employees, a shop manager, and a PO assistant. There has been some crossover between the two roles as the shop manager has been trained to operate the PO and the PO assistant has been helping in the shop outside of the PO opening hours. The shop management committee has agreed a bonus payment for the shop manager to reflect the extra hours she has worked during her PO training. For the PO assistant the Board agreed that the shop manager was best placed to recommend any bonus payment based on her day to day experience.

Tax, National Insurance and pension deductions are made from gross salaries and these are paid over to the relevant bodies. William Duncan & Co have been assisting in this process. The shop is making a good profit, with a very good turnover, despite not selling alcohol yet.

Under the Memorandum of Understanding signed with MOWI last year, Carradale Community Trust is to receive an annual payment from the company. MOWI has asked for an invoice to be sent prior to the CCT receiving the funding. ACTION: MT

East Kintyre Community Fund (EKCF) - AB suggested this might be a good time for the fund to be activated and the money from MOWI be paid into it with a member of MOWI to be on the sub committee. AW will contact Stephen McIntyre to inform him that the EKCF is now in place. AB sent AW a link to the EKCF website which can be forwarded to SM. ACTION: AW

3. AGM Planning -

AGM is to take place on 1st September 2021, main hall is booked. AGM is in two parts

Adopt changes to constitution. Notionally agreed but it was not a formal resolution. A copy of the Constitution will be available for anyone who has not seen it. ACTION: TL

Minutes of last AGM on Zoom held 26 November 2020

Chair's Report

Annual Accounts

Election of Trustees ( Maximum of 7). DTAS will provide training for all Trustees which is a requirement of being a Trustee. Being a Trustee means a joint responsibility of all Trustee business. The criteria will be outlined at the AGM so anyone volunteering will be clear what is expected of them in this role. JL/AB will produce a synopsis for the meeting. ACTION: JL/AB

All current Trustees will step down and the meeting will propose a new board.

AW is stepping down having been a committed board member and previous Chair for a number of years.

Re-appointment of Independent Examiners - Hannah Fawcett. MT to approach her to see if she is willing to be re-appointed. ACTION: MT

AOB.

4. AOB

Net Zero Infrastructure planning is through to the second phase for the fitting of photovoltaics on the roof of the shop. MT will take photos of the roof using his drone. **ACTION: MT**

TL is getting quotes for 12kw Solar Panels and a quote for Tesla batteries which will provide backup if there should be a power cut. **ACTION: TL**

Defibrillator for the Shop - Dr Elder has asked if a defibrillator could be installed on the outside wall of the shop. Board in agreement. An electrician will be required to wire it up. TL will contact Dr Elder to let him know that this has been agreed and ask if the Carradale Surgery Patient Group will pay for the installation. **ACTION: TL**

Electrical issues at Dottie's Cafe - power has been cutting out intermittently - Archie Houston who did the initial electrical work to be asked to return to make improvements on the power circuit. **ACTION: TL**

Ladder sign - the Dottie's section has been vandalised, now repaired.

The shop manager informed MT that there is a considerable amount in the Donations box in the shop. Suggestion is that this is ring fenced and put in the shop account to go towards a bench for outside of the shop.

DONM will be decided after the AGM and election of new Trustees.

Meeting finished at 1956hrs