



Gargunnock Community Trust Ltd.

A registered company in Scotland
(SC285574)
www.gargunnock.org



Directors Meeting Thursday 22 October 2020 via video conferencing due to covid-19 'lockdown'

Present

Geoff Peart, Jeremy Wilkinson, Edmond Mansion, Jill Patrick, Iain Gulland, Douglas Johnston, David King, Gavin Fleming, Stuart Ogg, Barbara Linklater, Mairi Jackson, Gill Bell

Alison Younger for discussion on Windfarm Fund Panel recommendations and related documentation.

Apologies

There were no apologies.

1. Declarations of interest

There were no declarations of interest with respect to the scheduled agenda items.

2. Minutes of Previous Meeting

Minutes of the previous meeting held on Thursday 20 August 2020 were proposed by Jill and seconded by Jeremy and were accepted as an accurate record of the meeting.

3. Follow up actions (Ongoing actions)

All actions from previous meetings completed other than the following ones which are ongoing. Some actions have been updated following discussion at this meeting:

- a. Jeremy to create structure for Dropbox which Edmond will then upload and circulate details to all Trustees about how to access them.*
- b. Discussion to develop marketing of Community Centre, progress on this will be made once current Covid-19 situation improves and the Scottish Government allows community centres to reopen.*
- c. Trust Strategic Plan 2020-25 - to be presented to members at next opportunity and then published on website/Bugle.*
- d. Code of Conduct will be completed once agreement had been reached by all parties on the documents governing operations of the Windfarm Fund and Panel.*

4. Company Secretary Report

Jeremy indicated that there were no outstanding Company Secretary matters. He did note the newspaper article he had circulated regarding the challenge being made by an individual in England about the alleged nuisance created by people using a MUGA (Multi Use Games Area). Finally he noted the Complaints Policy would now be developed having resolved the issues with the MoU and other Windfarm Fund documents.

Action: Stuart and Jeremy to work up a proposed Complaints policy using templates from other sources including those supplied by Malcolm Jack at Foundation Scotland.

Jeremy intimated that due to other commitments he will step down from the Company Secretary role after the AGM and also from undertaking any caretaking duties at the Community Centre. He suggested that the other Directors may want to consider who will take these roles on. He will list the duties of the Company Secretary to highlight the key responsibilities.

Action: Jeremy to create a document outlining the roles and responsibilities of the Company Secretary.

Action: Iain asked all Directors to reflect on these roles for the future.

5. Privacy Policy

A draft Privacy Policy had been circulated based on an OSCR template. Jeremy noted that he had some comments.

Action: Jeremy and Douglas to finalise the document which will then be circulated for approval by Directors.

6. Treasurers Report

Douglas explained the current financial position of the Trust referring to the spreadsheet he had circulated prior to the meeting. He noted that:

- a. There had been significant expenditure on the Community Centre account which were explained by the recent works which had been carried out.
- b. Late payments were now being chased and coming in although there was one invoice of £40 which it was agreed should be written off. This led to a discussion about possibly seeking upfront payments on private lets.

Alison Younger joined the meeting

7. Windfarm Fund Panel

Alison highlighted the discussions and recommendations from the two recent Windfarm Fund Panel meetings as follows:

GASC Application GWF 40-20 Retrospective approval of funds as per 30 March 2020
Retrospective approval was recommended as the previously award had been released without final Panel approval, but as it met the criteria, approval was given.
Approved by the Trust.

50 GWF 43-20 Playgroup and Toddlers Playgroup Covid Relief (£1507.50) These funds were required to bridge the short term funding gap caused by not being able to conduct fund raising activities. Longer term funding has been secured from the Transitional Fund and Resilience Fund for PPE and outdoor play equipment. The previous application which had been made by the Group was discussed but that project had not been taken forward. The Panel was impressed by the application, planned fund raising efforts and recognised the enthusiasm, confidence and hard work that had gone into putting the Playgroup back on an even keel. The Panel recommended the full funding package requested. **The Trust endorsed the Panel's recommendation.**

GWF 44-20 Gargunnock Primary School Picnic Table (£500) Following new Scottish Government guidelines regarding how classes have their lunches, an additional three picnic tables are required to meet these new rules. They have undertaken their own fund raising to meet the total cost of £2,100. The Windfarm Fund would support the purchase on one table. **The Panel recommended approval which was endorsed by the Trust regarding the use of Covid funding.**

GWF 45-20 Gargunnock Girlguiding Covid Relief (£1,698.50) After discussion the Panel recommended that the Windfarm Fund should cover 50% of the request given that it was to pay for national fees to support Girlguiding UK's overheads. These fees had to be paid to ensure the continuation of the local groups and no other sources of funding had been identified.

The Panel recommended that the local group go back to Girlguiding UK to seek to reduce the level of fees given that the groups have been unable to operate since March 2020 and it was unlikely they would meet again until 2021. The Panel also recommended that the group seek the views of parents to see if they would be willing to contribute to partial payment. It was also noted that the group would be welcomed back to the January 2021 meeting, if they wanted to make a further request for help once they have heard from the national organisation and parents. **The Trust approved the Panel's recommendations regarding the use of the Covid funding.**

GWF 46-20 GC Trust CC Covid Relief (£1,204.78) This funding was to support the additional costs in reopening the Community Centre and to comply with Scottish Government regulations and advice. Following the provision of additional information requested by the Panel the updated application was considered which The Panel then recommended the approval of £1,204.78 which was all related to the reopening of the Community Centre to comply with Covid related regulations. **The Trust endorsed the Panel's recommendation regarding the use of Covid funding.**

It was noted that all the additional Covid monies donated by Falck had now been allocated.

GWF 47-20 GC Trust CC Sinking Fund (£25,000 over five years). Based on the revised and updated business plan for the Community Centre, based on the recently completed condition survey, application was made to increase the contribution from the Windfarm Fund to the sinking fund from £3000 to £5000 per year for the next five years. This would help cover the planned maintenance cycle over the next 30 years and major component replacements, preventative action to stop the property falling into disrepair and address the backlog of repairs and equipment replacement.

The Panel recommended the release of £10,000 but asked for more specific and detailed information regarding a list of items that the Trust see as being covered by the sinking fund and profiled over the five year period plus projections of other anticipated costs that fall

within this. The Panel would also like to see a holistic application rather than agreeing to a sinking fund amount and then additional applications for foreseeable items coming to each meeting.

The Trust considered the Panel's views and highlighted the complexity of managing a major asset like the Community Centre and the critical need for flexibility in how a sinking fund is used as the situation can be very dynamic. So although a list of requirements can be specified at any point in time these may change as situations develop. This is one of the reasons for updating the condition survey and the subsequent financial modelling to underpin the Community Centre business plan.

It was suggested and agreed that there was a need for a broader and better understanding in the local community about the costs involved in maintaining the Community Centre to an appropriate standard. Looking back, it was recorded that the some £800k had been raised by the Trust since it had taken ownership of the Centre to develop it as a core community asset for the village. It was also noted that prior to the Trust owning the building there had been many years of under-investment when it had been owned by Stirling Council. This had left a backlog of issues, which in some cases still had to be addressed. It was concluded that much of the original planning and efforts put into securing and developing the building for the community had been 'forgotten' so it was agreed that the current condition survey and financial modelling would be placed on the website. This would help the community see the level of investment required and the range of issues that needed to be addressed.

The Trust noted the Panel's comments and these were discussed further under a future item on this meeting's agenda. It endorsed of the Panel's recommendation to release £10,000.

Action: Douglas will supply Carol with the condition survey, financial modelling and business plan would be placed on the community website in read only format.

8. Gargunock Windfarm Fund documents

Following recent joint discussions involving the Trust, Windfarm Fund Panel and Foundation Scotland, the three key documents – the MOU between the Trust and Foundation Scotland, the Windfarm Fund Panel's Terms of Reference and the Windfarm Fund Guidelines for applicants – had subsequently been updated and reviewed by the Trust Sub Group, set up to for the purpose of working with the Windfarm Fund Panel Chair and by the Panel itself. The documents were now ready to be adopted.

There was a query about the content of the recent Windfarm Fund Panel minutes highlighting that the Panel had full responsibility for the fund strategy and could therefore, adjust guidelines and structures in the future. It was reaffirmed that while this was the case there were statements in the documents confirming that the Panel would do this after consultation with the Trust to ensure that 'the funds should be focused on helping the community meet local priorities, for example if there was a community action plan or strategy that had been robustly produced and widely consulted on then the Panel should want to make sure the Fund strategy was able to act as an enabler for these priorities'. (Draft Minutes of Windfarm Fund Panel 5 October and 19 October 2020. Alison confirmed that Foundation Scotland supported this arrangement.

Iain thanked Alison and the Windfarm Fund Panel for all their efforts in undertaking the review of these three documents and ensuring they were now adopted. Finally it was noted that the MOU, which is the framework for the Windfarm Fund operations, will be reviewed again in three years.

Action: Stuart to send final versions of documents to Alison for uploading onto Dropbox and Foundation Scotland for them to sign the MOU.

**Alison Younger left the meeting.
Windfarm Fund Panel Minutes**

One issue raised regarding the Windfarm Fund Panel minutes from its meetings on 5 and 19 October 2020 concerned the statement that all works relating to the Fire Risk Assessment on the Community Centre assessment had been completed. This was not the case as the work required to refit all the doors so that they complied with current fire regulations had not, as yet, been carried out. Douglas had explained this at the Panel meeting.

Action: Douglas would inform Carol/Alison that this amendment should be made to the draft Windfarm Fund Panel minutes.

Foundation Scotland

It was noted that Foundation Scotland, during the discussions regarding the Windfarm Fund documentation had indicated that it would be useful for the Trust to have a formal Complaints Policy. They had provided templates to help with this process.

Action: Jeremy and Stuart to develop Complaints policy for circulation and approval by the Directors.

Rotation of Windfarm Fund Panel membership

Following the review of the various documents relating to the Windfarm Fund Panel there was a query regarding the rotation of Panel members. The Trust had already rotated its membership since the Panel was set up. It was confirmed that other members should rotate after 4 years.

9. Treasurer's Report (Contd.)

Douglas took the Board through the details of his presentation on the Asset Management Plan for the Community Centre which was aimed at ensuring the buildings were kept in a good condition, such that major issues and costs in the future could be avoided.

He emphasised the impact of Covid and in the financial forecasts he had included a 60% reduction in income for 2020/21, a 40% reduction in 2021/22 and in 2022/23 assumed that income levels would again reach the levels achieved prior to the Covid pandemic. He also highlighted the importance of the Business Interruption Grant of £25k; without that there would only be £111 in the bank.

He recommended increasing charges by 10% in January to help deliver the plan, review the charges again in January 2022, increase the sinking fund from £3000 to £5000 per annum, (basis of application to the Windfarm Fund Panel), prepare tender documents for the backlog of repairs and phase the roof repairs over 3 to 5 years.

During the ensuing discussion it was agreed there needed to be two strategies one to focus on raising income from hiring the building, the other to secure the sinking fund and other funding to help maintain the building, recognising that income generation would realistically never cover the entire cost of sustaining the buildings.

Douglas reiterated the importance of understanding that maintaining any building requires a flexible and dynamic approach, able to accommodate unexpected events/issues rather than

being tied rigidly to a detailed set of specific actions committed over an extended period. Practice and experience suggests that a flexible approach is essential, acknowledging that there is greater certainty over the first few years of the 30 year Plan. It was agreed that further efforts was required to build a relationship and trust between the Trust and Windfarm Fund Panel and to help it understand the details behind the Asset Management Plan as well as the background and history to the building before and after it was taken over by the Trust.

Action: As agreed earlier in the meeting, the key documents associated with the Community Centre Asset Management Plan and the financial modelling would be placed on the website to allow the whole community to see the details. These would be sent to the Windfarm Fund Panel members.

10. MOU between Trust and Parent Council

This document had been circulated previously. After discussion this was approved and was now available to be signed by both parties.

Action: Jeremy and Douglas to finalise and send MOU to Parent Council for signature.

11. Community Centre Update

Douglas intimated that, like Jeremy he would be standing down from the role of interim caretaker which he had been fulfilling with Jeremy for nearly two years. He feels that the role is now less onerous than previously especially with the installation of the remote control of the boiler and its servicing which is now being carried out by a qualified engineer.

On behalf of the Trust and local community Iain thanked both Jeremy and Douglas for taking on the role and ensuring the Centre had continued to be available for use by the community.

It was noted that there is a job description for the Caretaker although this probably needed to be reviewed. It requires around 10 hours per month for a payment of £1200 per year.

Action: Douglas agreed to review the job description and then re-advertised, hoping that there will be someone in the village who will come forward. Dave offered to post advert around doors in village if required.

12. Risk Register

Douglas had circulated a draft risk register which had been reviewed and was adopted.

13. Administrator

Having received one application it was agreed that Alison, Gill and Stuart would meet the individual.

Action: Stuart to set up a meeting with candidate.

14. Paths update

Charlie's Loan: Jeremy explained that he had been in contact with Stirling Council regarding Charlie's Loan with a meeting being set up for the first week in November to progress the project. The Council's Access Officer is supportive of the project and Land Services have offered to help with an excavator and operator, but due to current workload would not be available until April 2021. The project however may require some funding from

the Windfarm Fund if it is to be delivered.

Action: Jeremy to continue negotiations with Stirling Council on the improvements to Charlie's Loan.

Gargunnock to Stirling Path: Geoff noted the meeting with Archie Stirling took place about 6 weeks ago and had been positive. His agents were producing a map to show potential routes although; as yet this had not been received. However, once this is available the project can make further progress. A project meeting had been held with Sustrans and Vyv Woodgee. Vyv has already started meetings with some land owners/farmers and she will report back mid-November.

Gargunnock Community Council has been notified of a public consultation in November on the proposed Wolfcraig Distillery planned for the Touch Estate. As our proposed path will run very close to the development, Jeremy, as Chair of the Community Council, has arranged a meeting with the owners/agents for the new distillery to see whether the route can be tied in with their proposals.

Action: Gavin, Geoff, David & Jeremy to attend the meeting. Gavin to set up the meeting with the Wolfcraig Distillery.

Douglas noted that of the funding received so far for the project, amounting to £10,460, £8,000 had been spent. Geoff will be claiming the next tranche of funding.

There was a query about long term liability for the path once developed. Although this had not been considered at this stage, it is hoped that this would fall to the Council or another organisation rather than the Trust. Geoff noted that Sustrans has indicated that they will fund the project up to 75% rather than the original 50%. Jeremy noted that it was this type of project that would benefit from an endowment/strategic projects fund which received a few thousand pounds each year from the Windfarm Fund.

15. Dropbox Update

Jeremy and Edmond continuing to work on structuring and loading up the files.

Action: Everyone to check they have access to the Dropbox files.

16. Newsletter

November issue planned. To include advert for Caretaker and an insert to protect the Trust from anything that is published by other authors/content producers.

Actions:

Douglas to submit advert for Caretaker.

Jeremy to draft a notice for the Bugle protecting the Trust and circulate it for approval.

17. AGM

Following discussion it was agreed that the AGM will be held at 7.00pm on 10 December 2020 via Zoom.

Action: Stuart to draft an agenda and send out invitations to all known members via

email and to establish which existing Directors will be standing again.

18. AOB

Succession Planning

Douglas intimated his decision to step down as Treasurer in March 2020 to focus his time on the Community Centre and try to secure its future as a carbon neutral building and to follow up the condition survey. He will support whoever takes over as Treasurer and mentor them over a few months to ensure there is a smooth handover.

Old People's vouchers

It was confirmed that these vouchers would again be distributed.

Consultation re: Shelloch Windfarm proposal

It was reported that Force9 were still pulling together all the required documentation to submit a planning application in November 2020.

19. Date of next Meeting

10 December immediately after the AGM.

20. Planned Trust meetings for 2021 (Subject to variation re: Covid)

- 11 February 2021
- 22 April 2021
- 3 June 2021 (Pre AGM meeting)
- 17 June 2021 AGM
- 24 June (Post AGM meeting)
- 19 August 2021
- 21 October 2021
- 9 December 2021

Windfarm Fund Advisory Panel meetings to be confirmed

Bugle publication dates to be confirmed