



Gargunnock Community Trust Ltd.

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



Directors Meeting Thursday 23 April 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

Apologies

There were no apologies.

The Chair suggested that priority items should be discussed first given the current circumstances and the limit on the time available.

1. Minutes of Previous Meeting

Minutes of the previous meeting held on Thursday 5 March 2020 were approved.

2. Local shop

It was noted that the shop had been closed and there had been concerns expressed by some local residents. It was noted that Alistair planned to reopen the following day. Iain agreed to follow up.

3. Additional Falck Windfarm Funding in response to covid-19

It was recorded that Falck, the Kingsburn Windfarm operator had offered Gargunnock community £3,300 in addition to the annual grant. This extra funding is to be used to support the community through the current Covid-19 situation. It was noted that Alison Younger Chair of the Windfarm Fund Advisory Panel had been informed of this additional funding and had offered possible approaches to its use.

It was also pointed out that Stirling Council is offering a small grant via the Community Council to support out of pocket expenses for local groups.

During the discussion the following points were noted/agreed:

- The additional funding from Falck needs to be used by December 2020 as a report on its application will be required.

- The target individuals for support by the Falck grant will be those most affected by the current situation. They are older people, those subject to 'shielding', 'essential' workers and any others who might be in a vulnerable position because of covid-19. Additionally, the targeted groups in the village will be those under financial stress due to loss of income during 'lockdown' but still having costs to cover.
- The Mutual Aid Group established in the village just after the lockdown has already been active distributing notes through letter boxes asking those who need any help to contact one of the group. The general understanding was that the group had not received many requests so far although this will be confirmed by contacting the group.
- There are existing organisations in the village with knowledge and networks which can direct support to those who are most likely to be in need e.g. the Old Peoples Welfare Committee.
- While some groups such as the older age groups could be contacted via the Old Peoples Welfare Committee, other channels may be required to contact essential workers and those subject to 'shielding'. Suggested ways of communicating with the target groups included the website, noticeboard and flyers through letter boxes once scheme has been approved and if required.
- The type of support which will be offered includes:
 - Vouchers for a meal/s from the pub or to use in the local shop in a similar format to that used by the Old People's Welfare Committee at Christmas time. This approach would help keep the funding within the local community by supporting local businesses.
 - Improvements to organisational and financial resilience to help local groups continue to support the community.
- Simplified process using similar applications to those already being used and specific criteria required for this fund which will be developed by the Trust to facilitate fast response to grant requests.
- The Windfarm Fund Advisory Panel is able to meet quickly to consider applications and make recommendations to the Trust. The Trust will do the same so that matters are expedited as quickly as possible.
- Will require volunteer support to manage process including communications.

Actions:

- **Stuart to inform Alison of the Trust's discussions and get her and the Panel's feedback as soon as possible so process of promoting the fund can start.**
- **Trust to define final target groups and process of disbursing funding after getting views from Windfarm Fund Advisory Panel.**
- **Jeremy/Douglas to notify the Gargunock Mutual Aid Group and Old Peoples Welfare Committee that grants may be available from the Windfarm Fund.**

4. Windfarm Fund MoU and Guidelines

It was noted that the Windfarm Fund Advisory Panel had insufficient time at its last meeting to complete its review of the current MoU and Guidelines to offer their comments. It was agreed that these are required before the final edit is done on all the relevant documents including the strategic guidance to the Panel to ensure they are all consistent.

Action: It was agreed to invite Alison Younger as Chair of the Windfarm Fund Advisory Panel to the next meeting of the Trust, Stuart to follow up.

5. Annual Accounts and Report

Douglas and Jeremy explained that the Annual Accounts and Report had all been completed and submitted to OSCR and Companies House to meet deadlines. The meeting expressed thanks for all the work that had gone into producing these documents and in meeting the deadlines for publication.

6. Covid-19 and Community Centre

Douglas noted that the social distancing rules set out by the British and Scottish Government's meant that there was now no income from groups using the Community Centre. This had considerably reduced the income being generated placing the Centre under financial stress given there were still costs to meet. Jeremy noted he was continuing to check the Centre.

Based on an initial estimate the Centre lost around £1,500 in income during the last quarter and for full quarters this will increase to around £2,500 each quarter. It was suggested that the insurance could cover such circumstances. Douglas agreed to check insurance details and to consider other possible sources of financial support to help ensure the Community Centre continues to be available to the community after the lockdown has ended. Possible sources were Stirling Council, SCVO and DTAS. It may also be necessary to seek support via local MSP to access Scottish Government help.

In the context of the discussion about the Community Centre Dave raised the issue of electricity supplier. Following discussion about the 'pros and cons' it was agreed there was no real benefit in changing supplier at this stage so a new contract should be signed with current supplier.

Action: Douglas will check the details of what is covered by the current insurance for the Community Centre and seek other possible sources of funding to help maintain the Centre during Covid-19 lockdown. New contract with current electricity supplier can be signed.

7. Paths update

No further communication had been received in response to the letter sent to Mr. Stirling. This was not unexpected given it had been sent just as the 'lockdown' was announced. Actions still being taken by the consultants, SWECO to complete phase 1 with focus on crossing of A811. Liaison with landowners/farmers now in abeyance until current lockdown restrictions are lifted.

8. Community Centre Business Plan

Douglas explained he had circulated various documents before the meeting. He had done more work on the forecasts and he felt that the financial model, now updated, provided a more accurate picture based on various assumptions about levels of use etc. He had looked at different options for the pricing structure as it was important the Centre attracted more income given the anticipated future costs associated with dealing with the backlog of repairs, maintenance and replacing equipment etc. Douglas intimated that based on the numbers the current input to the sinking fund from the Windfarm Fund was insufficient, even after booking fees for the Centre are increased. He had modelled the impact of 10% and 20% increases in booking fees at the start of 2021.

It was agreed that if Alison Younger is able to attend the next Trust meeting to discuss the various documents governing the Windfarm Fund as discussed earlier, then it would be helpful to spend more time going through the business plan and the implications of the analysis for the sinking fund.

9. Follow up actions / Matters Arising (still to be actioned)

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

- ***Edmond to follow up work done on Dropbox files and will circulate details to all Trustees about how to access them.***

- **Discussion to develop marketing of Community Centre, it was agreed this should be focused on the Bugle, posters around village, possible advert in Park Life, etc.**
- **GDPR statement to be reviewed and updated if required by Edmond.**
- **Updates to MOU with Foundation Scotland in relation to Windfarm Funding and role of the Windfarm Fund Advisory Panel to be updated once comments received from Windfarm Fund Advisory Panel.**
- **Douglas will check to make sure 30 day payment notice is on booking invoices.**
- **Joint meeting with Trust and Windfarm Fund Advisory Panel to be arranged once business plan for Community Centre complete**
- **Iain agreed to see whether any benchmarking of costs and income for other community centres could be used to help illustrate the current position.**
- **Iain to contact Scottish Water and Douglas will go ahead and get a quotation for the trench that may be required as part of the resurfacing work.**
- **Check to be made that the updated Standard Conditions of Hire should now be applied**
- **Carol to publish a list of all the successful applications for Windfarm funding on the website including details of the group, a clear description of the project, the Windfarm funding allocated and the overall project cost.**
- **Douglas to draft a MoU between Trust and Parent Council for consideration.**
- **Trust Strategic Plan 2020-25 - Once all final amendments have been made the plan is to be published on the website and possibly in the Bugle.**

10. Date of Future Meetings

It was agreed that an additional meeting, set for 21 May at 7.30, would be arranged with priority being given to time being spent on follow up to the covid-19 situation and additional Falck funding, the community centre business plan and the update of the various documents governing the Windfarm Fun and the Windfarm Fund Advisory Panel.

Proposed future Trust meetings for 2020 (subject to change given current covid-19 situation.)

21 May 2020

4 June 2020 (Pre AGM meeting)

18 June 2020 AGM

25 June (Post AGM meeting)

20 August 2020

22 October 2020 (to avoid school holidays)

10 December 2020

Windfarm Fund Advisory Panel

(Assuming 3 or 4 panels per annum based on commitments against funds available and meetings being held on a Monday at least a week prior to the Trust Meeting (except October due to school holidays) where the Panel recommendations will be reviewed):

8 June 2020 (Moved to 22 June)

5 October 2020

Bugle publication dates

(Based on publication pattern from previous years)

April 2020

June 2020

September 2020

November 2020