

Gargunock Community Trust Directors Meeting

Thursday 20 April 2017

Present

Stuart Ogg, Edmond Mansion, Jackie Campbell, Douglas Johnston, Elizabeth Mansion, Lovat MacGregor, Anne Dando, Geoff Peart, Mike Pizey,

Apologies

Douglas Coupethwaite, Gilly Bruce, Iain Gulland, Jane Bain,

Minutes of previous meeting - Approved.

Actions from previous meetings

The previous actions were discussed and action list reviewed. Where actions have been completed and noted at the meeting as completed these have now been deleted from the list at end of minutes.

Key updates included the following and the Action List Table at the end of the minutes has been updated where appropriate.

- Policies now all in place will be reviewed as required.
- Independent Chair for Funding Committee to be picked up as it is established
- Marketing discussed at meeting in context of booking system and links with other organisations/businesses (see minute)
- Booking systems reviewed and considered at meeting
- New Trust account for windfarm monies set up final check on existing signatories to be done.
- Meeting between Trust and Community Council took place as planned and Terms of Reference for Funding Committee completed and agreed
- New roof on container to be installed soon
- Details of Glebe land passed on as agreed
- Adverts for caretaker and administration support in next edition of Bugle
- Letter sent to Stirling Council re: land next to Drop in Centre, received a holding response from Council.

Arrangements for 24 May meeting re: Funding Committee

It was noted that a communication about the meeting was on front page of Bugle, Gilly to place on Facebook page. The communication includes invitation for people to serve on Committee and the meeting itself will be structured around a presentation which Douglas C is pulling together.

Trust Chair and AGM

With Douglas C standing down at the next AGM discussion focused on successor. Members will canvass potential new members as well given Anne, Douglas and Jane will all be standing down. It was agreed that the scheduled meeting for the 15 June would be used as the AGM. Douglas J and Stuart confirmed they would be happy to stay on as Treasurer and Secretary respectively.

Glebe Land

Further action will depend on establishment of Funding Committee

Website/Booking system/Admin role

Douglas J distributed the brief for the booking system which Jackie and Douglas had developed together with a proposal to consider the Hallmaster Village Hall Booking system.

Douglas agreed to circulate examples of where this system was being used.

It was noted that the advert for the caretaker and admin roles would be in the next edition of the Bugle.

Financial Report

Douglas J provided an update on the financial position noting that Bite and Blether had contributed nearly £2,000 over the past year which was excellent and that £4,562.17 had been transferred to the Community Centre account from the old Community Centre account. However even taking the latter into account the Community Centre account now stands at £17,020.97 compared to £10,644.69 at the same time last year.

AOB

Bugle

It was noted that the Bugle had received an anonymous email. A response has been given asking for their name and address explaining that it is not possible to publish letter/articles without a known author.

Marketing the Community Centre

It was agreed that the introduction of the new on line booking system would be a good time to relaunch the Centre and raise its profile. Investigations with other local organisations / businesses re: use of the Centre for weddings etc. It was noted that the first wedding reception was being held fairly soon since its full refurbishment. It would be helpful to see if the Trust could access photos of the event for publicity purposes.

It was noted that the Centre was running at about 50% occupancy, the main quiet time was at weekends which would tie in with the idea of trying to attract weddings and similar events.

Boiler

Following a succession of issues affecting the biomass boiler and after discussion it was agreed that the Trust should enter into a service agreement with an approved service company to maintain the boiler once Grants, the original manufacturers had undertaken a full service on the system.

Future dates are:

Thursday 24 May (Open meeting regarding Funding Committee)

Thursday 15 June 2017 (AGM)

Thursday 17 August 2017

Thursday 19 October 2017

Thursday 7 December 2017

ACTION LIST FROM APRIL 2017 MEETING:

Note: Where previous actions have been expedited and recorded at the relevant meeting these are no longer listed.

Date of Meeting	Action	Responsibility	Status at 20 April 2017
November 2016	Consideration to be given to identify a possible independent person to sit on the funding panel/board	All	Now part of discussions regarding new Funding Committee
February 2017	Submit updated Memorandum and Articles of Association to OSCR	Douglas C/Elizabeth	In hand
	Gargunnock.com to be handed over to Edmond from Douglas Bain	Edmond	Douglas B still in process of transferring domain name to Edmond
	Options for recycling facilities at Community Centre to be explored	Iain	Iain made contact with Council but no response yet
March 2017	Develop brief and identify suitable contractors to undertake site condition survey of Glebe land	Douglas J	On going
April 2017	Douglas to circulate examples where Hallmaster booking system was in use	Douglas J	
	All members to canvass other people to see whether they would be willing to serve as Directors	All	
	Contact to be made with pub re: joint marketing of the Centre	Lovat	
	Boiler servicing to be taken forward	Douglas J/Douglas C	