

	<p>Gargunnock Community Trust Ltd.</p> <p><i>A registered company in Scotland (SC285574)</i></p> <p>www.gargunnock.org</p>	
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**Directors/Trustees Meeting
Thursday 20 January 2022
held via video conferencing**

Present

Jill Patrick, Gavin Fleming, Stuart Ogg, Mari Jackson, Jon Park, Geoff Peart, Douglas Johnston, Steve Barnet, Chris Blackstock

Apologies

Gill Bell, Crawford Gordon

With no nominated Chair, Jon agreed to chair the meeting.

1. Declarations of interest

Jon and Gavin declared their interest in the Beekeepers Windfarm Fund application as they are members of the Bee group. Douglas declared an interest in the Shop consultants Windfarm Fund application due to his membership of the Shop sub group.

2. Minutes of Previous Meeting

Minutes of the previous meeting held on Thursday 20 January 2021 were adopted as a true record of the meeting having been circulated immediately after the meeting for review and comment.

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:

- Geoff had been in touch with the Shelloch Windfarm developers following the approval of the new windfarm however he had only received a holding response.

- Jon has agreed to continue with the Bugle for the time being as he felt using a student may have increased the workload. He will speak to Christine Penman. Other routes may also be explored, such as Forth Valley College at a future date.
- Geoff reported that following the unsuccessful bid for monies from the Scottish Government for the Beeches path he had contacted NatureScot. He had now been informed that we could submit another application; however it could only focus on the link between Stevenson Street and Drummond Place and on the section between Drummond Place and where the Beeches path starts at the end of the houses.
- Geoff had gone back to the contact at the Council regarding the land adjacent to the Community Centre, however, he had heard nothing further.
- Douglas had previously contacted Murray Cook regarding Keir Hill. He is supportive of what the Trust proposes. Proposal to clear vegetation off top of hill but focus of Trust activity will be on interpreting the history of the site.
- Lottery licence to be renewed in December so names can then be changed.
- Communication with members to be discussed at future meeting.

Actions:

Steve and Jon will review GDPR statement produced by Steve and see how it fits with existing Data and Privacy Policy.

Stuart to send Steve and Jon copy of the Data and Privacy Policy

- Jon had reduced the number of pages in the Bugle and contacts had been followed up in Stirling Council but there was no funding available for communications with residents.

4. Roles and Responsibilities

Chris happy with the roles allocated to the Community Centre manager which he had agreed to take on. Douglas suggested that part of the role should be an annual check around the buildings to assess whether any works were required.

Action: Douglas and Chris to arrange a walk round the building to check on dilapidations.

Chris had arranged buildings insurance using the same company as before but will look at alternative next year when it is due for renewal in February 2023.

5. Company Secretary report

Gill, unable to attend the meeting had submitted a report outlining recent actions. These included submission of the annual accounts, thanks to Douglas and Gavin; all relevant emails received had been circulated to trustees; issues regarding VAT on any monies from Stirling Council had been resolved; Geoff had picked up a query from Susanne Hamilton regarding the path between Stevenson Street and Drummond Place; a request from a PhD student had been circulated to the relevant trustees and she had received two path questionnaires.

6. Treasurers Report

Gavin explained he was still working with Douglas on the handover of responsibilities including tax returns, report to OSCR, and applying for water rates exemption. He explained that HMRC were making all tax digital for VAT registered companies / organisations. This would require the accounts to be modified so they conform. Gavin noted he would be using Xero software which is acceptable to HMRC. He believes that there will be issues initially, however, once installed and experience gained, there will be benefits in the longer term. The software will also allow bank transactions to be taken into account.

Action: It was agreed that the software required to comply with the introduction of digital tax accounting by HMRC should be purchased.

Gavin explained that he and Douglas had been to the bank and all standing orders and direct debits had been changed. There is only one outstanding issue which relates to SSE. Douglas indicated he is happy to take up the issue with Ofgem. Gavin also noted that most Community Center customers and suppliers have now gone over to digital banking which is helping to streamline things. The remaining monies in RBS have now been transferred to Barclays.

Gavin highlighted the following regarding each account:

- Community Centre account – most of the outstanding invoices have been paid although there is still around £1000 to be paid. There was a larger deficit in February due to payments made for insurance and wood pellets. Grant from Council of £1250 expected later in year but need to push towards getting the additional office rented.
- Little movement on other accounts other than payment made for Shop consultancy from Windfarm account.

The follow up discussion focused on the anticipated release of the next tranche of Windfarm funding from Foundation Scotland.

Action: Gavin to contact Malcolm at Foundation Scotland to confirm annual report requirements and draw down of funds. Gavin will work with Jackie who should be able to pull together the annual report for Foundation Scotland.

Jon asked whether it was possible to review a business plan for the Community Centre to see what needs to be done in terms of financial planning and increasing revenues. Douglas explained he would circulate the existing plan which will provide the basis for this review. He noted that the £25k of Covid funds had helped cover the loss of income over the past two years but had now been exhausted.

Action Douglas to circulate the financial plan for the community centre.

7. Village Shop update

Douglas explained that a first meeting with the consultants took place earlier in the day. They confirmed that they can meet the timescale. They have experience of the Community Ownership Fund and the Scottish Land Fund so they offer a good fit with what Gargunnoch requires. They should complete their findings by the end of April to tie in with accessing possible funding sources. The aim is to hold a public meeting towards the end of April so that

the findings can be presented to the community. They will look at various sources of funding and different ownership/leasing models.

Jon enquired about whether the consultants would look at other locations, something that in releasing the funding the Windfarm Panel was keen to see evaluated. Douglas explained that the focus would be to look at the viability of a village shop at the current location however the data collated would be able to be used to assess other locations including the pub and the Drop in centre and this was something that the consultants will be asked to undertake.

Thanks were expressed for everyone's input to date.

Finally, Douglas noted that the Trust could go forward with the Right to Buy process however this was not advisable as it would require the Trust's Articles of Association to be changed.

8. Community Centre

The recent issue affecting the heating system was caused by dust, at the bottom of the hopper, having got into the system due to lack of pellets. It had now been cleaned and serviced and was working effectively. One issue seems to be that pellets get stuck on the window gauge which suggests there are pellets remaining when in fact the hopper is empty. It is anticipated that the wood pellets will be more expensive in future due to current global circumstances.

Given the importance of keeping existing tenants happy with the current arrangements and quality of facility it was suggested that a regular users WhatsApp group should be set up. This would also help address issues as they arise.

Action: Chris/Lee to set up a regular users WhatsApp group so that regular contact can be maintained with users. Gavin to be part of group as well.

Marketing of Community Centre - Jon noted that the information about the Centre on website needs to be updated. Once this is done, he will place something in the next Bugle.

Chris is looking at holding some events in the Centre. Possibly focusing on the creative arts/music etc. Also interested to see if he can get support to reinstate the Gala. Suggestion was made to see if previous Gala Committee members would help if someone took the lead.

Chris also queried the need for an After School Club now that people were going back to workplaces. Possible survey through the school was suggested as a way of determining possible demand.

Action: Mairi will speak to Chris and also see what material has been left from the previous ASC.

Direct advertising of the community centre was also an avenue worth exploring including placing something on Facebook page and website as well as through other channels

Action: Stuart to check advertising rates for the Park Life magazine which is distributed around western villages.

9. Windfarm Panel

Windfarm Panel Chair- Stuart explained that the Windfarm Panel had endorsed Alison as Chair following the previous decision by the Trust. However Alison noted that she would serve for a further two years then stand down.

Windfarm Panel applications

GWF 1-22 Community Shop Project - Plunkett Foundation membership.

Plunkett will assist with funding, information sources, advisory support, training and the latest news about community business. The Panel approved in full £240 which was endorsed by the Trust.

GWF 3-22 Wildlife Pond in the Glebe Park - Proposal to install a lined pond in the Glebe Park which will have a dipping platform and bench. A bog garden will be created on the east side of the pond and the soil removed to create the pond will be used to construct an earth bank on the west side. This will be planted with native flowers and grasses. Project is supported by the primary school, Brownies, Guides and Toddlers Group. The Panel approved in full £2,017.42 which was endorsed by the Trust.

GWF 4-22 Beekeepers - Self Sufficiency and school engagement - Funds to expand the apiary to become self-sufficient, provide educational opportunities for the primary school and young people in the village working towards their Duke of Edinburgh award. The panel noted the level of community engagement which the Bee Group had undertaken. The panel also considered setting aside a further £647 if the Bee Group's application to Stirling Council for a community grant was unsuccessful. The Panel asked the applicants to come back with another application if they were unsuccessful. The Panel approved the application for £2,432 which the Trust endorsed.

GWF 5-22 Windfarm administration for 2021-22 - The Windfarm Fund Terms of Reference allows for 4% of the annual fund allocation from Foundation Scotland to be used for its administration. The Panel approved the application in full and this was endorsed by the Trust.

The Panel had a further discussion about where applications were coming from and felt that they should do more to encourage younger people to bring forward applications. They intend to use Pauline Evans, who has experience of working with this age group to help facilitate more applications from this cohort. One idea was to arrange a drop-in session for this age group.

Jon raised the issue of having to seek three quotes for smaller projects. There was support for this idea although it was felt that things should not get too relaxed to ensure value for money was being achieved. He also noted that there had not been time at the recent Windfarm Fund Panel meeting to discuss the idea of an endowment fund.

10. Projects Update

Paths strategy There had been three pieces of feedback on the paths strategy from the Windfarm Panel. Alison had raised a number of points which needed to be addressed. It was agreed Geoff and Stuart should arrange to meet Alison.

Action: Geoff and Stuart to meet Alison to discuss her concerns. (Subsequent to the meeting, Geoff spoke to Alison and Gavin prepared a written email response to her queries/concerns)

Geoff agreed to incorporate/respond to the various comments in the strategy document.

Gargunock to Stirling path - Geoff indicated that SWECO had indicated that this route will most likely get to the construction phase in 2025 if it gets through all the various decision points. Additional material, including feedback from the community survey needs to be available by end of April so that it can all be collated to then be submitted to SUSTRANS gateway decision making process in June 2022.

An exhibition will be held in the community centre on 26 March 2022; everyone to be encouraged to attend and give feedback as well as see the various options which have been explored and the reasons why the agreed route is now being put forward. Exhibition poster has been prepared and is being put up around the village, plus something will be put on Facebook page and website.

Kings Highway project - Focus has been on trying to get Stirling Council support for this project. Letter sent to CEO of Council. Geoff noted that the concept of this longer route had been identified over 10 years ago by SNH (now NatureScot).

Charlies Loan - Additional bags of stone ordered from Council after volunteers had used the previous ones, unfortunately these were insufficient to complete the project.

Other paths - Watson House and Ladies Walk - These routes are very muddy at present and it appears that longer lengths of these paths now require treatment so will require additional funding for materials.

Hill path - Consultant appointed to undertake survey work has been unwell although Gavin had seen a first draft of their report which looks promising although it was incomplete. Once the report is in its final stage, consultation with landowners and other stakeholders will take place.

11. Newsletter

Jon was thanked by the other trustees for continuing to compile and edit the Bugle. He indicated he will continue to do it for this year unless someone else comes forward. As indicated earlier he would prefer to keep to this arrangement as he felt that bringing in a student, as had been previously discussed, could increase his workload as he would have to oversee their work. He would speak to Christine Penman who had offered to help through Napier University. There was still Forth Valley College as a back stop.

In terms of income for adverts, Jon noted that there were two outstanding invoices to be paid.

It was agreed that payment for adverts should be made as simple as possible to avoid sending out regular invoices.

12. AOB

Geoff noted he would try and 'attend' the Development Trust Association Webinar with Cycling Scotland. Cycling Scotland has a Community Fund which can offer up £20k per application for promoting cycling in local communities.

Stuart noted that Carse of Stirling Partnership has had a positive response from the primary school regarding a possible 'story telling' project focusing on Flanders Moss and pollinators planned for this summer.

The meeting closed at 9.50pm

13. *Date of next meeting*

19 May 2022

14. *Future Trust meeting dates*

16 June 2022 (AGM)

25 August 2022

27 October 2022

8 December 2022

15. *Windfarm Fund Panel future meeting dates*

Monday 30 May 2022

Monday 3 October 2022