



Gargunnoch Community Trust Ltd.

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SC036793

Directors Meeting Thursday 2 July 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 Chair of Windfarm Fund Panel from 8.15pm

Apologies

There were no apologies.

1. Declarations of interest

The following interests were declared in relation to the agenda items:

- Geoff and Jill were both members but not officials of the Curling Club which had applied for Windfarm Funding. It was agreed that both could be involved in any discussion but not the decision making.
- Gavin noted he was an office bearer with the Curling Club so would not be involved in the discussion or decision making.
- Mairi and Gavin noted their roles in GASC and as there was a potential conflict of interests they would not participate in either the discussion or decision making.

2. Minutes of Previous Meeting

Minutes of the previous meeting held on Thursday 21 May 2020 were proposed by Barbara and seconded by Douglas and were accepted as an accurate record of the meeting other than one change to clarify the percentage of support given to GASC.

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. Edmond to follow up work done on Dropbox files and will 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. GDPR statement to be reviewed and updated if required by Edmond, with help from Jeremy,*
- d. Updates to MOU with Foundation Scotland in relation to Windfarm Funding and role of the Windfarm Fund Panel to be updated once comments received from Windfarm Fund Panel and have been reviewed and confirmed through discussions with Panel Chair.*
- e. Douglas to make sure 30 day payment notice is on booking invoices. .*
- f. Trust strategy2020-25 and Community Centre business plan once agreement had been reached by all parties on the documents governing the operations of the Windfarm Fund and Panel.*
- g. Iain to follow up benchmarking of costs and income for other community centres once the current crisis has passed.*
- h. 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.*
- i. Douglas to draft a MoU between Trust and Parent Council for consideration. Given deadline for next application to one of the parent's companies, Douglas will follow up directly with Nathan.*
- j. Trust Strategic Plan 2020/25 - to be presented to members at next AGM and then published on website/Bugle once any amendments and changes incorporated and agreed.*
- k. Code of Conduct will be completed once agreement had been reached by all parties on the documents governing the operations of the Windfarm Fund and Panel.*

GASC and Windfarm Funding

It was noted that GASC would be going back to the Windfarm Panel for additional support as the furlough support from the British Government starts to decrease. It was confirmed that the support for GASC was a legitimate use of the additional Covid-19 monies from Falck. Further discussion about funding for GASC was raised later in the meeting under the Windfarm Fund item once Alison had joined the meeting.

Reopening Community Centre

Following the previous meeting's discussion regarding the need to deep clean the Community Centre before reopening, it was noted that the cleaner was now working again. GASC hopes to hold a summer camp two weeks prior to the schools going back on 11 August although this has yet to be confirmed. The Playgroup is hoping to start again when the schools return.

Before being reopened the Centre would need to be prepared in line with Scottish Government and any other relevant guidelines. From what can already be gleaned various actions will have to be taken. These include the installation of sanitisers and undertaking deep cleans between users. A risk assessment will be required and further action taken once guidance is available. It was noted guidance is likely to continue to be subject to change. Mairi noted that further guidance was expected to be published on 3 July.

It was agreed that previous regular users of the Centre should be contacted to see whether and when they might be expecting to start using the Centre again.

Iain indicated that the Trust should not feel pressured to open the Centre again if this cannot be done as safely as possible. Having said that given the GASC proposal the initial focus should be on the Drop In Centre.

Action: A sub group comprising Douglas, Dave and Mairi would follow up contacts with previous users to see when they might return to using the Centre. The sub-group will prepare a Risk Assessment and take appropriate actions to allow the Centre to be reopened, and will create a “Supplementary Conditions” document to communicate expectations to the users.

Gavin intimated that GASC had sought clarification on a number of issues regarding the reopening of the Drop In Centre. It was confirmed that the current water supply was safe and met current guidelines based on recent tests, the toilets and taps have been flushed/used weekly to reduce any legionella risk and that the Centre will be deep cleaned before reopening.

4. Company Secretary Report

Jeremy noted that the following documents had now been circulated and completed - the Fire Safety Arrangements for the Community Centre and Drop In Centre, Accident and Incident Reporting template, Wi-Fi policy and “Leaving the Community Centre” Instructions for users. These had been reviewed and were approved.

Jeremy, Gill, Jill and Barbara were thanked for their input to these documents.

Action: The Fire Safety Arrangements, Leaving the Community Centre Instructions, Wi-Fi policy and Accident reporting template are now all in place and will be applied once the Community Centre is reopened after the Covid ‘lockdown’. Jeremy to send copies of these documents and the Standard Conditions of Hire (approved at a previous meeting) to Carol for inclusion on the booking page of the website.

Jeremy noted that Mairi had now been registered with Companies House as a Director of the Gargunnock Community Trust.

Action: Jeremy to send a copy of the “Induction of New Directors” information to Mairi, and will circulate an updated list of Directors’ contact details to all Directors.

Jeremy reported that he had created a “Consent and Declaration” Form for new Directors to complete. This form is based on a template provided by SCVO and is designed to help us verify the eligibility of the person to be a Director and a charity Trustee. The form was successfully used in a trial format with Mairi. The blank form will be circulated to all Directors for review.

Action: Jeremy to circulate the Consent and Declaration form.

He also noted that he was in the process of completing the Code of Conduct and Conflict of Interest policies for the Trust having received comments from two Directors. This work is now on hold until agreement has been reached on the Trust’s relationship with the Wind Farm Advisory Panel.

5. Treasurers Report

Douglas explained the current financial position of the Trust noting confirmation of the Business Support grant from Stirling Council which is to be used to help stimulate economic activity in response to the adverse impact of Covid -19. He had also received confirmation of the annual revenue grant from Stirling Council to support the Community Centre. Together these and the additional Windfarm funding from Falck to respond to Covid-19 situation meant the financial position of the Trust was healthy.

The Chair and the other Directors thanked Douglas for his work in pursuing the Business Support Grant as this would clearly help the Community Centre and Trust get through the current crisis while helping to stimulate local activity through commissioning work on the Centre. On that basis it was agreed that the joinery work and the painter work contracts can now go ahead in line with the previously circulated emails.

Action: Joinery and painter work at Community Centre to be actioned based on the previous emails circulated to Trustees/Directors.

Alison Younger joined the meeting at 8.15pm

6. Windfarm Fund Panel

Windfarm Fund Panel recommendations

Curling Club

Following discussion and confirmation that it would not be possible for the Trust to reclaim VAT on the purchase of equipment and clothing being funded, the Windfarm Fund Panel's recommendation was confirmed.

GASC

It was noted that the previous support for GASC should have gone back to the Windfarm Fund Panel before any monies had been released. Alison noted that this was due to an administrative error. As the support was consistent with the ethos of the Fund it was agreed that there was no requirement to seek repayment of the monies already paid. Further the Panel confirmed that it was content to see this support being drawn down from the additional Covid funds provided by Falck. Alison explained that the decision would be going back to the Panel for retrospective approval.

It was also noted that the Windfarm Fund Panel had not recommended supporting GASC's request for further support to compensate for the loss of monies which would normally have been generated through fund raising activities at this time of year. The Panel was, however, supportive of recommending additional support in due course once the future operational basis and revised budget was known. The Panel had also asked the GASC Committee to give further thought to alternative fund raising activities that they could pursue to determine what they might be able to raise.

The Trust noted the Panel's position regarding GASC.

Gargunnoch Parent Council

The Windfarm Fund Panel recommended approval of the application to install a pathway to the Outdoor Learning Zone given its increasing use and the potential need to use it even

more once schools go back after the summer. The issue of VAT recovery was discussed but due to the length of time it would take to establish all the necessary approvals it was agreed that the pathway would not be purchased by the Trust. Alison confirmed that the Head Teacher, on behalf of Stirling Council, had given permission for the installation of the path, and for the work to go ahead during the summer break.

The Trust confirmed the Panel's recommendation.

Additional Covid funding

Alison noted that at its last meeting the Panel had raised concerns that they were not aware of these additional monies until a post on Facebook page. It was agreed that better communications and clarification of roles would be taken forward through the discussion on the various documents governing the operations of the Windfarm Fund and the Panel.

Fund MoU and Guidelines

Alison explained the background to the proposed changes to the MoU, Windfarm Fund Panel Terms of Reference and Windfarm Fund Guidelines. She explained that she and other Panel members had worked on the proposed changes starting with the MoU and trying to ensure that there was greater consistency throughout.

Douglas thanked Alison for all her efforts and hard work and that of Panel members in getting us to this stage in the process. Overall it was felt that most of the proposed changes would enhance the level of consistency between the documents although there were one or two key issues which need to be resolved. He also noted the importance of being made aware of the discussion taking place with Foundation Scotland.

Following discussion it was agreed that a small sub group of the Trust would go through the proposed changes, and then make recommendations to the other Directors. These will then be discussed with Alison before being submitted to the Panel. These would then be presented to Foundation Scotland.

Particularly important was the need for the Trust to review the MOU as this was the last opportunity this could be done for a further three years. It was therefore critical that any changes required by the Trust should be highlighted now. The sub group would take this into account in its review of the changes proposed by the Windfarm Fund Panel.

Action: A sub group of the Trust would be established comprising Geoff, Douglas and Stuart to review the changes proposed by the Windfarm Fund Panel and in particular any changes required to the MoU between the Trust and Foundation Scotland governing the operation of the Windfarm Fund and Panel.

It was agreed that a three way meeting between the Trust, Windfarm Fund Panel and Foundation Scotland would be helpful especially as this would help reduce the risk of different interpretations being attached to the documents and their contents.

Action: |Following agreement of the changes which will be proposed to the three documents a three way meeting between the Trust, Windfarm Panel Chair and Foundation Scotland will be arranged with the purpose of clarifying any outstanding issues and to advise on interpretation and translation.

Alison indicated that she felt that further discussions would help to address the issues affecting the relationship between the Panel and the Trust. She felt there was still ambiguity about what the relative roles were between the Trust and the Panel in setting

the policy framework within which the Panel operates and the Trust oversees. Anything that can help improve things would be welcome.

Iain thanked Alison again for taking forward the review. He recognised the amount of work that had been involved and he felt good progress had been made and welcomed the input of others. He felt a key role for the Panel was to bring in the views and ideas of other community members especially those from younger age groups.

Alison noted that action was being taken by Jackie Campbell to improve the administration of the Windfarm Fund Dropbox files

Alison left the meeting

Trust Membership of Windfarm panel

It was noted that Geoff had intimated his desire to step down as one of the two Trust Directors on the Windfarm Fund Panel having served for three years since its inception. After discussion it was agreed that Dave would replace Geoff as the second Trust Director on the Windfarm Fund Panel

Action: Windfarm Fund Panel Chair and Administrative Secretary to be informed of change in membership.

7. Proposed New Windfarm development

The Gargunnock Community Council has been notified of a new windfarm development (called the Shelloch Wind Farm) by a partnership involving Force 9 Energy and EDF Renewables. It appears that there will be a Community Benefit Fund linked to this project. The Community Council has contacted Iain and invited the Trust, given its previous experience, to lead on the negotiations with the developers on the Community Benefit Fund on behalf of the community. Community benefit is likely to be shared across a number of different communities. At this stage there are few details about how this will be disbursed although it will be subject to different arrangements to those already in place with the existing KWEL Windfarm Fund. After discussion it was agreed that the Trust is willing to lead the negotiations on behalf of the community and would inform the Community Council.

Action: Iain will inform the Community Council that the Trust is willing, on behalf of the local community, to lead the negotiations on the Community Benefit Fund with the new windfarm developers. Further it was agreed that Geoff, given his previous experience would be the main Trust representative but supported by other Directors as required.

8. Paths update

The proposed meeting with Archie Stirling is likely to take place mid-July following the contact made by Iain and facilitated by Wendy Pizey.

The consultants were currently undertaking environmental field work having been in touch with farmers/landowners.

9. Newsletter

Iain said Carol would inform him if it was likely that there would be insufficient content for the next edition of the Bugle. Dave thanked everyone for their contribution to the Trust's article.

10. AOB

Trust Administrator

It was noted that Carol had sent a resignation letter to Iain and Stuart. She intends to stand down from the Trust Administrator role at the end of 2020. This will allow the Trust six months to find a replacement. The Trust expressed its appreciation of everything that Carol had done to support its work and to support the Windfarm Fund Panel during her tenure.

Action: Douglas to circulate the existing job description. The process for replacing Carol would be discussed fully at the August Trust meeting.

In a subsequent email Carol had highlighted the need for the Community Trust information on the village website to be updated. She had also noted the additional hours she had worked above those set down. Jeremy agreed to review the details on the website.

Action: Jeremy to review current Community Trust details on website and recommend any changes that may be required.

The current position of the caretaker role was also noted.

Electronic equipment in Community Centre

Douglas noted that he was completing the recording and tagging of all the electronic equipment in the Community Centre, and would be working on user instructions for the sound system with Gavin's help. The meeting thanked Douglas for all his work.

Recycling Bins at the Community Centre

Jeremy reported that there has been a recent situation when the cardboard recycling bin had been contaminated with styrofoam and excess cardboard had been left alongside and in front of the bins. Douglas and Jane Arneil sorted the cardboard removing the styrofoam, and have also removed the excess cardboard (which is being stored for disposal after the bin has been emptied). Jeremy and Douglas have created a short note for The Bugle asking residents to keep the area clean and not to overfill the bins.

Windfarm Fund Facebook page

It was agreed that the separate Windfarm Fund Facebook page should be taken down as there had been no record of a decision having been taken to create a completely separate Facebook page either by the Trust or the Windfarm Fund Panel.

Action: Iain to follow up with Carol.

AGM

It was agreed that a date for the AGM should be set once the Scottish Government guidance about public gatherings becomes clearer.

11. Planned future Trust meetings for 2020 (subject to Covid-19 impact)

20 August 2020

22 October 2020 (to avoid school holidays)

10 December 2020

Windfarm Fund Advisory Panel

5 October 2020

Bugle publication dates

(Based on publication pattern from previous years)

September 2020

November 2020