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**Directors/Trustees Meeting**

**Thursday 24 August 2023**

**held at Gargunnock Community Centre**

***Present***

Jill Patrick, Gavin Fleming, Stuart Ogg, Steve Barnet, Gill Bell, Nathan Anderton, Dan Williams, Mari Jackson, Douglas Johnston, Crawford Gordon, John Steele.

***Apologies*** Geoff Peart

Based on the previous agreement to rotate the Chair, Gavin Flemming chaired this meeting.

1. ***Declarations of interest***

No declarations of interest were identified

1. ***Minutes of Previous Meeting***

Minutes of the previous meeting held on Thursday 18 May 2023 were adopted as a true record of the meeting having been proposed by JP seconded by NA.

1. ***Follow up actions (and 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:

* SB and JP will continue to review GDPR statement. SB has now accessed other statements to see how these relate to GCT version.
* New electricity contract due in July, significant increase in tariff expected with an estimated rise of £1500 per annum. It was agreed that it would be useful to have a smart meter in the building so all users can see what power is being generated by new solar panels.

**Action: GF/CG to follow up to consider alternative electricity contracts taking into account the installation of solar panels.**

Lee now confirmed a Fire Certificate was issued for the community centre in May 2023. |Copy to be displayed along with the other statutory certificates.

**Action: CG to follow up with Stirling Fire to obtain updated Fire Certificate.**

Further action required to ensure community centre is left clean by users. Various further actions agreed.

**Actions**

**MC to place poster on board at community centre reminding users of their cleaning duties.**

**Small sub group to be set up to develop existing booking system to include ‘gentle’ reminders about users cleaning the centre after using it. GF/CG/DW/JP/Lee and Debbie.**

1. ***Company Secretary Report***

Confirmation Statement submitted to Companies House fee £13.

Entertainment licence application completed and submitted 14 August 2023 with cover for 3 years.

Employers Liability insurance in place

**Action: Gill to confirm that we are still members of Development Trust Association**.

All emails have been circulated.

Defibrilators have had new pads bought and installed, they were all checked prior to the cycling event. A new battery will be needed next year for the one at the community centre so monies allocated by Windfarm Fund should be held in reserve. It is normal that batteries are replaced every 5 years. Telephone box to be added to the Trust’s existing insurance policy.

**Action: The Trust agreed that it would take on responsibility for the telephone box and the defibrillator from the Community Council. GB to inform Community Council.**

GB still needs a copy of the Gala raffle ticket for confirmation that wording is correct.

1. ***Treasurers Report***

GF circulated an updated spreadsheet showing the current financial position of the Trust. There have been movements in the finances over the last three months mainly related to the shop. It was noted that Bite and Blether had raised around £1000 for the Trust during this time. JP was thanked for continuing to arrange this which is generating a very welcome income which is helping to maintain the community centre.

GF also noted that for the full year the accounts showed that the Trust started the year with £41,600 and ended it with a total of £45,500 which was slightly healthier than originally forecast.

In terms of the Windfarm Fund this had received the most recent installment which meant there was now around £70,000 with around £13,000 of that committed through the Panel’s previous decisions.

GF explained that he and Jackie Campbell had prepared and submitted the annual report to Foundation Scotland. He had also submitted the application for the revenue grant from Stirling Council, the strip card payment was now available and he thanked to Debbie for completing the usage survey.

1. ***Community Centre Report***

CG has been down to the Centre several times to resolve the issues associated with ‘dumping’ related to the Council bins.

DJ noted that the solar panels were now functioning.

It was agreed that a fire alarm should be fitted where the battery has been placed and a surge protector installed to safeguard the installed equipment. It was agreed that the installers of the solar panels and battery should be invited to install the surge protector etc. to ensure compatibility. A display should also be procured and installed in a prominent position in the centre.

Issue of down pipes and gutters was raised and it was agreed that CG would follow up with Alba Roofing.

**Actions:**

**DJ to prepare and submit application to Windfarm Fund to complete the solar panel project with the installation of the surge protector, display monitor for the Centre and fire alarm.**

**CG to contact Alba Roofing to undertake an annual check of the roof, gutters and downpipes. This should be set as a three-year contract**.

1. **Windfarm Fund Panel**

The Trust homologated its decision taken via email between meetings to support the Christmas Lights project being taken forward by the Community Council and which the Windfarm Panel had endorsed.

SO noted that Alison will be stepping down from the role of Chair of the Panel from the year end. There are two possible candidates for the role. Jackie Campbell is stepping down as the administrator and a community representative. Mike Fitches is also standing down as a community representative. So, two new community representatives and a new administrator are required. We will also require a new youth member as Hope is going to university. These vacancies have been placed in the next edition of the Bugle.

GF noted the inquiry received regarding rental of the Drop-In Centre from a local business. Issue of planning permission was raised.

**Action: After discussion it was agreed that GF should speak to the potential tenant and follow up issue of planning permission with other trustees supporting process and GC will respond to email**.

1. ***Projects Update***

**Village Shop**

DJ explained that an article will be published in the next edition of the Bugle which would explain the current position regarding the shop to help clarify the current situation. The trust noted the current position which meant that the community now had the opportunity of purchasing the shop. It was very important that a high percentage of the local community pledges support and commitment to purchase shares in the Community Benefit Society which will be set up to own the shop once all grants have been awarded.

Applications had been submitted for £200k from the UK Community Ownership Fund £150k from the Scottish Land Fund. These funds would allow the premises to be purchased and upgraded to a contemporary standard with all energy efficiency measures put in place. If successful this funding will allow a development officer to be appointed to help organise the share offer, get the new organisation established and be the technical liaison with the architect.

DW noted that he knows the president of a similar arrangement in New Galloway who is willing to offer any advice they could to help the Gargunnock project.

**Beeches Path**

SO explained that a full funding package was now in place. The original quote had been confirmed by the contractor. Once approved by the Trust the original application to paths for All would be updated and a meeting set up with the contractor to arrange a start date and finalise the additional works which had been identified. He also noted that Peter Rowell had agreed to support the project and JS also volunteered to help manage the implementation. Finally, John Moore, farmer/landowner had also agreed to help where he can.

After discussion the Trust approved the final plans for the Beeches Path Improvement Project, noting that there is a communication plan to inform residents of the works and their impact on the path’s accessibility during construction.

**Action: SO to follow up with contractor and ensure communication plan is implemented.**

**Gargunnock to Stirling path**

GF explained that Stirling Council had now ‘kicked’ this project into touch until a solution is found to the long-term maintenance costs of the path once constructed. The Trust expressed dissatisfaction about Stirling Council’s decision given the considerable amount of volunteer effort, time and energy and SUSTRANS investment in the project which had been expended over the past several years.

GF had been interviewed by Cycling Scotland to help raise the profile of the project and GP had written to all local politicians. As a result, there had been coverage in the press. GF and GP are meeting with SUSTRANS and Council representatives next week.

**Cycling related project**

At the Paths Group meeting Gordon Webber from Cycling UK had noted the opportunity for community groups to apply to the Cycle Share Fund to purchase cycles which could be used by anyone in the community. The idea would be to purchase a range of different sized bicycles including a cargo bike. It was noted that storage facilities for the bikes would be required. This would be a storage container which could be sited at the community centre.

**Action: JS to contact Gordon to see if he will prepare outline of the application to express Gargunnock’s interest in the scheme.**

**Bite and Blether**

JP noted that this was going well and dates set for the next four months which will be published in the next edition of the Bugle.

**Glebe Park – Pond**

A small extension to the path is being planned to connect it to the pond platform. This will tie in with the planned work on Ladies Walk.

**Newsletter**

All going well.

**Clubs, Groups and Activities event**

The purpose of the event is to ensure Gargunnock residents get the opportunity to see all the activities that are available in the village while allowing the organisations themselves to raise their profile to attract new members/participants. It will be also help contribute to the initial phases of preparing a Residents Welcome Pack.

NA/DW confirmed that 18 groups/clubs/organisations had agreed to attend. Date agreed for the event. Publicity to be put on Facebook etc.

There was full support for the event and it was agreed that SO, NA and DW should take it forward.

**Action: NA/DW to confirm date with clubs/groups/organisations and SO to apply for funding from Stirling Council’s Community Fund.**

**AOB**

It was noted that the Flower Show was taking place on the following Sunday and this would be a good opportunity for distributing the pledges re: The Community Benefit Society and shop.

GB identified the need to complete the Director/Trustee induction pack which Jeremy had stared.

**Action: SO agreed to follow up.**

The meeting closed at 9.40pm

1. ***Date of next meeting***

Thursday 26 October – (Chair – Steve Barnet)

1. ***Future Trust meeting dates***

Thursday 30 November AGM