

## Gargunock Community Trust Directors Meeting

Thursday 18 February 2016

### Present

Douglas Coupethwaite, Stuart Ogg, Douglas Johnston, Edmond Mansion, Elizabeth Mansion; Jackie Campbell, Anne Dando, Mike Pizey

### Apologies

Geoff Peart, Marilyn Willet Gilly Bruce, Jane Bain, Iain Gulland

Minutes of previous meeting - Approved.

### Actions from previous meetings

The previous actions were discussed and update. All previous actions completed (See Actions table at end on minute).

### Key changes:

- Plan for Square to be put on hold
- Contact numbers on Noticeboard
- Curtains in doctors room completed
- Old boiler now scrapped
- Follow up actions from dilapidation report progressed with plans to refurbish aspects of Drop In Centre during the summer, brief to be drawn up also some of the paint work in the Community Centre needs attention.
- Cleaning contract now in place following discussions with Jackie and Douglas C, additional arrangement in place to cover windows internally.
- Discussions with Steve re: roles completed
- Letting documentation reviewed
- Standing order cancelled for previous cleaning contract
- Meeting taken place with Alison Younger re: insurance for equipment
- One meeting held with Community Council regarding options for windfarm funding, further discussions to take place
- Anne Knox contacted regarding review of year end accounts, Douglas J to meet her on 19 February and has drafted year-end report on achievements.

### Company Secretary Report

Advised on submission dates of accounts to OSCR, HMRC and Companies House. Douglas J to check position regarding accounts for tax and submission to HMRC.

### Finance Report

Douglas J to submit accounts by end of March 2016. He also presented the current financial position see below.

<b>Gargunock Community Trust Ltd</b>		
<b>Financial Report 18 February 2016</b>		
<b>Main Account</b>		<b>Notes</b>
Opening balance	£4,064.30	
Income to 01/02/16	£15.00	
Expenditure to 01/02/16	£20.00	
<b>Current Balance</b>	<b>£4,059.30</b>	

<b>Project Account</b>		
<b>Opening Balance 01/01/16</b>	<b>£2,062.54</b>	
Income to 01/02/16	£445.17	
Expenditure to 01/02/16	£ -	
<b>Current Balance</b>	<b>£2,507.71</b>	
<b>Community Centre Account</b>		
Opening balance 01/01/16	£9,960.87	Value of outstanding invoices £2,981.49
Income to 01/02/16	£1,103.00	Value of outstanding cheques £2,380.84
Expenditure to date	£3,461	Posted in error to be returned to main account £145.00
Current balance	£10,232.25	Overpayment of electricity
Other matters to note		
Community Centre Management Committee		
Account Balance	£4,562.14	

Douglas J presented a 6 month report on the financial position of the Trust and Community Centre. There had been changes to some of the original forecasts and although there as a slight deficit between expenditure and income over the period this was in part due to extra maintenance works having been carried out which will help in the longer term. Overall the financial situation remained healthy. Douglas J was thanked for preparing and presenting the updated financial position.

### **Community Centre Update**

Most points covered under action points update. It was noted that discussions were required with the Church about the use of the Community Centre later in the year. Douglas C, Douglas J and Elizabeth would follow up.

### **Glebe Land**

It was reported that the GVDIA solicitor had withdrawn from the conveyancing of the Glebe land to the Trust. It was agreed to delay until situation is resolved and a replacement solicitor had been identified by the GVDIA. The issue would be followed up with Mr I Young and Helen Scott as the two Trustees of the GVDIA.

It was noted that the Trust would cover the GVDIA's costs of conveyancing the land, likely to be in the region of £200/£300.

### **Windfarm Update**

Geoff and Douglas C to meet Catherine Martin, Manager with Windfarm developer.

### **Newsletter**

Jackie noted that various organisations were now seeking advertisement space in the Bugle which was very positive.

### **AGM**

It was agreed that the AGM would be on 28 April 2016.

## **AOB**

There would be a Community Users Forum meeting at end of May, Ann to email user groups. Catering would be arranged for Forum.

Heating was now on a better footing with two fan heaters being purchased as back up.

Elizabeth is speaking to Jane about bricks which need to be followed up.

Stuart noted the Carse of Stirling Partnership meeting to be held on 18 March at the Community Centre.

Jackie suggested the development of a calendar of key dates throughout the year for the Trust. Douglas J to follow up.

## **Date of Next Trust Meeting**

Thursday 21 April 2016 8.00pm at the Community Centre.

Future dates are:

**Thursday 28 April 2016 AGM**

Thursday 16 June 2016

Thursday 22 September 2016

Thursday 24 November 2016

<b>ACTION LIST</b>			
<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
October 2015	Contact Caroline Lowther to see whether she would prefer the bench commemorating her father should be placed in the Community Centre garden as this might be more appropriate	Douglas C	
	Options paper setting out how Windfarm monies could be administered to be prepared	Geoff	
	Collate all the existing reports/survey results regarding strategic projects already identified in relation to Wind farm monies.	Geoff	
February 2016	Refurbish aspects of Drop In Centre during the summer	Douglas C and Douglas J	
	Douglas J to check position regarding accounts for tax and submission to HMRC.	Douglas J	
	Douglas J to submit accounts by end of March 2016	Douglas J	
	Plans to refurbish aspects of Drop In Centre during the summer, brief to be drawn up. Some of the paintwork in the Community Centre needs attention.	Douglas J	
	Follow up meeting with church re: use of Community Centre	Douglas C, Douglas J and Elizabeth	
	Changes to Memorandum to be consolidated so that can be submitted to OSCR	Edmond	
	Accounts to be submitted by end of March 2016	Douglas J	
	Douglas J to check position regarding accounts for tax and submission to HMRC.	Douglas J	
	Discussions required with the Church about the use of the Community Centre later in the year.	Douglas C/Douglas J and Elizabeth	
	Meeting with Catherine Martin, Manager with Windfarm developer	Geoff and Douglas C	