



Gargunnock Community Trust Ltd.

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Directors Meeting Thursday 21 May 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 8.00pm

Apologies

There were no apologies.

1. Minutes of Previous Meeting

Minutes of the previous meeting held on Thursday 23 April 2020 were proposed by Douglas and seconded by Jill and were accepted as an accurate record of the meeting.

2. Follow up actions / Matters Arising (still to be actioned)

All actions from previous meetings completed other than the following ones which are ongoing. These have been updated following discussion at this meeting:

- ***Edmond to follow up work done on Dropbox files and will circulate details to all Trustees about how to access them.***
- ***Discussion to develop marketing of Community Centre, it was agreed this should be focused on the Bugle, posters around village, possible advert in Park Life, etc. (Further progress on this will be made once current Covid-19 situation improves).***
- ***GDPR statement to be reviewed and updated if required by Edmond, with help from Jeremy, this has to be ready by 1 June 2020.***
- ***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.***
- ***Douglas will check to make sure 30 day payment notice is on booking invoices. Passed to Carol but not yet on invoices.***
- ***Joint meeting with Trust and Windfarm Fund Panel to be arranged once business plan for Community Centre complete.***
- ***Iain agreed to follow up benchmarking of costs and income for other community centres with telephone call to Development Trust Scotland.***

- ***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.***
- ***Stuart and Alison to work on template for publishing details of all successful applications for Windfarm funding on website including details of the group, a clear description of the project, the Windfarm funding allocated, etc.***
- ***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.***
- ***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.***

3. Additional Falck Windfarm Funding in response to Covid-19

Following the discussions at the previous meeting Douglas had spoken to representatives of both the Old People's Welfare Committee and the Key Workers Mutual Aid Group. It was noted that the former may submit an application to cover the cost of issuing vouchers. There appears to have been some concern that this would replace the Christmas arrangements. It was confirmed that this would not be the case. From discussions regarding the latter group it appears at this stage there are no immediate needs, however, it was suggested and agreed, that some kind of 'thank you'/'celebratory' event for key workers could be considered for a future date once the current crisis has passed.

Following the previous meeting a set of guidelines for directing how these additional monies should be used had been developed. These had been sent to Alison and Carol and were being used as the basis of communicating the availability of the Fund. Jeremy questioned whether more needed to be done to promote the availability of these additional funds. (This was discussed further when Alison Younger joined the meeting).

It was noted that the Gargunnoch Afterschool Club (GASC) had received confirmation of a grant from the Windfarm Panel to support the staff during the current crisis which would provide 20% of the salary to the staff. Currently this is costing the Windfarm Fund £200 per month; around £1000 in total should the current circumstances persist for 4/5 months. Depending on the demand for the additional monies it was agreed that this grant, while having been approved from the main Windfarm Fund, could be allocated against these additional monies given the need is directly related to Covid-19. This would however depend on any other demands on this money.

Douglas noted that the additional monies had not yet been received from Falck Renewables.

Action:

- **Mairi to speak to the head teacher at the school to see if there are any additional requirements to respond to the current Covid-19 situation**
- **Additional promotion of funds being taken forward by Carol and Alison.**

4. Community Centre

Following the previous decision the new electricity supply contract had been signed.

Jeremy has circulated the updated "Standard Conditions of Hire" which now include the revisions recommended after discussions at previous directors' meetings. The directors unanimously approved the updated "Standard Conditions of hire". It was agreed that this document should now be added to the website, and that the booking system should be changed so that anyone making a booking has to tick a box to confirm that they have read and understood the conditions of hire before they are allowed to submit the booking request.

Jeremy noted the need for various policies concerning the management of the Community Centre for the Fire Safety Arrangements, Wi- Fi use, guidance on what needs to be done by users after they

have used the Centre and an Accident Reporting procedure. The Wi-Fi policy exists and is posted in the Community Centre, but no electronic copy is available.

Actions:

- **Jeremy to send the approved Standard Conditions of Hire to Carol for publishing on the website; and to ask Carol to modify the booking system to require users to read and understand the conditions before booking.**
- **Jeremy to check Wi-Fi policy posted on the noticeboard at the Community Centre and create an electronic copy.**
- **Barbara and Jill to prepare guidance on clearing up Community Centre after use**
- **Gill to see what paperwork exists for accident reporting for the Guides to see if this can be utilised.**

Alison Younger joined the meeting

5. Trust and Windfarm Fund Panel

Iain welcomed Alison to the meeting and it was agreed there were a number of areas of mutual interest to be discussed. These were:

- An update of the review of the various documents governing the operation of the Windfarm Fund Panel
- Further discussion regarding the additional monies from Falck Renewables to address the issues arising from the Covid-19 crisis
- Publication of the information about successful applicants to the Windfarm Fund
- General housekeeping issues
- Managing any Trust changes to Windfarm Fund Panel recommendations
- Trust Strategic Plan 2020/25.

Windfarm Fund MoU and Guidelines

Alison indicated that due to the very busy agenda in March the Panel had only progressed the MoU and Terms of Reference. These were just about complete subject to a final sign off. The next meeting of the Panel would consider its conflict of interest policy and the strategic plan summary. All would be coming back to the Trust for final approval and adoption.

Following a query about how best to respond to any changes it was agreed that a fully tracked change version of each document would be supplied to the Trust to help the final review and approval process.

Action:

- **Alison will work on these documents once discussed and changes had been signed off by the Panel. Stuart offered to help finalise a fully tracked change version of each document for submission to the Trust.**

Note: The Conflict of Interest Policy for the Advisory Panel was discussed again later in the meeting under the Company Secretary's Report.

It was agreed that if the Trust required any further changes to these documents once they had been reviewed by the Panel then there should be further dialogue between the two bodies.

Action:

- **If the Trust requires any further changes to the versions approved by the Panel these must be resubmitted to the Panel for review and if necessary discussions take place to reach a mutually agreed solution.**

Additional Covid-19 monies

Alison felt that the guidance produced by the Trust for informing the review of any applications for these additional funds was helpful. She confirmed that information had been placed on the Facebook page promoting the availability of these funds although more could be done to raise awareness of these funds.

Douglas confirmed the earlier discussions regarding his discussions with the Old People's Welfare Committee and the Mutual Aid Group. The possibility of longer term demands for funds as a result of the Covid-19 situation was also raised given that many local clubs and organisations will not be able to raise any funds this year thus creating additional demands. The example of GASC was used to exemplify this issue as they would normally raise around £2,400 each year to help fund their service from their own fund raising activities and these were now unlikely to take place.

Action:

- **Alison will ask Carol to supply Jeremy with posters covering the information being used on Facebook to advertise the availability of grants from the additional Covid-19 fund; and Jeremy will place these posters on the Village Noticeboard.**

Publication of information

Following discussion it was agreed that it would be helpful to publish better and more detailed information about the projects which receive Windfarm Funds using an agreed format. One area that needed to be included was the age groups which would benefit from the funding allocated by the Panel. Jeremy indicated he felt that a simple table with the following headings would improve things, applicant, purpose of grant, grant approved, grant used, match-funding attracted, etc.

Alison confirmed that she had undertaken some analysis of the funds distributed so far and would circulate this.

Alison indicated she was aware of someone who might be able to produce short videos of the projects/organisations which had received monies from the Windfarm Fund. These could be used to help raise the profile of the Fund and its impact and possibly help engage younger age groups with the Fund.

Action:

- **Alison to circulate her tabulated analysis. Stuart will review and suggest a template and send to Alison**
- **Alison to follow up possibility of getting videos of projects produced**
- **Alison to ask Carol to publish a congratulations message on the Facebook page once Windfarm Fund grants have been confirmed by Trust**

Housekeeping

Alison suggested ways of improving the management of Panel decisions. Following discussion various actions were agreed.

Action:

- **Main points of contact between the Trust and the Panel will be Douglas for all financial matters and Stuart for minutes and papers etc. to be circulated to the Trust**
- **Douglas will update the Dropbox file once cheques have been issued**
- **Minutes of the Panel and Trust will be available 7 days after their respective meetings**
- **Jill and Geoff will continue to serve on the Windfarm Fund Panel.**

Panel recommendations

Following a recent meeting the Panel expressed concerns about the Trust modifying its recommendations. Alison proposed that in future that if the Trust or its sub-group modified any Panel recommendation then it should explain the reasons to the Panel so that it can understand/learn whether it has translated/interpreted the strategy/policies/guidelines accurately.

Action:

- **The minutes of the Panel meetings must make their decisions explicit where they deviate from current strategy, policies and guidelines**
- **The Trust meeting minutes to be clear about any reasons for not accepting the Panel's recommendations.**

Trust Strategic Plan 2020/25

Alison queried whether the Community Council had reviewed the strategic Plan 2020/25, suggesting that this might help show that it had community support. Following discussion it was agreed that a copy of the Plan in its current form, recognising that it is a 'live' document so subject to change, should be sent to the Community Council Chair for circulation to the Community Council members for information and comment.

Action:

- **Stuart to supply Community Council Chair with the current version of the Strategic Plan 2020/15 for circulation to its members.**

Alison left the meeting

6. Company Secretary Report

Jeremy indicated that he had recently attended a 'virtual' meeting held by Stirling Voluntary Enterprise which focused on the governance of voluntary bodies. He suggested that the Trust needed to update its policies to include ones on Code of Conduct and managing Conflicts of Interest. In addition, an item should be introduced on the Trust meeting agendas at the start of each meeting for Directors/Trustees to declare any interests that might be in conflict with any agenda items. There should also be an up-to-date Register of Interests.

Directors discussed whether it would be possible to make the Code of Conduct and Conflict of Interests policies also cover the Windfarm Advisory Panel members so that the Panel did not have to create their own separate policies.

Action:

- **Jeremy to generate a Code of Conduct Policy using any examples supplied by other Directors/Trustees. This will include the development of a Conflict of Interest policy and a Register of Interests. Jeremy will investigate the possibility of making these documents also cover the Windfarm Advisory Panel.**
- **Stuart to make sure Declaration of Interest item is added to future agendas**

Jeremy noted that the confirmation statement had to be completed by June. He also explained that Mairi was not yet registered as a Director. After discussion it was unanimously agreed that she should be appointed and like every other Directors/Trustees she would be subject to reappointment at the next AGM.

Action:

- **Jeremy to arrange for the appropriate form to be completed to register Mairi as a Director.**

7. Treasurer's Report

Douglas explained the current financial position, highlighting that the Community Centre was losing around £3000 of income every quarter due to the Covid-19 crisis. He explained that he had tried to get support from the Scottish Government's Resilience Fund but had been turned down. He believed there had been a rule change so would look at this source of help again.

Douglas noted he had submitted the Windfarm Fund Report to Foundation Scotland but had received no acknowledgement or further communication from them. Following the earlier discussion regarding the Windfarm Fund Panel, Douglas agreed that he would try and contact the Foundation to ascertain whether there were any communication issues.

Action:

- **Douglas to contact Foundation Scotland to ensure there were no communication issues between the Trust and the Foundation.**

Douglas noted that he had discovered that there was no community benefit from the solar farm project on the Carse which now had received planning permission. However there might be the possibility of a donation of solar panels for the Community Centre which would help offset energy costs.

Action:

- **Douglas to follow up with solar farm developer possibility of solar panels for Community Centre.**

There was a query about deep cleaning the Community Centre prior to its reopening. As the cleaner was still receiving an honorarium then this would help cover the costs of undertaking a week long clean prior to reopening. Nay specialist help to deep clean will be considered at the time.

Action:

- **Review need for deep clean prior to reopening of the Community Centre once 'lockdown' ends.**

8. Paths update

Dave, Geoff and Gavin updated the meeting regarding the paths project noting that a meeting had been held with SUTSRANS on 20 May. The new SUTSRANS project officer was given a full briefing

on the project. It had been indicated that some form of baseline review was required setting out the current levels of walking and cycling and a definition of the objectives of the project for monitoring purposes. Further information would be supplied to the Trust by Sustrans.

No further communication had been received from Mr Stirling and until some arrangement had been made with him little progress can be made. Moreover, it was agreed that although not needed immediately a Plan B may be required.

Action:

- **Iain to contact Mr Stirling to see whether any progress is possible with the current plan.**

9. Newsletter

Discussion centred on the publication and content of the Bugle. It was agreed that Iain would follow up with Carol.

Action:

- **Iain will contact Carol to discuss future arrangements for the Bugle's publication.**

10. AOB

Douglas reported that he and Jane had started to renew the guards around the orchard trees planted in the Glebe Park as those that were originally installed were damaging the trees.

11. Date of Future Meetings

It was agreed that the planned pre AGM meeting and the AGM itself should be postponed until it is possible to hold a proper meeting to which members of the Trust can be invited. Consequently the next meeting of the Trust will be held on 2 July (changed after the meeting due to close proximity to Windfarm Fund Panel meeting) by video conferencing.

Planned future Trust meetings for 2020 (subject to change given current covid-19 situation.)

2 July 2020

20 August 2020

22 October 2020 (to avoid school holidays)

10 December 2020

Windfarm Fund Advisory Panel

22 June 2020

5 October 2020

Bugle publication dates

(Based on publication pattern from previous years)

April 2020

June 2020

September 2020

November 2020