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| *-* | ***Gargunnock Community***  ***Trust Ltd.***  ***A registered company in Scotland (SC285574)***  [***www.gargunnock.org***](http://www.gargunnock.org/) |  |

**Directors/Trustees Meeting**

**Thursday 26 October 2023**

**held at Gargunnock Community Centre**

***Present***

Jill Patrick, Stuart Ogg, Steve Barnet, Nathan Anderton, Dan Williams, Douglas Johnston, Crawford Gordon, John Steele.

***Apologies*** Gavin Fleming, Mari Jackson, Geoff Peart, Gill Bell,

Based on the previous agreement to rotate the Chair, Steve Barnet 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 24 August 2023 were adopted as a true record of the meeting.

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 accessed other statements to see how these relate to GCT version.
* Electricity contract to be reviewed at appropriate time. Display panel registering power output from solar panels to be installed in Garden room.

**Action: GF/CG to follow up to consider alternative electricity contracts when appropriate.**

Further action required to ensure community centre is left clean by users.

**Action: 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.**

**Director’s induction and New Residents Welcome Pack**

Induction pack for new Directors and a Welcome Pack for new residents.

**Action: SO to take forward these projects once Beeches path complete.**

1. ***Company Secretary Report***

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

Confirmation has been received that GCT is still a member of the Development Trust Association (DTA).

All emails have been circulated.

GB will confirm with Community Council the Trust’s decision to take on responsibility for the telephone box and defibrillators now that August 2023 minutes have been approved.

1. ***Treasurers Report***

In his absence, GF had circulated an updated spreadsheet and report explaining the current financial position of the Trust. The stronger sales during Q1 were noted as were the various fund movements as were the improvements to the bookings and invoicing processes by Lee and Debbie Mason.

DJ thought the sinking costs budget needed to be reviewed given the need to upgrade the front part of the building including replacing the dormer windows at some point in the near future.

Regarding the request by the Drop-In Centre tenant, DJ explained that the current configuration with the tea point was the only solution which was acceptable to Building Control. It was agreed that the dividing wall could be installed at the tenant’s cost. They would also be responsible for reinstating the Drop-In Centre when they move.

GF requested help with written section of annual report. DJ/SO agreed to help.

**Action: DJ/SO to prepare written text for 2022/23 Annual Report.**

1. ***Community Centre Report***

Follow up required to Maitland’s report on Community Centre management issues.

**Action: Maitland’s report on Community Centre management to be considered in detail by small sub group including CG, LM, and JP. GB to report this to Maitland.**

1. ***Windfarm Fund Panel***

The following applications endorsed by the Windfarm Fund Panel were approved by the Trust:

1. Gargunnock Village Childcare (GVC) - £8,144.88 (The special circumstances associated with the timing of this application were noted)
2. Gargunnock Community Trust Zero Carbon additional works £1,924.19
3. Additional toy for sandpit at park £500
4. Gargunncok Community Council Christmas Lights purchase £3,000 (The importance of continuing to raise funding to pay for annual costs recorded)

As Alison Younger is stepping down as chair of the Panel and Jackie Campbell is relinquishing the role of administrator, the Trust wished to record its enormous gratitude to both for their very significant contribution to the successful running of the Panel. They have worked diligently to improve the documentation and processes which have made the Panel’s operation more efficient and effective.

Ashley Fleming’s appointment as the new chair of the Panel was endorsed by the Trust.

**Action SO to pass on the Trust’s decision to appoint Ashley Fleming as the new chair of the Panel.**

SO noted that no one had come forward to replace the community and youth panel members who had stepped down. Further efforts needed to find interested individuals. Additionally, no one had identified themselves as being interested in the administrator’s role.

So, two new community representatives and a new administrator are still required. We will also require a new youth member.

**Action: Trustees to identify and speak to potential new Panel members and an administrator and SO to place note on Facebook page.**

1. ***Projects Update***

**Website**

Follow up required to David Millar’s email and suggestions re: website. DW agreed to follow up. Carol MacGregor would also be useful in these discussions as she is responsible for updating material on the site.

**Action: DW to contact David Millar to start process.**

**Village Shop**

DJ explained that just over £200k had now been approved by the UK Community Ownership Fund while the group is still waiting to hear from the Scottish Land Fund. These funds will allow the premises to be purchased from Scott Property who have bought the premises and to upgrade it to a contemporary standard with all energy efficiency measures included.

Part of the funding, if all applications are successful 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. As grants will be paid upfront an accountant will also have to be appointed to audit accounts associated with the purchase and upgrading of the property.

Once all funding approved the project will be publicised on the Public Procurement Website.

**Beeches Path**

SO explained that the contractor was now on site with work having started this week. An issue had arisen with a sub-contractor damaging a fence at Old Leckie. A resolution to this was now being progressed by the main contractor.

**Action: SO to continue to manage contractor.**

**Gargunnock to Stirling path**

No further update

**Hill path**

No progress due to other commitments

**Cycle Share Scheme**

JS reported that the application registering the Trust’s interest in applying for funding from the Cycle Share Fund had been approved so he will now make a formal application for funding. Discussion also focused on the type of storage facility which will be required e.g. a container or bespoke building to the rear of the Community Centre car park on the raised ground. Alternative options were also discussed as were safety, insurance and security. It was noted that there may be other projects which may offer an insight into how these issues might be successfully addressed.

**Action: JS to follow up and submit application to the Cycle Share scheme for funding.**

**Bite and Blether**

JP noted that this was going well with a further £500 waiting to be deposited.

**Glebe Park – Pond**

Further vandalism occurred but follow up action taken.

**Newsletter**

All going well.

**Clubs, Groups and Activities event**

DW explained that 19 clubs and activities have agreed to attend the event which will be on Saturday 30 November running from 10.30 until 1.00pm. Refreshments will be provided by the SWI and SO has applied for funding from Stirling Council to help cover the costs of the Centre’s rental and refreshments.

**Action: NA/DW/SO to report back to the clubs and activities which have agreed to attend and to circulate publicity.**

***AOB***

**Telephone box**

Telephone Box housing one of the defibrillators, located near the shop needs cleaned.   
 **Action: SB agreed to progress.**

**Flood markers**

SB raised the issue of a flood marker being installed where there had been recent incidents of cars/bus getting stuck in the floods.

**Action: SB agreed to follow up with Stirling Council.**

**AGM**

It was agreed that the AGM will be held on 30 November in the Community Centre with light refreshments. CG agreed to chair the event and SO will send out a draft agenda following a similar format to that adopted last year, with each trustee reporting on those areas they are responsible for.

**Action: SO to draft and circulate a draft agenda and place poster on Noticeboard/Website etc. CG to chair the AGM and JP to arrange refreshments**

The meeting closed at 9.00pm

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

Thursday 30 November AGM

1. ***Future Trust meeting dates for 2024***

25 January 2024 17 October 2024

14 March 2024 5 December 2024 (AGM)

16 May 2024

22 August 2024