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**Directors/Trustees (Second) Meeting**

**Thursday 25 February 2021**

**via video conferencing due to covid-19 ‘lockdown’**

***Present***

*Geoff Peart, Jill Patrick, Douglas Johnston, David King, Gavin Fleming, Stuart Ogg, Barbara Linklater, Mairi Jackson, Gill Bell, Jon Park, and Nicola Stewart (joined the meeting after the Play Group discussion).*

***Representing Gargunnock Play Group***

*Nina McGregor and Debbie Masson*

***Apologies***

There were no apologies.

***Purpose of this special meeting was to discuss the proposals by the Play Group and the Administrator role.***

Minutes of the previous meeting held on Thursday 10 December 2020 will be discussed and agreed at the next scheduled meeting of the Trust on 22 April 2021.

1. ***Play Group Proposals***

Debbie and Nina explained the recent history of the Play Group including the previous presentation at the Trust AGM in 2019 as well as the proposal being considered at one time to link up with the Cambusbarron Nursery. There had been various personnel changes until Morna Tinto stepped in as the assistant in August and Nina joined as Secretary in June last year. Debbie was thanked for seeing the process through to get to this stage.

The Group embarked on a fund raising exercise to secure sufficient funding to enhance the quality of the play equipment situated in the Community Centre garden. They had taken on board the guidance given by the Trust two years ago to try and go for wooden structures rather than plastic.

They had found a relatively local company in Caledonia Play based in Perth and Kinross and have since developed their ideas with the company. Nina noted that it would all be designed and manufactured to the appropriate UK and European standards, while ROSPA will be required to inspect it once in situ and sign it off as being fit for purpose.

The Play Group is conscious that other groups use the facilities so the design age is from 3 to 14; 0-3 are also catered for through the design.

They have looked at various funding sources and have secured £10k from the National Lottery, some from Transitional Fund for outdoor play and some from the Third Sector resilience fund. In total they have raised £15.5k of the total of £17k required. They intend to apply to the Windfarm Fund in April for the remainder.

The design proposals and fund raising success were welcomed by the Trustees.

During the subsequent discussion the issue of insurance was raised especially as the equipment will be available to others to use and there was always a risk there might be an accident and how would this be covered. It was noted that the Trust could not insure the equipment as it would not own it. The Play Group will investigate its own insurance arrangements including third party liability and add it to the application for Windfarm Funding.

The equipment will require part of the existing path to be diverted slightly and the existing tree stumps removed. The possibility of using the Community Payback Scheme was discussed. Gavin indicated that the Trust’s existing Paths Group might also be able to help with the work required on the path. The time scale, once and if the Windfarm Fund Panel approves the award will mean the work will be carried out between May and July 2021.

Other points discussed related to the surface treatment which will be rubber matting, what happens to the equipment if the Play Group ceases to exist with it passing to another similar body with similar aims and objectives, and the future location of the mud kitchens and bird feeders.

**Following the presentation and discussion the Trust fully endorsed the Play Group’s plans and proposals.**

The Play Group welcomed the Trust’s support and explained that they would now be notifying neighbours and applying for Windfarm Funding.

***Nina and Debbie left the meeting and Nicola joined.***

***Geoff took the chair while Dave resolved his technical issues.***

It was agreed to consider the last set of minutes at the next scheduledmeeting.

**Windfarm Panel applicants**

There had been a number of applicants for the two vacancies on the Windfarm Funding Panel so a selection process is required.

***Actions:***

***In relation to the applications for Windfarm Panel membership it was agreed that a nominations committee would be set up to include Jon, Gill, Mairi, Stuart and Alison (Chair of Panel). Stuart to arrange a time for the committee to meet.***

**Follow up to previous Windfarm Fund Awards**

Gill had provided a Volunteer Form to Gilly Bruce who is organising village litter picks but there needs to be a nominated Director associated with the project.

***Action: It was agreed that Barbara would act as the nominated Director.***

**Dropbox Owner**

It was noted that the Trust still required a Trustee to take ownership of its Dropbox account following Edmond’s resignation.

***Action: Gavin agreed to take on this role.***

***Dave rejoined the meeting and took the chair***

**Administrator role**

Following receipt of various emails from Helen Hyland, the current administrator regarding the amount of time she had invested in the role relative to what had been specified in the original job description, it was agreed to discuss how best the Trust could help reduce the demands on the role and thereby decrease the number of hours to a more manageable and sustainable level.

The meeting heard some of the background to the role and in particular the history attached to the Bugle which was the area which had placed the biggest demands on Helen’s time as well as increased the printing costs.

During a detailed discussion various suggestions emerged which would be relayed back to Helen for consideration. These included reducing the size and quality of the Bugle even though it was recognised that the most recent edition had been well received by the community.

The discussion reinforced the importance of the need to balance affordability and sustainability with the aim of producing and distributing an appropriate quality information bulletin. The Trust reiterated its desire to distribute the Bugle free of charge to every household in the village but to secure as many advertisers as possible to help fund its production. Moreover, it was agreed that it was not appropriate to apply/use Windfarm funds for the Bugle.

Other suggestions were to set a strict budget for its production and/or use less or no colour but have a full colour edition once a year perhaps after the Gala. Another suggestion was to reduce the number of editions from five to four which would also help reduce the time Helen would need to spend. Similarly it was felt that the time spent on editing could also be significantly reduced; Helen having spent nine and half hours on this for the recent edition.

The ultimate goal is to see the Bugle as self-funding. The Trust does not wish to draw on funds required to maintain the Community Centre which is the main capital asset owned by the Trust on behalf of the community.

It was recognised that there was a need to look at the number of hours required to fulfil all aspects of the administrator’s role. As Helen had noted in her emails she had only been in the role for a couple of months so the burden on her time might become easier as she found her way around the various tasks. Helen had also noted that some months will be busier than others especially where a Bugle and Windfarm Fund Panel coincide.

It was noted that the Windfarm Fund Panel had recently agreed to extend the existing arrangement whereby 4% of the Fund is applied to help fund its administration and this could be increased at a future point if it was required although this would require a change in the Panel’s Terms of Reference.

Other suggestions included offering to help with the website updating, arranging collection and distribution of the Bugle after printing, preparing the annual Windfarm Fund report required by Foundation Scotland and identifying possible advertisers. It was agreed that as advertising revenue increases so more will be invested in the production and printing the Bugle.

It was agreed that the Trust would support Helen’s proposed photographic exhibition she plans to hold as part of her course in recognition of the additional time she had invested so far.

To get a better sense of the number of paid and voluntary hours which should be attached to each task will be reviewed after another month or so.

**Action: It was agreed that Dave and Stuart would arrange to meet Helen to go through all the Trust’s suggestions to help her reduce the time and budget required for the key tasks associated with the role**.

**Date of next Meeting**

22 April 2021

**Planned Trust meetings for 2021 (Subject to variation re: Covid)**

3 June 2021 (Pre AGM meeting)

17 June 2021 AGM

24 June (Post AGM meeting)

19 August 2021

21 October 2021

1. December 2021

**Windfarm Fund Panel meetings**

29 March 2021

7 June 2021

4 October 2021