



**Directors Meeting  
Thursday 10 December 2020  
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, Nicola Stewart.*

As Iain Gulland as Chair, had resigned from the Trust, it was agreed that Dave King would act as Chair until office bearers were appointed.

***Apologies***

There were no apologies.

***1. Declarations of interest***

There were no declarations of interest with respect to the scheduled agenda items.

***2. Minutes of Previous Meeting***

Minutes of the previous meeting held on Thursday 22 October 2020 were proposed by Jill and seconded by Geoff and were accepted as an accurate record of the meeting.

***3. Follow up actions (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:

- a. Discussion to develop marketing of Community Centre, progress on this will be made once current Covid-19 situation improves and the Scottish Government allows community centres to reopen.
- b. Trust Strategic Plan 2020-25 - to be presented to members at next opportunity and then published on website/Bugle.
- c. Code of Conduct, Complaints, Privacy and Data Protection and Child Protection Policies to be finalised following initial work by Jeremy Wilkinson who had now resigned from the Trust.

#### **4. Appointment of Office Bearers**

Following the resignation of three Directors at the AGM which was held immediately preceding this meeting new office bearers were appointed as follows:

**Chair - Dave King** was proposed by Douglas Johnston and seconded by Geoff Peart

**Treasurer – Gavin Fleming** was proposed by Douglas Johnston and seconded by Stuart Ogg

**Company Secretary** – Gill Bell was proposed by Stuart Ogg and seconded by Jill Patrick

**Membership Secretary** – Jill Patrick was proposed by Stuart Ogg and seconded by Douglas Johnston

**Property Convener** – Douglas Johnston was proposed by Stuart Ogg and seconded by Barbara Linklater

**Meetings Secretary** – Stuart Ogg was proposed by Jill Patrick and seconded by Geoff Peart

It was also agreed that Barbara Linklater would become a signatory for the Trust's back account.

As the Trust still has two places for Trustees it was agreed a notice should be posted on the website inviting anyone interested in becoming a Trustee to make contact with an existing Trustee.

**Action: Stuart to draft a statement for website to try and attract new Trustees.**

#### **5. Company Secretary Report**

There was no formal report as Jill had only just been appointed as the Company Secretary, however, Jeremy Wilkinson as the previous Company Secretary had submitted a report prior to the meeting highlighting various actions that he had taken. He had developed a draft "Complaints Policy & Procedure" which was circulated to Directors on 2 December for comment. He had created a document outlining the roles and responsibilities of the Company Secretary and had had zoom meetings with Gill to help with the transition. This document had been circulated to all Directors on 11 November. He also noted that the Privacy and Data Protection Policy still had to be completed.

His report also noted that he had received the new Public Entertainment licence for the Community Centre, this is now displayed in the Community Centre and Douglas holds a copy, it is valid for three years and expires on 31 August 2023. Finally, he indicated that on 22 November he had received the Trust's Lottery Licence from Stirling Council and he had passed the paperwork on to Douglas. This licence is valid through to the end of 2021.

Specifically, he indicated that permission had been given to the to the Primary School's Parent Council to use this licence for their Christmas Raffle, however there were errors on their raffle tickets which he had flagged up to the other Trustees on 7 December. He has suggested that the Trust should investigate improving the use of the Trust's Lottery licence, and investigate the possible requirement for providing a "return" of raffle details to Stirling Council.

## **6. Treasurer's Report**

Douglas provided the Treasurer's report to ensure continuity. He will be helping Gavin through the transition.

In his report he noted that following elongated discussions with RBS over their poor handling of the Trust's account they had provided the Trust with compensation of £450. Douglas was thanked by the other Trustees for pursuing this issue.

Douglas explained the details in the financial report which he had circulated prior to the meeting.

He indicated that there was an issue with some of the current signing arrangements regarding credit and debit cards which conflict with the Standing Orders. It was agreed that Douglas would review these arrangements with Gavin.

### **Actions:**

**Douglas, in liaison with Gavin will review the situation and develop a policy for signing off payments to ensure there is a consistent approach in future.**

**It was agreed that Barbara would replace Iain as a signatory for the Trust accounts. This means that Douglas, Gavin, Stuart and Barbara will now be signatories.**

## **7. Community Centre**

Douglas noted that it was now becoming urgent to find a caretaker for the Community Centre as unfortunately no one had come forward following the recent adverts. Again he asked if anyone knows someone who would be interested then they should try and encourage them to contact him. Geoff wondered whether there was a commercial solution or to see whether the caretakers for similar facilities in Kippen or Thornhill would be interested. It was agreed it would be better if we could find someone who was living in Gargunnoch so they were in proximity to the Centre.

Gavin agreed to post a note on the Gargunnoch Community Facebook page to see if that will elicit a response.

In response to a query from Geoff, Douglas noted that the additional monies donated by Falck for Covid relief have now been allocated and spent.

## **8. Trust Administrator**

Stuart noted that Helen as the new Trust Administrator had been in touch with Carol to help manage the handover of responsibilities and this had gone well. Helen's appointment started on 1 December.

## **9. Paths Group Report**

### **Gargunnoch to Stirling path**

Geoff explained that progress was being made with the Gargunnoch to Stirling route. Vyv Woodgee had been engaged to consult with landowners and farmers and following her initial discussions Sustrans has agreed that the project can move to the Concept Design stage. Amongst other things, this stage will help identify what land will be required to facilitate the construction of the path. Generally all is going well at this stage. In answering a query Geoff

indicated that there was the opportunity to create a pollinator corridor and noted that an initial ecology survey had been undertaken.

Gavin explained that the route will now be alongside the road rather than on the old railway track as originally envisaged. The route through the Gargunnoch Estate was still being determined by their agent, Galbraiths. He also noted a recent meeting with Kippen representatives who are keen to see a link between Kippen and Gargunnoch developed. Another contact had also been in touch from Balfron looking to extend the path through to Balfron.

### ***Charlie's Loan***

In his final report to the Trust Jeremy Wilkinson noted that on 4 November he had met with Stirling Council's Access Officer and Land Services Manager who are both supportive of the plans for Charlie's Loan, however they are still waiting for approval from the Council Estates Office. Assuming they receive the go-ahead, the Land Services team have agreed to provide labour and equipment for the groundworks (but may not be available until April due to other workload), and the Access Officer has provisionally agreed to provide edge boards and gravel - but probably after April so that the expenditure is in the next financial year.

If Stirling Council provide the materials and groundworks, then the only other costs will be for stakes to hold the edge boards in place, hire of a Wacker plate for compacting the path, screws and other miscellaneous supplies including paving slabs for a bench which Jeremy and Peter Rowell have refurbished. (Jeremy has geotextile membrane material left over from The Glebe Park project). A Windfarm grant request will be needed for these extra costs.

It was noted that now some of the brambles have been cleared from this path it is apparent it is quite wide and should be very attractive once improvements have been completed.

Jeremy has indicated that if the Trust wants him to continue with this project under the auspices of its Paths Group then he is happy to do so. It was agreed that it would be very helpful if Jeremy could continue to liaise with the Council on this project.

***Action: Jeremy to be informed that the Trust would like him to continue to liaise with Stirling Council regarding Charlie's Loan.***

### ***Paths Group***

It was agreed that it would be sensible to relaunch the Paths Group so that an overview can be taken of current progress and future developments including the Beeches path.

**Action: Gavin/Geoff to arrange for the Trust's Paths Group to reconvene in the next three to four weeks.**

Gavin sought the Trust's approval to install marker posts along the Craggs path; this was agreed as was the submission of an application to the Windfarm Fund to cover the cost of the posts.

**Action: Gavin to prepare an application for Windfarm Fund for cost of marker posts.**

## **10. Newsletter**

It was noted that the December issue had been circulated and the content was very good.

**11. AOB**

***Lottery Licence***

Gill noted Jeremy's concerns about the Lottery licence and will follow this up to ensure a more consistent approach in future.

**Action: Gill to prepare advice for organisations using the Trust's Lottery Licence.**

***Complaints Policy***

Following up Jeremy's final report it was agreed that Stuart and Geoff would finalise the Complaints policy and bring it back for final approval at the February meeting.

***Action: Geoff and Stuart to agree final wording of complaints policy and submit to February 2021 Trust meeting for approval.***

**12. Date of next Meeting**

11 February 2021

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

11 February 2021

22 April 2021

3 June 2021 (Pre AGM meeting)

17 June 2021 AGM

24 June (Post AGM meeting)

19 August 2021

21 October 2021

9 December 2021

**Windfarm Fund Panel meetings to be confirmed**

**Bugle publication dates to be confirmed**

**Meeting closed at 8.45pm**