



# Gargunnock Community Trust Ltd.

A registered company in Scotland (SC285574)  
[www.gargunnock.org](http://www.gargunnock.org)

**OSCR**  
Scottish Charity Regulator  
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Registered Charity  
SC036793

## AGM 2020 Minutes 10 December 2020

**Via video conferencing due to Covid-19 pandemic**

### **Present**

#### **Directors:**

Iain Gulland (Chair), Edmond Mansion, Douglas Johnston, Gill Bell, Jill Patrick, Geoff Peart, Jeremy Wilkinson, David King, Stuart Ogg, Gavin Fleming, Barbara Linklater.

#### **Trust members**

Jane Arneil, Tom Jamieson, Nicola Stewart

#### **Apologies**

Alex Stevenson, David Fallow, Charlie Fitches.

(Mr Fitches in his apologies expressed his sincere thanks to the Trust for all the work it has done for the community over the past year.)

The Chair welcomed everyone to the AGM and noted that it had been delayed since June 2020 due to the current Covid pandemic. He stressed that the AGM was normally a good time to invite all Trust members and others in the community to hear at first-hand what the Trust had been doing on behalf of the Gargunnock community while at the same time using it as a chance for community engagement. Clearly, this year, none of this has been possible under the Scottish Government's regulations.

### **Minutes of Previous AGM 25 June 2019**

Iain opened the meeting by asking for a proposer and seconder of the 2019 AGM minutes. Geoff proposed the minutes and Jeremy seconded them and on that basis they were approved as an accurate record of the meeting. He noted that the Play Group had brought proposals to the last AGM albeit these had not been progressed, while a number of other projects had also been noted which would be considered further once circumstances allow.

### **Matters Arising**

There were no further matters arising from the previous AGM minutes.

### **Chair's Report**

The Chair highlighted that it had been a very challenging year for everyone. It had been very encouraging to see how everyone had pulled together, including the Trustees, and many individuals and other organisations in the village that had provided help to many others during the crisis. The ability to access the countryside had been a real positive for those living in the village.

The Trustees had been very busy during the Covid 'lockdown'. Working on a number of priority projects including the Windfarm Fund, the Community Centre and continuing to develop the paths projects.

**Windfarm Fund:** Following the appointment of Alison Younger as the new Chair to the Windfarm Fund Panel, there had been a comprehensive review of all the documentation relating to the Windfarm Fund. This included the MoU between Foundation Scotland and the Trust, the Windfarm Fund Panel's Terms of Reference and the Guidance for Applicants. This had been a thorough piece of work and Iain recorded his sincere thanks to Alison for taking on this important task.

Since the Trust established the independent Windfarm Fund Panel in 2017 it had dispersed over £100k worth of support to many local organisations. This in turn had helped lever additional funding from many other sources, mainly from outside the village. In addition, during the year the Panel had also awarded all the additional funding donated by Falck, the Windfarm Fund operators, to address issues caused by the Covid pandemic.

Iain felt that he hoped that over time the work of the Panel will align to the strategic priorities for the village.

**Community Centre:** As the landlord of the Community Centre this had continued to be a focus for the Trust over the past year. The actions taken included a response to the findings of the fire risk assessment which had been commissioned by the Trust. Some actions were unfortunately delayed by the Scottish Government's lockdown regulations. Iain explained that having lost virtually all sources of income at the Community Centre, Douglas had made a successful application to the Council's Business Interruption Scheme and had secured £25k which had helped cover some of the on-going fixed costs associated with the Centre and the cost of preparing the Centre for its reopening post-Covid.

The Chair expressed his sincere thanks to both Douglas and Jeremy who had worked tirelessly to address the outcome of the fire risk assessment and the impact of Covid to ensure that the Centre would be ready to reopen for users once the Scottish Government's guidance allowed.

**Paths work:** During the past year, including the lockdown period the Trust has continued to work with Sustrans and the Council to develop plans for paths around the village and a link to Stirling. The Trust had been successful in gaining considerable financial support from Sustrans to undertake feasibility work on the link between the village and Stirling. After an initial appraisal, more detailed work has been carried out including consultations with local farmers and landowners along the proposed route. While there is still some way to go to ensure all stakeholders have signed up to the route, Iain was positive that progress is being made and that funding will be available for this important project.

The Glebe Park project was developed further with tree planting and more recently an area had been set aside for bee hives. This had been a great project for everyone in village having involved a number of volunteers, school children and the path is well used by many residents.

In addition, Jeremy had continued to work with Stirling Council to help complete the improvements to Charlie's Loan. Again this project had been delayed due to Covid.

**Future:** Looking ahead Iain explained that Helen Hyland had recently been appointed as the Trust Administrator and welcomed her to the Trust. Helen has taken over from Carol MacGregor and the Chair expressed his sincere thanks to Carol for the great support she had provided to the Trust and Windfarm Fund Panel during her time in the role.

Further he explained that he is now standing down as a Trustee and as Chair of the Trust, indicating that it had been a privilege to serve on the Trust. While he was standing down he would be happy to support the work of the Trust in the future.

The other Trustees expressed their thanks to Iain and wished him all the best for the future.

## **Company Secretary Report**

Jeremy, as Company Secretary in his report to the meeting noted the following points.

**Directors:** Mairi Jackson was appointed to fill one of the two vacancies on the Board during the year. There had been no other changes in Directors since the 2019 AGM.

**Meetings:** The Directors held ten meetings of the Gargunnoch Community Trust since the last AGM held in June 2019. All meetings have been quorate. All those since February 2020 have been held using video conferencing to comply with the Scottish Government's Covid regulations.

Jeremy indicated that although the Trust's governance documents indicated that Directors should be "present" at meetings, and a quorum is based on individuals being "present in person". However, for this year, the recent Corporate Insolvency & Governance Act 2020 has allowed flexibility. This suggests that a video conferencing is acceptable. He noted that most companies and charities have had to face this issue; many are considering changing their governance documents to allow virtual meetings and for Directors/members to "participate" and not necessarily "be present".

**Persons with Significant Control:** Directors believe that there is no registrable person or legal entity with significant control in relation to the Gargunnoch Community Trust.

**Annual Report & Financial Statements:** Annual filings to Companies House and OSCR are up-to date; and the 2020 Confirmation Statement has been submitted and accepted by Companies House.

**Policies and Procedures:** Jeremy explained that the Trust continuously reviews and updates (where necessary) its policies and procedures. Since the last AGM, the Trust has implemented a new "Fire Safety Arrangements policy" and a revised "Standard Conditions of Hire" for the Community Centre. "Consent & Declaration" for new Directors, and "Accident or Incident Reporting" procedures are also now in place. A "Code of Conduct" and a "Complaints Policy" are currently under development and will be finalised during the coming year.

## **Treasurer's Report**

Douglas provided the Treasurer's report noting a fairly positive financial position overall. He highlighted key aspects of the Annual Accounts which had been reviewed by Anne Knox, a qualified Examiner.

Douglas then explained the current position of the various accounts. In particular, he noted the award of £25k from the Council's Business Interruption Scheme which had really helped the Trust's current financial position. There had been a significant loss of income with the cancellation of all activities at the Community Centre, (with the exception of office rentals), due to the Scottish Government's Covid regulations. He expects that income levels will take some time to recover to what they were prior to these regulations being introduced.

He indicated that currently the Balance Sheet showed assets to the value of just over £600k. The main asset being the Community Centre while there was a further £96k in the bank which was primarily related to the resources available for allocation to projects by the Windfarm Fund Panel. Over the past three years £9000 from the Windfarm Fund had been allocated to the sinking fund for the Community Centre, at the rate of £3000 annually. Recently, following an application from the Trust, the Windfarm Fund Panel had recommended approval to increase this to £5000 per year for the next two years. This funding is to meet unexpected and some planned costs associated with keeping the Community Centre in a 'fit for purpose' condition.

Douglas thanked David for pursuing the unpaid invoices as this had helped bring in £1400.

Jill proposed that the annual accounts be approved and this was seconded by Gill, accordingly the accounts were adopted.

## **Appointment of Directors**

Iain thanked all the Directors for their work during the year and explained that all the current Directors at this point resign. Edmond and Jeremy were also standing down as Trustees so the Trust would be looking for three new Trustees.

Other than Iain, Jeremy and Edmond, all the other existing Trustees expressed their willingness to remain as Trustees/Directors, accordingly they were reappointed including Mairi who had been 'appointed' by the Trust since the last AGM.

Nicola Stewart also put herself forward as a new Trustee and was duly appointed by those in attendance.

The Trustees/Directors are therefore:

Barbara Linklater  
Dave King  
Douglas Johnston  
Gavin Fleming  
Geoff Peart  
Gill Bell  
Jill Patrick  
Mairi Jackson  
Nicola Stewart  
Stuart Ogg

In accordance with its Articles of Association the Trust appoints the office bearers at its meeting following the AGM and this would take place immediately after the AGM.

### **AOB**

Edmond took the opportunity of expressing how enjoyable and fulfilling his time on the Trust had been even though he couldn't remember how long he had served the community as a Trustee. He would like to continue to be involved in Trust related activities especially the work on the paths and he would continue to manage the Gargunnoch Walking Group. He flagged up the need for someone to take responsibility for the Dropbox and the web address is currently registered under his name so will need to be transferred.

Jeremy also noted that he had enjoyed his experience during his time as a Trustee and Company Secretary, supporting projects and activities on behalf of the Gargunnoch community. He was also happy to continue to support the work of the Trust, particularly the Paths Group, in any way that was felt to be valuable.

Iain closed the meeting by thanking Edmond and Jeremy as well as all the other Trustees/Directors for their contributions over the past year. In turn Iain was thanked by the other Trustees/Directors for his contribution as Chair of the Trust having served for the community in this role for some time.

There being no other business the meeting closed at 8.40pm

### **Date of next AGM**

AGM 2021 17 June 2021 (This date will be confirmed nearer the time as circumstances will depend on what Scottish Government regulations will allow at that time.)