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**Directors/Trustees Meeting**

**Thursday 11 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, Nicola Stewart, Jon Park.*

***Apologies***

There were no apologies.

1. ***Declarations of interest***

Dave declared a potential conflict of interest as he was a member of the Community Council.

1. ***Minutes of Previous Meeting***

Minutes of the previous meeting held on Thursday 10 December 2020 were proposed by Barbara and seconded by Douglas and were accepted as an accurate record of the meeting. (The minutes were approved after the discussion on the Windfarm Fund awards made by the Panel, item 4 on the agenda)

1. ***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:

1. Dave intimated that he had been approached by a possible new Director/Trustee. It was agreed to wait to see if anyone else responded to the article in the Bugle seeking potential new members before confirming their appointment.
2. Gill had drafted guidelines for the Lottery (raffle) license which will be circulated.
3. 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.
4. Trust Strategic Plan 2020-25 – now on website will be presented to members at next opportunity.
5. Code of Conduct, Complaints, Privacy and Data Protection and Child Protection Policies to be finalised. Geoff and Stuart to complete the Complaints Policy; Gill and Stuart to look at other policies.
6. Douglas and Gavin to have further training sessions to manage transition of Treasurer role. Digital banking arrangements still being progressed albeit still having issues with the bank. Bank has paid compensation to the Trust.
7. Caretaker advert in recently published Bugle, Douglas happy to talk to any prospective applicants, role much simpler than previously.

***(The following items were discussed after Windfarm Fund Panel decisions had been discussed (see below)***

1. Dave received Community Centre Fire and Safety Log Book from Jeremy to be handed to Douglas as Property Convener. It was noted that Barbara and Jill visit Community Centre every week to run through checklist of points. Douglas will in future be main point of contact for trades people for Community Centre.
2. Caretaker role advert in Bugle but not on Facebook, Gavin offered to post it on Facebook page.

***Action: Gavin to post Caretaker advert on Facebook page.***

1. Recent edition of Bugle was very good but cost pf production and printing had increased significantly. There was overwhelming support to keep it free rather than charging for it as had been the case in the past. One of the reasons the Trust started to publish the Bugle was to ensure it was available to everyone by delivering it free to all residents. The notion of a web and email based publication was discussed but discounted because of demographic profile of residents.Given the significant increase in hours required by the Administrator to produce the new style Bugle plus the time required to undertake the other required tasks it was agreed a further meeting would be held on 25 February. Douglas declared an interest so would not participate in this follow up meeting.

***Action: Stuart to send out meeting request.***

***Alison Younger joined the meeting***

1. ***Windfarm Panel recommendations to Trust***

Alison invited the Trustees to raise any queries about the awards made by the Windfarm Fund Panel. She highlighted the conditions applied to the Sinking Fund award for the Community Centre which the Trust had agreed it would comply with. She explained why the Panel had recommended the awards to organisations based outside Gargunnock including the Callander Young Farmers and Arnprior Nursery; both offer benefits to Gargunnock residents. The Panel also invited the Trust to purchase the equipment for the litter picking project.

Following discussion all the award decisions by the Windfarm Fund Panel from its meeting on 25 January 2021 were supported by the Trust including the conditions set by Panel. In summary these were:

No. 55 GWF 1-21 SWRI – Zoom meetings £400.00 - This application is to support ongoing meetings for the Gargunnock Women’s Institute – purchase of a Zoom licence, speakers’ fees for six meetings and materials to support meetings and other community activities. The Panel recommended approval of the full amount. Panel decision approved by Trust.

No. 56 GWF 2-21 Litter Pick £461.09 including VAT - Gilly Bruce sought funds to buy litter picking equipment and protective clothing for volunteer litter pickers to keep village litter-free. Panel recommended approval in full and asked the Trust to consider whether they could purchase the equipment. Panel decision approved by Trust. It was agreed that the Trust would provide Gilly with the Volunteer form which is completed before any task is performed.

***Action: Gill to provide Volunteer form to Gilly.***

No. 57 GWF 3-21 Callander Young Farmers Club - club clothing - request for £500 - The application is for embroidered club logos on clothing for members. Panel recommended approval of 20% of the total cost of the clothing up to £319.36. Panel decision approved by Trust.

No. 58 GWF 4-21 GCT (Paths Subgroup) - Charlies Loan – matched £497 - This application was for the replacement of the current steps in the Charlies Loan footpath by a sloping (step free) path more suitable both for walkers and for buggies. The Panel recommended approval of the full amount of £497 but encouraged the Gargunnock Community Trust Paths Sub-Group to ensure that drainage design was carefully considered to minimise wash off from the path surface. Panel decision approved by Trust.

No. 59 GWF 5-21 GCT (Paths Subgroup) – Under the Craigs signposting - £100.00 This application is to replace way-marking poles along the route of this path. The Panel recommended approval of £100. Panel decision approved by Trust.

No. 61 GWF 8-21 Arnprior Nursery – Mud Kitchen and garden equipment £355.74 This application is to help offer more outside play for the pupils. Nursery is currently used by 15 children from Gargunnock out of a total of 70 registered at the nursery. The Panel recommended approval in full. Panel decision approved by Trust.

No. 54 GWF 47–20 GCT Community Centre - Sinking fund £5,000 p.a. for three years from 2023 This was a follow up application in response to the Panel’s request for more detailed information. The Panel recommended approval to fund the Sinking Fund by £5,000pa in years 3-5 of the Community Centre plan. The approval was made on the basis that the Trust provides an annual account of the Sinking Fund to the Panel outlining the fund

has been used including details of ongoing works, and fundraising targeted, pursued, and achieved. Alison explained that while the Community Centre was the biggest capital asset owned by the community through the Trust there was a lack of knowledge about who owns the Centre and how it is managed and funded. She suggested the Trust should publish more information about the Community Centre in the Bugle. She also suggested that it may be appropriate for the Panel to consult the community on these larger investments given their scale, e.g. the sinking fund represents 20% of the annual budget from the Windfarm Fund. Panel decision approved by Trust.

No 60 GWF 7-21 GCT Administrator £1152 p.a. This application relates to the cost of administrating the Windfarm Fund and Panel for the next five years. The Panel recommended approval of 4% of the annual fund to cover administration costs as per the existing Terms of Reference. Moreover after the scheduled 6 monthly review of administration support, the Trust could apply for the balance of 0.6% if required - along with a proposal to amend the Terms of Reference as appropriate. Alison explained that she hoped that in future the time required to support the Panel would be less through more streamlined processes. Douglas noted that in a recent meeting with the Kippen Trust they had indicated that Foundation Scotland had suggested that 10% of their Windfarm Fund could be used to support the administration of the local fund compared to the current 4% for Gargunnock. Panel decision approved by Trust.

Alison explained that she hoped that streamlining some of the application processes would include dropping the ‘in principle’ decisions as these just increased the administration support required to progress an application. Helen, as the administrator and Alison will refine the application form to make it very clear as to what is required to submit a competent application. Jon suggested there should be key questions at the start of the application as this would help an applicant see whether an application is ready for submission. Work was also underway to give a more detailed explanation for applicants about what happens at the actual Windfarm Fund Panel.

Alison noted that the Trust’s request to use its underspend of Covid monies had been postponed to the next meeting of the Panel. The next meeting would also consider the annual review of Panel awards.

Alison explained that Ian Young had stepped down as a Panel member having joined at the start of 2020. Mark Evans would be retiring after the next meeting having served 4 years on the Panel. Alison is interested in getting more young people onto the Panel so anything that can help in the process would be welcome.

Douglas explained the range of issues associated with the Falck and Foundation Scotland requests for monitoring reports**.**

**Action: Alison, Helen, Stuart and Douglas (Gavin) to meet to discuss monitoring process for Windfarm monies.**

***Alison left the meeting.***

1. **Appointment of new Director/Trustee**

Jonathan Park’s appointment as Director/Trustee was confirmed following the email approval.

1. ***Shelloch Windfarm***

The updated document produced by Geoff was unanimously endorsed and was submitted to the Community Council as the Trust’s views on the proposed Shelloch Windfarm development; the Community Council being the official consultee for planning applications.

1. ***Company Secretary Report***

Gill confirmed that the Companies House documentation had all been completed for Jonathan’s appointment. Iain, Jeremy and Edmond had all been removed as Directors and Jeremy had been removed as the Company Secretary. Dasher Cottage was now the registered address for the Trust.

Gill noted that there were issues with emails being redirected to her via the Trust’s email address.

***Action: Douglas to review email issues.***

1. ***Treasurer’s Report***

Douglas provided the Treasurer’s report as he is still working with Gavin through the transfer of the role to him.

He explained the details set out in his report to the Board, noting that currently the Trust’s financial position was sound.

Douglas will continue to support the review of the Windfarm Fund monitoring process.

1. ***Community Centre***

Advertising for caretaker process noted earlier. It is important that everyone keeps thinking about who might be willing to take on this role.

Stuart raised David Farquhar’s proposal to introduce a Terracycle initiative at the Community Centre having circulated a note to all Trustees beforehand including a link to the website. After discussion, while the Trust were supportive in principle of the idea; having reviewed the requirements it really needs a situation where a building is open all the time to the public with a reasonable ‘footfall’ while the cardboard boxes supplied all need to be kept inside. It also appears to be a labour intensive activity having to remove the recycled waste from the cardboard boxes, then to transfer the recycled materials to special bags, seal them and then arrange collection.

As the Community Centre is not open and there is no caretaker at present the Trust felt it was not currently in a position to take the idea forward. It also noted that the Primary School had a similar facility in place as part of its Eco School status and it may be that this could be made available to the wider community. Also it was suggested that might be an opportunity to expand the existing recycling facilities at the Community Centre.

***Action: Stuart to feedback to David and to ask him if he had a specific workable proposal in mind.***

1. ***Paths Group Report***

***Gargunnock to Stirling path***

Geoff explained that progress was being made with the Gargunnock to Stirling route. It had now been confirmed the route preferred by the landowners and farmers was a path alongside the main A811 road. This was now the subject of a technical study to ascertain the land-take required for the standard SUSTRANS path.

Detailed discussions were also taking place with the Gargunnock Estate who have indicated that they will allow a route around the outside of the estate either along the A811 or the back road into Gargunnock. Gavin showed the Trustees the routes identified by the Gargunnock Estate as being acceptable to them.

Further meeting planned for 17 February to discuss the proposals further.

There is a requirement to hold a community/stakeholder consultation exercise once plans have been developed to a point where the landowners/farmers have agreed the options. This consultation exercise is likely to take place during the summer, subject to the Scottish Government’s Covid restrictions.

Gavin noted that there is an opportunity to commission art works along the route which are funded by SUSTRANS. This might offer an opportunity for some form of competition.

It was suggested that this and the progress of the paths should be flagged in the next edition of the Bugle.

Regarding the other path projects, there were land ownership issues still to be resolved e.g. the path behind Drummond Place and the Beeches. It was also noted that raising funding for upgrading existing paths was getting more difficult with the focus of National Lottery funding now being on creating new paths.

Jeremy will continue to lead the Charlie’s Loan project although volunteers will be required as and when the project is operational.

There was no other business and meeting closed at 9.25pm.

**Date of next Meeting**

25 February 2021 (Special additional meeting to discuss role of administrator and associated costs)

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

22 April 2021

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