

Barrhill Development Trust

Board Meeting Minutes

31st July 24, Barrhill Village Hall Meeting Room, 7pm

Present	Patrick Buck, Jamie Burgess, Andy Clegg, Rod Ekern, Jean Shaw
In attendance	Lynne Burgess (note-taker)
Next meeting	Monday 12 th August, Barrhill Village Hall Meeting room 1900 hours

NB: Item 3: Election of office bearers item taken first as this was the first meeting of the new Board:

- Chair Jamie nominated by Rod, seconded by Jean
- Treasurer Andy nominated by Rod, seconded by Jamie
- Vice Chair Rod nominated by Jean, seconded by Jamie

1. Apologies and welcome

Apologies from Bill. Jamie welcomed all to the first trustee meeting. All acknowledged and appreciated the support offered by the outgoing Board.

2. Declaration of interest

Discussion on balance to be maintained to manage conflict of interests and need to maintain ethical walls particularly within couples on multiple groups. Acknowledged links with BCIC and the fact that we live in a small community. Discussion on being as open as possible while recognising the need for confidentiality to be maintained. **NOTE** Action in later item regarding processes for these matters.

3. Election of Office bearers – as above

4. Agree meeting structure

Formal meantime pending relationship building. Indicate to speak and Chair to bring in those who will speak. Suggest BDT rolling agenda to be maintained with action tracker column and dates.

AGREED that any new agenda items should be added in advance of the meeting.

5. Communications – internal & external

- Email/mobiles – **AGREED** to share email addresses / telephone numbers. Use of reply all should only be where relevant to all or when specifically requested
- Meeting dates – recognise initial need for fortnightly meetings and once settled down look at monthly meetings or quarterly meetings if appropriate. **AGREED** Mondays best for now.
- Websites/ FB sites - two of each in existence. Old website will expire in due course but can promote via the new website and noticeboards.
- Newsletters/minutes – consider how to reinstate newsletters and delivery where required. Noted need to maintain email addresses and note those who do not. JS offered to be membership secretary.

ACTION Noted need to inform community of meeting dates in future.

Seek passwords/log-ins etc from previous board

Consider how to remove previous sites

Minutes to be posted on website/noticeboard to maximise communication.

Find out who is responsible for the website maintenance and future use

Consider need to employ an administrator for this purpose

To review database

6. Next steps

There will be a **meeting with outgoing BDT trustees** next Wednesday 7th August here. Jamie will ask Gillian to provide a list of current activities in advance of meeting. **NOTED** the need to ensure staff salaries are continuous. Advised that payroll amounts are calculated by accountant and paid by BDT. **NOTED** that there should be someone responsible for the staff – a key contact. **AGREED:** To discuss and agree via email on what matters should be raised at the meeting next week.

Meet with BCIC and Foundation Scotland – Suzy and BCIC in the same meeting to discuss how we apply for money and what they would like to see/ how they would like us to apply. Application for forecast salaries should be made through to April and ring-fenced to purpose. Ad-hoc applications for pub should be made as needed.

Pub - Johnny Thomson has offered to keep project management and handover finalised building. Rod offered his expertise to lead on this. **AGREED** need for commercial kitchen and understand no provision has been made for commercial equipment. Raise this with BCIC next week. Rod has asked for the plans to be provided but understand there is no kitchen design within this so may not have building warrant approval. Leasing arrangements to be done by BDT. Rod suggested that as this is a BDT asset and that trustees are responsible for the asset, paying the bills, and activities and therefore we should be the ones that are in control of it.

Visit to pub – agreed this was a priority as no-one has seen anything but photos since. Rod suggests that photos be taken to be shared with the village/community. Jamie suggests that it would be good to share a timeline with the community regarding building completion, lease tender, potential opening date. Noted it could be December. Support from Plunkett Foundation has been put on hold. Noted that pub does not need to be finished although recognise that they would want to see kitchen or plans. Some discussion on previous books and the potential value of those.

- **Bank signatories** – BDT to initiate this
- **Office and files** - BDT to show us office and share passwords etc with us next week. Need to understand what resources are available e.g. computer, laptop etc
- **What external assistance do we need** – important that trustees are not taking minutes to enable full contribution. Assistance with day to day running, invoices, record-keeping, diary, communication materials etc.
- **NOTED** that there is future potential for an area-based development officer

ACTION **JB to schedule meeting with BCIC ASAP**
Meet with staff as soon as possible
JB to contact Gillian regarding bank signatories process tomorrow (1.8.24)
JB to arrange to visit pub prior to meeting BDT at 6pm on 7th August
All to consider what is needed for forthcoming meetings with BDT/BCIC.
All to consider what administrative support is required.

7. Forms.... What is available – normally there is an enrolment pack distributed to new directors or trustees. We may have to create this. Need to understand what is done with application forms - if references have been taken up etc. Requires some back-tracking to ensure that we are compliant e.g. reference checks. Also need to speak to BDT to see what templates are available. **NOTED** that Jamie may be able to access these and has contacted the third sector interface for support to this. (e.g. Due diligence, Confidentiality, Register of interests etc)

8. Sub Committees:

- **Crosswater pub** – to take the pub to the point of let and thereafter the leaseholder would report to the BDT. **AGREED:** Volunteers - Patrick, Rod
- **Assets** – Hall/playpark/car park/toilets. Trustees to have a better understanding of these areas and being a point of contact/having input with the community on these. Noted that this would include the involvement of staff. Also need to check on the wood pellets. **AGREED:** Volunteer – Jean
- **NOTED** that there may be a need for an assistant hall-keeper on an ad hoc/relief basis
- **Events** – noted that there is an events group with Pearl, Kassie and Martin. Discussion on how best to support the events group. **AGREED** to ask the events group to come back into BDT with a trustee as a point of contact.
- **NOTED** that everything that is applied for should be 50% funded by Carrick Futures.
- **NOTED** it would be great to if previous trustees were able to volunteer in their areas of expertise and interest.

ACTION PB to approach the events group

9. Who leads on:

- Funding applications – **AGREED:** Rod, Andy with Jamie
- HR and staff – **AGREED:** Jamie
- H&S - **AGREED:** Jamie
- Governance - TBC
- Communications and advertising – TBC

ACTION All to consider their strengths for roles above and any other necessary roles

- Discussion on possible need for an accountancy subgroup role. **NOTED** the need to find out what the accountant currently does for us e.g. payroll.

10. Meeting frequency and date of next meeting: 7pm at Barrhill Village Hall Monday 12th

- TBC - Meeting Wednesday 7th August 6pm (pub) and with previous Board 7pm (Hall)
- Meeting with BCIC next week also to be confirmed.

JB closed the meeting with thanks to all for making a good start, need to keep in contact and not to try to do everything at once or take too much on.