

Barrhill Development Trust

Board Meeting Minutes

12th August , Barrhill Village Hall- Main Hall Room, 7pm

Present	Patrick Buck, Jamie Burgess, Andy Clegg, Rod Ekern, Jean Shaw
In attendance	No attendees
Next meeting	Monday 19 th August, Barrhill Village Hall Meeting room 16:30 hours
Minute taker	JB

1. Apologies and welcome

Jamie welcomed all to the trustee meeting.

2. Declaration of interest

JS asked if Trustees who were also members of Barrhill Community Council might have a conflict of interest. It was agreed to remember this, however it was not considered a conflict at this time.

3. Matters arising from previous minutes dated 31/07/2024

Minutes proposed by JS seconded by RE

- PB will form a WhatsApp group for Trustees
- Trustees agreed to meet with Foundation Scotland

4. Treasurers Report

AC reported that he had begun to work on the accounts and that it would take a lot of time to identify where all required invoices were. AR informed Trustees that there were a lot of emails to go through and that this would take time as well. RE indicated that he may have someone who would be able to volunteer time to assist AR with this job – Trustees would appreciate this help.

JS asked regarding the Solar Panels and if we had identified the contract – BO to contact BCIC to see if they have it. JB thanked AR for his efforts to date – they are very much appreciated.

5. HR Report

JB met with Angela and Dean today to introduce himself and begin to understand the work Angela and Dean carry out. JB will be the main point of contact between Trustees and BDT employees. Trustees will request any work required through JB and not directly with Angela or Dean. JB will ensure BDT Trustees are fulfilling their duties to employees.

6. Secretary's Report

Trustees agreed that a Secretary's Report would be a standing item on the agenda

7. Health and Safety Report

Trustees agreed to keep H&S as a standing item on the agenda.

JS to check when fire alarms/extinguishers and emergency lights are service

JB to ensure appropriate checklists are in place and kept up to date

BO & JS to implement weekly inspections of play park using a template inspection form

BO and JS to investigate zip wire maintenance.

8. Recruitment of staff

It was agreed that Trustees would speak with Foundations Scotland and DETAS regarding short term specialist support that might be available with a view to employ a BDT secretary in the future.

Trustees agrees that a relief hall caretaker should be employed to assist Angela and provide cover for days off and sickness. JB to look into this.

9 & 10 - short term jobs and division of duties

In general Trustees agrees with proposed division of duties as proposed by JB

JB HR and H&S, OSCR, Governance

PB & RE Crosswater related matters including the lease.

AC Finance and funding

JC & BO Facilities management (not pub)

AC & PB Web site/face book

11 Barrhill Events Group (BEG)

JB to make contact with the BEG to ensure that the BEG and BDT can work together for the benefit of the community. Noted that the BDT will require that the BEG has considered all compliance and H&S matters before they are able to use property controlled by the BDT.

12 Communications

Agreed that approved minutes will be shared via the website (once we are able to access this) and on the Hall notice Board.

Trustees agreed that residents should be invited to visit the Crosswater as soon as work has been completed and contractor tools have been removed from site.

Confidential information will be redacted from minutes before they are shared outside of Trustees.

13. Next meeting

16:30 on Monday 19th August – Meeting room, Barrhill Memorial Hall

In attendance:

- Foundations Scotland
- DETAS

