

# Barrhill Development Trust SCO49162

**Trustees Meeting  
29 August 2024  
Barrhill Memorial Hall at 4pm**

**Present:** Jamie Burgess – Chair (JB) Rod Ekern – Vice Chair (RE) Andy Clegg – Treasurer (AC) Bill Ottaway (BO) Jean Shaw (JS) Patrick Buck (PB)

**Quorate:** Five of the registered Trustees need to be present for a majority decision to be taken.

1.	<p><b>Apologies</b> Welcome from JB.</p>	<b>Action</b>
2.	<p><b>Confirm notice and Quorum</b> sederunt noted as above</p>	<b>NA</b>
3.	<p><b>Declarations of Interest</b> No declarations of interest at this present time</p>	<b>NA</b>
4.	<p><b>Approval of Minutes</b> Proposed by JS. Seconded by PB</p> <p><b>Matters Arising</b> None</p>	
5.	<p><b>Finance:</b> AC reported that there was £11,000 in the current account, but this was an approximation. There are £2,000 in Direct Debits in total still due. The staff had yet to be paid. An outstanding bill from Safeguard Security Systems for £6,000 for the Crosswater is yet to be paid. Also a Final Demand for the Rates £1,800 and £4,000 for Crosswater contractors, so there is a shortage in capital now. It was agreed that all imminent purchases be approved via JB first. The next grant from Barrhill Community Interest Company (BCIC) was expected to be in the bank account at the end of next week, total of £78,250. It was previously agreed that BCIC pay invoices directly for BDT, but BCIC needed two more Directors to be quorate due to conflicts of interest between BCIC and BDT Directors. It was BDT wish to revert to that system. The BCIC would be quorate on Monday 2/9/24 to remit funds in time for 6/9/24. A vote was taken to pay bills such as contractors and staff pending receipt of the BCIC Grant. Vote was passed by a majority of 5-1. Previous Treasurer Sarah Malone will make payments for staff salaries with AC. AR has over 200 documents to photocopy as part of the SPR Compliance Report. BO offered to help with the photocopying.</p>	<b>AC</b>
6.	<p><b>H R Report:</b></p> <p><b>Part Time Hall Keeper.</b> JB confirmed that BDT were looking to hire a P/T Hall Keeper. P/T Hall Keeper for 6 hours p/w on a rolling shift with present full time Hall Keeper. JB Proposed to proceed on that basis for the part time Hall Keeper, and will advertise the position locally. Seconded by all other Trustees.</p> <p><b>Administrator.</b> Higher salary to be offered as this role was supervisory over the other staff and to attract quality applicants. Contract for the Admin to be reviewed after 12 months. Initially for 20 hours</p>	<b>JB</b>  <b>JB</b>

	<p>p/w. Agreed to advertise at 15 to 20 hours p/w.</p> <p>JB has spoken with AB and Dean Horrod (DH) on a one-to-one basis. AB suggested electronic hand dryers in the Hall toilets the same as in the Community Toilets. To be looked into and obtain quotes.</p>	<p>JB</p>
7	<p><b>Secretary's Report:</b> At the moment all emails go to <a href="mailto:engs@barrhilldevtrust.org">engs@barrhilldevtrust.org</a> and are not being monitored. There are approx. 4,000 emails unread or actioned going back over the last few months. PB happy to monitor the emails when he returns from holiday. JB &amp; AC to monitor in the meantime.</p>	<p>JB/AC/ PB</p>
8.	<p><b>H &amp; S Report:</b> No reports from staff.</p> <p>Playpark: one area has been taped off as part of a platform has collapsed. Repairs costed out at £1,800 and there is an inspection due soon.</p> <p>Fire Alarm: Batteries have now been changed and the system is working for the moment. PAT or Inhouse Inspection of Electrical Appliances still be sorted.</p> <p>Chimney sweep coming to clean the flue on the Biomass boiler on 30<sup>th</sup> August. Biomass boiler to be tested on 30<sup>th</sup> August. A list of other jobs that need looking at to be addressed by JB</p>	<p>BO/JB</p> <p>JS</p> <p>JS/JB</p>
9.	<p><b>Facilities:</b> Feed in Tariff to be claimed back to 2019.</p> <p>Lights in the car park to be put on a timer.</p> <p>Lights in the toilets to be movement sensors.</p> <p>Bowling Green: Review for next season regarding costs.</p>	<p>JS</p> <p>BO/JB</p> <p>JB</p> <p>AC/JB</p>
10.	<p><b>Events:</b> An events committee has been formed of approximately 8 members. Barrhill Events Group.(BEG) Under the BDT Constitution, Trustees have to provide events for the community. The Bowling Club, Hall and Hire of Hall for events meet this. AC suggested BDT monitor funds raised from these events. There was no need for someone from BEG to be co-opted on the Board of Trustees. However, BDT can't fund events. Funding needs to come from BCIC. Due diligence by BDT requires BEG to be a constituted group and separate group. A table of fees needs to be drawn up for events. The Gaiety Theatre event on 13<sup>th</sup> September has not been organised with the present Trustees. There may well be an email from Gaiety in the outstanding emails not yet actioned.</p>	
11.	<p><b>The Crosswater Kitchen:</b> Decoration still be done in the building and there are still leaks on both gables to be resolved. Bar equipment could be added to the project. Items were included in the contract. Johnnie Thomson (JT) is the project Manager</p> <p>RE presented a list of equipment that should go into the kitchen. RE suggested we use one supplier to get the best deal. Lead time for most appliances and fittings is 8-10 weeks. RE showed the Trustees his design for the kitchen, which included blocking off a window so that the cooker and hood could be installed against an external wall. RE to contact Building Standards in Ayr to find out if this was allowed or if new plans needed to be submitted. RE to arrange a meeting with JT for an update on any equipment already ordered. Proposed RE to arrange a meeting with JT to show the proposed kitchen design and to discuss the possible need of any further funding</p>	<p>RE</p>
	<p>The meeting closed at 18.00. Next meeting TBA</p>	