

*No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 4 charity trustees, present in person. There are currently 4 serving Trustees*

1.	<p><b>Meeting validity confirmation</b>  <b>Present:</b> (PB) Patrick Buck - Chair, (AC) Andy Clegg - Treasurer, (WO) Bill Ottaway, (LW) minutes   <b>Apologies:</b> (JS) Jean Shaw   <b>The meeting was not quorate</b></p>	<i>Action</i>
2.	<p><b>Declarations of interest</b> - None</p>	
3.	<p><b>Welcome</b>  PB welcomed everyone to the meeting.</p>	
4.	<p><b>Approval of minutes from 3<sup>rd</sup> November 2025</b>  WO proposed and PB seconded.</p>	
5.	<p><b>Matters Arising from Previous Minutes – 3<sup>rd</sup> November 2025</b></p> <p><b>5.1 LW Review existing H&amp;S paperwork</b> – In progress</p> <p><b>5.2 LW Emergency Hub</b> – Still waiting for Customer Support at SP Energy Networks to contact me. Watson Peat (SPR) has been chasing them up.</p> <p><b>5.3 AC Table covers for events</b> – I am waiting for Angela to come back to me with choices.</p> <p><b>5.4 WO TRV's for meeting room and office</b> – This was not possible when the heating was being repaired as the whole system was not drained which would have been required to fit the TRV's. Revisit in the summer months and decide if TRV's are worth having on the meeting room and office radiators.</p> <p><b>5.5 WO - Notice board to be installed on the end of The Galloway garage.</b>  Keys are sorted and the old one has been taken down and old fittings removed, so the new board can go up. PB – Are we still planning to move the hall noticeboard?  AC – Yes, but we should wait for better weather.</p> <p><b>5.6 AC - Pub licensing</b> I cannot put in a licensing application until the building certificates arrive. We really need to get them before the SAC January licensing meeting.</p> <p><b>5.7 PB - Pub chimney repair</b> this can't be done during the winter. AC – Chase up when the weather improves.</p> <p><b>5.8 PB - Graham &amp; Sibbald have been instructed to readvertise for tenants</b> – New prospective tenants have been found.</p> <p><b>5.9 LW - Harbour Ayrshire drop in facility.</b> AC – They attended the last BCC meeting and are interested in coming to the coffee morning. Await BCC minutes.</p>	<p><i>LW</i></p> <p><i>LW</i></p> <p><i>WO/LW</i></p> <p><i>WO</i></p> <p><i>AC</i></p> <p><i>PB</i></p> <p><i>LW</i></p>

	<p><b>5.10 PB – Pub radiators to be offered to residents</b> – LW – 1 radiator has been taken and 3 more are awaiting collection. We have had a request from a Ballantrae resident. PB – We should open this up to the wider area.</p>	
6.	<p><b>Treasurers Report</b> AC handed out a financial statement to end November 2025. We need to get funding passed at the next BCIC meeting on 17<sup>th</sup> December. The Environmental Health Certificate has arrived. Planning section 50 is OK. Building Standards have not yet been paid as I cannot get through on the phone to pay.</p>	AC
7.	<p><b>HR Report</b> AC – A new setup for timesheet submission and pay date has been agreed with all staff. Timesheets to be handed in on the last Wednesday of the month for and paid on Friday.</p>	
8.	<p><b>Secretaries Report</b> Could we have a small compostable waste bin in the hall kitchen for tea and coffee bags etc to go in the hall compost bin? Agreed as long as the tea/coffee bags are definitely compostable.</p> <p><b>Easter holidays:</b> Should the hall be closed to bookings on Good Friday and Easter Sunday? After a discussion it was decided that the hall should remain available for bookings over the Easter period.</p> <p>Can we have a wipe clean tablecloth for the drinks station in the Meeting Room as the tables get stained from spilled drinks. Agreed.</p> <p><b>Wreath Making workshop</b> As the events group are not taking any money for this event (payments are made direct to the host) should the hire charge be £5 per hour? AC – Yes</p> <p><b>Caretaker hours</b> AMc makes up the rota and puts herself down to work 7 days in a row followed by either 2 or 4 days when GH works followed by another 7 days of AMc working. This results in GH having periods of 7 days when she doesn't work any hours. AC – AMc should consult with GH when making up the rota. A new rota needs making with AMc working 4 days followed by GH working 2 days.</p> <p><b>Emails when I am on holiday</b> Can someone check the enquiries emails when I am on holiday for anything that needs dealing with before I return to work?</p>	<p>LW</p> <p>LW</p> <p>AC/LW</p>
9.	<p><b>Health and Safety</b> Nothing to report.</p>	
10.	<p><b>Facilities</b> Footbridge on the Martyrs' Tomb Walk WO – This is a core path so SAC should be carrying out the required repairs. Repairs would cost around £300. AC – The Whithorn Way would need to be closed until SAC complete the work which is already a long running issue. There was a letter between Jock Strain and BCIC in which the BCIC agreed to pay for maintenance on the core path. Hugh Brown attended a BCC meeting to report the state of the bridge officially. WO – The handrail needs to be replaced and we need to bolt new sections onto the uprights as they are rotting away too. AC – Jim Ottaway could be asked to make a metal handrail in this blacksmiths workshop. WO to ask JO for a price. AC – I think we should put this in motion.</p>	WO/AC

11.	<p><b>Pub Update</b>  Andrea Paton and Kaizer are new prospective tenants. The lease is in progress, hopefully ready for the end of January.  PB - Tenants will be coming out to see what they require. There are no optics. AC – A coffee machine has been mentioned.  WO – We need to get the microwaves and pizza oven out to check they are functional.  PB – Once the contract has been signed the prospective tenants will give one months notice on their jobs.  PB – I will be chasing everything up.  AC I need to chase up the provisional license which is for 6 weeks. All paperwork has been submitted and it has been paid for but I have heard nothing back. PB – We won't need it until February.  AC - The door to the kitchen may need changing.</p> <p><b>Outbuilding</b>  PB – The Building Inspector said extra beams were required and planning permission was not required as there is no change of use. The RHS wall has several parts which need replacing and the far end window and door need replacing and there is a rotten lintel.  PB – We need to ask JT to confirm where the pipework is next to the outbuilding.  AC – The roof should be insulated. I think the roof may need to be removed.</p> <p><b>Outbuilding Heating</b>  PB – Underfloor heating is cheaper to run than radiators. AC – If this is very expensive the BCIC might not offer the funding currently due to the large amount of funds required for the Greener Homes project.</p> <p><b>EDF payments for solar panels feed in</b>  AC - The pub and the hall should be receiving payments but we receive no information as to which payments are being received into the bank. We might not be receiving any feed-in payments for the pub.</p>	<p><i>WO/PB</i></p> <p><i>PB</i> <i>AC</i></p> <p><i>PB</i></p> <p><i>PB/AC</i></p> <p><i>AC/JS</i></p>
12.	<p><b>AOB</b>  None</p>	
	<p>Meeting closed at 20:10  <b>Next meeting:</b> Monday 5<sup>th</sup> January 2026 at 7pm</p>	