

*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, (JS) Jean Shaw , (LW) minutes</p> <p><b>Apologies:</b> None</p> <p><b>The meeting was 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 1<sup>st</sup> December 2025</b>  AC proposed and WO seconded.</p>	
5.	<p><b>Matters Arising from Previous Minutes – 1<sup>st</sup> December 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> – No further progress via Watson Peat. I tried asking for help via the SPR website. I received a reply on 22/1/25 which said they had passed my enquiry onto the social obligations team. PB – Please chase this up.</p> <p><b>5.3 LW - TRV's for meeting room and office</b> - To be looked at when radiators are not in use over summer</p> <p><b>5.4 WO Relocate hall noticeboard</b> – Wait until better weather</p> <p><b>5.5 AC Pub Licensing</b> – I chased this up today. They are slowly arriving.</p> <p><b>5.6 PB – Pub chimney repair</b> – Wait for better weather</p> <p><b>5.7 LW – Harbour Ayrshire drop-in</b> – I have spoken to Ian Murray for Harbour Ayrshire. He is keen to attend the coffee morning and the Mens Group. He is gong to contact me again to arrange this when he returns to work after a holiday.</p> <p><b>5.8 AC – Building Standards payment</b> – Payment has been made.</p> <p><b>5.9 LW – Order compostable waste caddy for kitchen</b> – Caddy is now in use.</p> <p><b>5.10 LW – Order wipe clean tablecloth for drinks station in the Meeting Room.</b> Two wipe clean tablecloths have been ordered for when there are events on in the hall and meeting room. Now in use.</p> <p><b>5.11 AC/LW – Make up new caretakers' rota</b> – Done and in use.</p> <p><b>5.12 WO/AC – Repairs to footbridge on the Martyrs' Tomb Walk.</b> BCC are chasing this with SAC who say they have run out of money. SAC asked for grant money to be used for the repair. They have been shown that windfarm rules do not allow grant money to be spent where SAC is responsible for paying. Ongoing.</p> <p><b>5.13 WO/PB – Check microwaves and pizza oven are functional.</b> WO I have tested microwaves and the pizza oven and they all work. The cooler cabinet to be used in the outbuilding is also functional.</p> <p><b>5.14 PB/AC – Pub Outbuilding heating.</b> All agreed that a log burner was the best way forward using the existing chimney which would need some work doing to it.</p>	<p><i>LW</i></p> <p><i>LW</i></p> <p><i>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>5.15 AC/JS – EDF solar feed in payments.</b> AC – We do not receive any notification of payments for solar panels in the car park or the hall. JS – We were receiving breakdowns. AC – We are not receiving any payments for the pub solar.</p> <p>AC to send JS all the information he has about the pub solar panels so hopefully she can sort out getting payments.</p>	AC/JS
6.	<p><b>Treasurers Report</b></p> <p>AC handed out a financial statement to end December 2025.</p> <p>Running costs and the pub fittings grants have come through. Some funds need to be returned to the BCIC. A list of average bills will be forwarded to the new tenants.</p>	AC
7.	<p><b>HR Report</b></p> <p>AC – There are some staffing problems. Nothing has come directly to the trustees either at the individual staff meetings or since. AMc is saying she is working to rule and that she is not going to help out with handyman jobs and the handyman cannot help caretakers with their jobs. We need to make up new job descriptions which are more detailed.</p> <p>LW to gather copies of all staff contracts together.</p> <p>JS – Who has upset AMc? AC – The new rota seems to have upset her. AMc was setting up the rota giving herself 7 days in a row then GH 2 days. The new rota is AMc 4 days GH 2 days.</p> <p>PB – AMc is setting up demarcation lines. The new job descriptions need to state that basically everyone mucks in.</p> <p>AC – The caretaker is not in charge of the relief caretaker. They are both equal.</p> <p>AC – We do not need both caretakers in at the same time to do jobs which the handyman usually helps out with.</p> <p>AC - Should we make an annual pay rise? A discussion followed and it was thought that a pay rise equal to inflation would be fair.</p> <p>PB – LW to produce tick sheets to reinstate the caretakers to marking off when regular tasks are carried out such as toilet cleaning. Also a checklist of tasks to be completed for different types of events, such as events which involve food preparation.</p> <p>PB/AC Caretakers need to write down what jobs they actually carry out.</p> <p>PB – Villagers are sniping about what staff members do. A list of jobs carried out by staff members should be produced.</p>	<p>LW</p> <p>PB/AC</p> <p>LW</p> <p>PB/AC LW</p>
8.	<p><b>Secretaries Report</b></p> <p>Do you want to leave the Christmas Trees in the planters to grow?</p> <p>A discussion followed and it was decided not to keep the trees in the planters but to look into planting them in areas of the car park garden where unsuitable plants are growing.</p> <p>Should there be a regular monthly staff meeting to avoid small issues getting out of hand? AC/PB – No.</p> <p>Since the staff meeting in June when the temperature the hall heating should be set to was agreed upon savings have been achieved in pellets. It is now 9 months since the pellets were purchased and they are not yet ready for topping up.</p> <p>The last time pellets were purchased was 26 March 2025. Previously pellets have been topped up every 7 or 8 months.</p>	WO
9.	<p><b>Health and Safety</b></p> <p>Nothing to report.</p>	

<p>10.</p>	<p><b>Facilities</b>  PB The pub CCTV needs to be checked to find out who is leaving dog poo outside the pub.</p> <p>WO – The Arnshean Park Playpark Inspection Report highlighted only low risk issues which are mostly monitoring. WO and DH are making regular checks.</p> <p><b>10.1 Pursue the Energy Lauchpad Project for refurbishing the public toilets?</b>  AC – It looks like we could use this project for the public toilets. JS – Or money from the Overhead Lines people who attended the BCC meeting. AC – There is not currently have enough time to investigate this. PB – Could we apply to the BCIC?  AC – JS to contact Overhead Lines people to find out more.  PB – We need to make a list of what needs doing. WO – Everything. PB – Then we need to produce a bullet point list of what is required. AC- New fittings, sanitary ware, insulation and upgrading to current standards.</p>	<p>JS</p>
<p>11.</p>	<p><b>Pub Update</b>  <b>11.1 Replacement door for pub kitchen</b>  WO – Howdens in Stranraer sell a suitable door but we need to setup an account with them. They have both cash and credit accounts. WO to email details to AC.  WO – We would need to build up the extra wide doorframe to make up for the door being 3” narrower than the frame.  AC – I have chased up the plate warmer which was due to arrive before Christmas.</p> <p>JS – Has a divider on the stairs for tenants quarters been added? PB – No, it could not be done. WO and DH added a door between the rooms to solve this problem.</p> <p>AC – We should use a keycode to allow access for guests rather than giving out a key which could be copied.</p> <p>AC – Aldi have folding sack carts which would be good for moving kegs. I will purchase one if they are in stock.</p>	<p>WO/AC</p> <p>AC</p> <p>AC</p>
<p>12.</p>	<p><b>AOB</b>  <b>12.1 PB - Should we renew Plunkett membership at £270 per year?</b>  All agreed this was no longer required.</p> <p><b>12.2 JS - Put forward allowing video call monthly meetings at the next AGM?</b>  AC – Would we need the constitution to change to allow this? JS – DTAS allowed Teams calls during COVID but this has now been stopped. AC – Put this on the next AGM agenda to be voted on.</p> <p><b>12.3 Joint BCIC meeting – what should we raise?</b>  AC – Will the BCIC pay for and Architect for Outbuilding refurbishment  AC – Where are the water supply and grey water pipes for the outbuilding  AC – Safeguarding information required by Foundation Scotland  PB – What is happening with Greener Homes.  PB – AC doesn’t want to be Treasurer beyond April and LO doesn’t want to continue as Treasurer of the BCIC  PB – Why do we need Foundation Scotland? A discussion followed. AC – Timescales for payment of grants is the main problem and the grant claiming software is awful.  PB – Could we look at having a joint Treasurer for both the BDT and BCIC? If we didn’t use Foundation Scotland we could employ a Joint Project Manager.  AC – I spend on average 1 hour a day on Treasurer work. We could have a part time accountant, but they would need to work in the hall.</p>	<p>LW</p>

	<p>PB – LW to send out a list of agenda items to trustees to allow for additions or amendments.</p> <p>12.4 New Scottish Power payment platform – Not discussed</p>	<i>LW</i>
	<p>Meeting closed at 20:55</p> <p><b>Next meeting:</b> Monday 2<sup>nd</sup> February 2026 at 7pm</p>	