

Barrhill Development Trust

Scottish Charitable Incorporated Organisation
Charity No. SCO49162



BARRHILL
Development
Trust
Registered Scottish Charity: SCO49162

Board Meeting No 8
Wednesday 23 October 2019
Barrhill Memorial Hall at 7.00pm

Present: Johnnie Thomson (JT) – Chairman, Richard Brown (RB) – Vice Chairman, Mark Bradshaw (MB) – Treasurer, Pauline Hewitt (PH) – Secretary, Laura Brown (LB), Jenny Murray (JM), Ken McLaren (KM), Kassie Farmery (KF), Pearl McGibbon (PM)

CI Representatives: Andrew Ward (AW), Amy-Dee Watson (ADW)

Quorate: Two thirds of the registered directors need to be present for a majority decision to be taken.

	<p>The meeting was opened by a visit from Ann Robertson and Andy Clegg, Directors of the the Kilgallioch Community Fund (KCF). Following a recent meeting of the KCF they were asked to highlight a number of points to the BCIC, namely that Barrhill's annual report (details of 60% funding spend) is now due and the Board should have received an email template to complete.</p> <p>Ann Robertson stated there is an issue with Cree Valley Community Council who want to be a fifth community but the KCF have advised them there will be no review until the prescribed time stated by Scottish Power.</p> <p>JT confirmed that the BCIC will have reached the 60% spend.</p> <p>Ann Robertson then highlighted the KCF wanting confirmation that following the formation of the Barrhill Development Trust that all relevant checks and agreements had been received from Scottish Power and the contract currently in place. JT gave assurance to Ann Robertson that cheques should still be made to the BCIC. Ann Robertson advised the Board to expect a letter from Foundation Scotland on behalf of the KCF in this regard.</p> <p>Ann Robertson outlined the requirement that each of the Community Councils has to nominate 10 members to the KCF. Currently Barrhill has six members so more are needed. After discussion MB, PM, LB and RB were put forward with Andy Clegg to ensure the appropriate membership forms are received.</p> <p>JT advised that Gillian Arnot of Scottish Power had attended a BCIC meeting with a full discussion having taken place. The outcome was SP is quite happy with the BCIC and its approach.</p>	
1.	<p>Apologies</p> <p>None</p>	Action
2.	<p>Confirm notice and Quorum</p> <p>Sederunt noted as above</p>	
3.	<p>Declarations of Interest</p> <p>PH (Barrhill Bowling Club) RB (Barrhill Bowling Club) MB (Barrhill Bowling Club) JT (Barrhill Scout Group and Barrhill CC) LB (Barrhill Flower Show) KF (Barrhill Playgroup and Barrhill Scout Group) KM (Barrhill CC & Barrhill Bowling Club)</p>	

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<p>4.</p>	<p>Approval of Minutes</p> <p>Approval of Minutes from Meeting No. 7 held on Wednesday 2 October 2019.</p> <p>Approved - PM Seconded – RB</p> <p>Matters Arising</p> <p>Websites</p> <p>RB advised the Board that he has yet to speak to (<i>restricted information</i>) regarding access to the BCIC & BDT websites. RB to action.</p> <p>Martyrs' Tomb Access and Dog Waste Bin</p> <p>MB confirmed that the dog bin has now been emptied and will be done so each two weeks. The Council confirm there will also be a new bin installed at the side of the road.</p> <p>First Aid Course</p> <p>LB advised the Board of the dates of availability for a one-day First Aid Course for 12 people with Monday 25th November being chosen. LB to action.</p> <p>Outdoor Storage</p> <p>JT advised the Board that he has yet to speak to (<i>restricted information</i>) regarding the storage container installation at the Memorial Hall. JT to action.</p> <p>Gravel – Annie Clarke Memorial Garden</p> <p>RB advised the Board that he has yet to action the ordering of the ¾ chip from Breedon and laying. RB & MB to action.</p> <p>Playgroup Equipment</p> <p>LB advised the Board she is waiting for a call back from the Family Liaison Officer. KF confirmed that the Playgroup had been included in the discussion as to what should happen to the equipment and that they were happy for it to go to the Women's Aid Christmas Appeal.</p> <p>Christmas Lights and Decorations</p> <p>MB confirmed that the indoor Christmas Tree has been ordered and is waiting for the engineer to conduct a site visit and quote on the electrical sockets and supply requirements before ordering the lights. MB confirmed that the new Defibrillator will also need a power supply (to be included in the quote) and so the decision must be taken as to where to site it. MB to action.</p> <p>Licenses – Fireworks Display and Ceilidh</p> <p>MB confirmed that both licenses for the above events were now in place.</p> <p>Fireworks Display – 2nd November 2019</p> <p>JT confirmed having spoken to the Fireworks Events Company there is an additional £200.00 charge this year. Unanimously approved by the Board. MB confirmed the necessary licences and permissions have been received from South Ayrshire Council and PH confirmed the required insurances were in place. The Board discussed the logistics of the Pre-Display Party in the Memorial Hall with the Guy Fawkes Competition and Bar & Food from 5pm and all Health & Safety requirements for the display itself. Following the display the party will continue in the Memorial Hall.</p>	<p>RB</p> <p>LB</p> <p>JT</p> <p>RB/MB</p> <p>MB</p>
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	<p>Garden Maintenance Programme Eligibility Criteria</p> <p>The Board requested ADW to review the current eligibility criteria for the Garden Maintenance Programme. ADW to action.</p> <p>Village Planters</p> <p>The Board discussed the next stages for the Community Planters with various options discussed as to the best way forward.</p>	<p>ADW</p>
<p>5.</p>	<p>Finance</p> <p>JT confirmed that he is in receipt of a cheque book and card reader for the new BDT Account with Bank of Scotland. MB has received a bank card and PIN number. JT to pass cheque book and card reader to MB. MB has still to sort out the internet access issues. JT & MB to action.</p>	<p>JT/MB</p>
<p>6.</p>	<p>Creetown Initiative</p> <p>Community Action Plan Update</p> <p>ADW confirmed that 26 copies of the Community questionnaires have been returned with a deadline for submission of 6th November.</p> <p>Residents Welcome Pack</p> <p>ADW confirmed that a request via Facebook for local trades to get in touch with their business details has been posted.</p> <p>PLACE Project</p> <p>The Board advised ADW that they have yet to review the proposed marked routes for local walking paths.</p> <p>Barrhill Station Car Park</p> <p>The Board discussed communication from the South West Community Rail Partnership in response to questions raised by the BDT for clarification of the proposed project. After lengthy discussion it was agreed to invite (<i>restricted information</i>) to present the project to the Board at the next meeting on 13th November 2019 in order to clarify the numerous questions the Board raised.</p> <p>Mark Bradshaw left the meeting at this stage.</p> <p>Hall Caretaker</p> <p>ADW confirmed that the Hall Caretaker has returned her signed Contract of Employment including revisions.</p> <p>Trout Inn</p> <p>ADW confirmed to the Board that (<i>restricted information</i>) from McKinstry is dealing with the offer letter to the owner of The Trout Inn and the Certificate of Title. ADW then outlined the commitments the BDT has made in terms of the requirements from the Scottish Land Fund and expectations from the community, bearing in mind the BDT has to report back to the SLF every three years.</p>	

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ADW confirmed that AW has contacted Creative Interior Designs, Dumfries regarding The Trout Inn and asked the Board if they wished to schedule a meeting. The Board agreed that firstly key repairs should be identified and basic building works completed before proceeding. ADW to advise Creative Interior Designs and say contact will be made in the New Year.

ADW

The Board and CI then discussed at length the options of either leasing or employing staff for The Trout Inn, and whether or not the SLF would have to be involved in this decision.

AW informed the Board he feels the BDT has now reached a stage where a requirement to replace ADW with a General Manager role to oversee the various projects and staff now being handled. The Board discussed and agreed that the current level of work was reaching an unsustainable level.

In conclusion, regarding the Trout Inn ADW suggested advertising as an employed position with the possibility to convert to a lease basis if the applicants perform to an acceptable level determined by the BDT.

The Board discussed the interior layout of The Trout Inn with reference to the bar position and how this affects the cellar pipes/operation. RB confirmed that it was the intention to close in January, but keep it open for as long as possible using voluntary staff. In the meantime works will get done i.e. roof, windows etc., with major works done during the shut-down.

Investments

AW advised the Board he recommends engaging an investment broker if it is the BDT's intention to invest any monies, however investment in property appears to be the better option. ADW also referred to a document produced by the DTAS entitled 'A Guide for Community Groups on Investing for Community Benefit' which may be of interest to the Board.

BDT Newsletter Q3 & Q4

As there is insufficient time for ADW to produce two newsletters before the end of the year the Board agreed to one edition only being published.

DTAS Meeting

ADW confirmed she had submitted the membership form to Development Trust Association Scotland (DTAS) and they have requested a meeting with ADW and Trustees of the BDT. Tuesday 19th November with RB and PM to attend.

Solar Panels

ADW advised the Board that she has received notification that the BCIC's application for pre-registration of Feed-In-Tariff (FiT) as a community energy installation has been approved. This application was made prior to the BDT being formed and is therefore in the BCIC name. The outcome being if solar panels are installed on the Memorial Hall prior to March 2020, then the BCIC will be entitled to receive a feed-in tariff.

ADW has submitted forms required for the BCIC to register for funding of £14,000 from the Green Economy Fund towards solar projects on FIT registered buildings (the Memorial Hall is FIT registered). Three quotes have been received for installation of panels with ADW asked to investigate the differences between the quotes received and organise site visits. ADW to action.

ADW

Hearing Loop System

ADW advised the Board that she has contacted GAB Audio to chase installation date for the hearing loop, and was advised that delivery of speakers from Germany is awaited. GAB will contact with ADW once they arrive.

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	<p>Communication via CI</p> <p>ADW advised the Board she has been contacted by (<i>restricted information</i>) requesting a waiver of the hall hire charges for Barrhill Primary School Christmas Fair on 14th December in the Memorial Hall. As the Board has already seen this event advertised with an admissions fee, ADW asked to contact (<i>restricted information</i>) to ask if all proceeds from the event are going to the school before any decision is made. ADW to action.</p> <p>ADW advised the Board that (<i>restricted information</i>) visited the CI offices to inform the BDT that the wooden bridge at Martyrs' Tomb (road side) needs some maintenance as the wood on some of the handrails and supports are in need of repair/replacement, also the tread on the bridge needs to be replaced before someone has an accident.</p> <p>AW and the Board discussed the implications of an accident happening on the bridge, which the BDT does not own. Therefore legally it may be the responsibility of the landowner(s). JT informed the Board that the original bridge was installed over 30 years ago by prisoners from Penninghame Estate on day release with the BCIC undertaking minor repairs approximately four years ago by D. Blackstock. To conclude, it was decided to write to Rachel Shipley, Outdoor Access Officer of South Ayrshire Council for advice in this regard and who is liable for the bridge and point out that a Barrhill resident has raised the issue of the bridge being unsafe. ADW to action.</p> <p>The Board discussed the supervision of the Village Handyman and that a tighter control is needed on job allocation and completion.</p> <p>General Manager</p> <p>AW advised the Board that he will put together a paper with regards to a General Manager role, how that individual would be engaged and work/bed in. AW to action.</p> <p>AW and ADW left the meeting at this stage 21.15.</p>	<p>ADW</p> <p>ADW</p> <p>AW</p>
<p>7.</p>	<p>Any Other Business</p> <p>Fireworks Display – logistics</p> <p>The Board reconfirmed logistics for the Fireworks Display, First Aider, Floodlights (MB to action), hi-vis jackets and escorts from Hall to display.</p> <p>JT requested PH to print off the insurance documents for the night and MB to supply the licence.</p> <p>MB to request Hall Caretaker to produce poster advertising event.</p> <p>Hall Storage Works</p> <p>The Board agreed that the new storage area in the Hall was a success. It was agreed that the panels are to be re-painted to match the rest of the internal decoration of the Hall. RB to advise Hall Caretaker.</p> <p>BDT Website</p> <p>PH advised the Board that the link to download a membership form via the BDT website is not working. RB also advised there was an issue with receipt of email messages. ADW to liaise with (<i>restricted information</i>) to resolve.</p> <p>Remembrance Sunday – Community Afternoon Tea</p> <p>The Board discussed and agreed to funding a Community Afternoon Tea (> £100 – receipts required) and to offer the opportunity to arrange it to the newly forming Events Committee.</p>	<p>MB</p> <p>PH</p> <p>MB</p> <p>RB</p> <p>ADW</p> <p>Done</p>

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8.	<p>Correspondence</p> <p>Ideas – (restricted information)</p> <p><i>(Restricted information)</i> has suggested email communication to BDT members rather than hard copies being sent out, WFP applications via email only with payments made directly into bank accounts and journey sharing schemes – all were discussed and rejected for reasons including data protection, demographic of village population and practicalities of administration.</p> <p>Transfer of assets from BCIC to BDT</p> <p>PH confirmed a transfer of asset form will be received to finalise the transfer of Hall assets. Any Director will be able to sign this document.</p> <p>BCIC AGM</p> <p>PH confirmed the mailshot to the BCIC members is being sent including a BCIC agenda, application to join the Board, Minutes from 2018 and official notification.</p> <p>Bowling Club – New Clubhouse Open Meeting</p> <p>An Open Meeting scheduled is scheduled at 6pm on Monday 28th October.</p>	
9.	<p>Date and Time of Next Meeting</p> <p>Barrhill Development Trust Meeting on Wednesday 13th November 2019 at 7pm.</p>	