

Barrhill Development Trust

Scottish Charitable Incorporated Organisation
Charity No. SCO49162



BARRHILL
Development
Trust
Registered Scottish Charity: SCO49162

Board Meeting No 10
Wednesday 18 December 2019
Barrhill Memorial Hall at 7.00pm

Present: Johnnie Thomson (JT) – Chairman, Richard Brown (RB) – Vice Chairman, Mark Bradshaw (MB) – Treasurer, Laura Brown (LB), Jenny Murray (JM), Ken McLaren (KM).

CI Representatives: Amy-Dee Watson (ADW)

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

	<i>(Restricted information)</i> attended the meeting at the invitation of the Chairman as a potential new Director.	
1.	<p>Apologies</p> <p>Kassie Farmery (KF) Pearl McGibbon (PM)</p>	Action
2.	<p>Confirm notice and Quorum</p> <p>Sederunt noted as above</p>	
3.	<p>Declarations of Interest</p> <p>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>	
4.	<p>Approval of Minutes</p> <p>Approval of Minutes from Meeting No.9 held on Wednesday 13th November 2019.</p> <p>Approved - KM Seconded – RB</p> <p>Matters Arising</p> <p>Websites</p> <p>RB advised the Board that following a conversation with <i>(restricted information)</i> he has been advised that <i>(restricted information)</i> has been fully briefed should cover be necessary in the future.</p> <p>First Aid Course</p> <p>LB advised the Board that the First Aid Course took place on Monday 25th November with 6 attendees. ADW confirmed that despite contacting all Barrhill Clubs, only one individual from the Craft Group took up the option of attending.</p>	

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<p>ADW confirmed that the new Memorial Hall Defibrillator has been registered on The Circuit and the Scottish Ambulance Service. After discussion surrounding the Defibrillator located at the Doctor's Surgery, it was agreed ADW to check its registration on-line. ADW to action.</p> <p>Outdoor Storage</p> <p>JT advised the Board that he will chase (<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>MB advised the Board that he has not yet ordered the necessary gravel. MB to action.</p> <p>Kilgallioch Report</p> <p>ADW confirmed to the Board that the written report required validating the reasons why the BDT charity was created had been completed and subsequently funds have now been received.</p> <p>Martyrs' Tomb Bridge</p> <p>In the absence of KF no update on whether Solicitors had been contacted regarding where liability rests for the Martyrs' Tomb Bridge and those that use it. As the Chairman pointed out this is an important issue MB to chase KF for up-date. KF to action.</p> <p>Hearing Loop & PA System</p> <p>ADW confirmed the Hearing Loop and PA System had now been installed in the Memorial Hall. ADW confirmed that Liam Barry and RB have been trained on the use of the Hearing Loop and PA System.</p> <p>Garden Maintenance Programme</p> <p>The Board discussed and agreed the draft garden maintenance programme application form designed by ADW with the addition of an email address to be added for ease of communication. Unanimous vote to proceed. ADW to action.</p> <p>Village Planters</p> <p>It was confirmed that the village planter scheme is in hand with preparations to commence in the Spring 2020.</p> <p>Trout Inn</p> <p>RB confirmed that an advertisement has been placed in the Morning Advertiser for Trout Inn Management staff.</p> <p>Property For Sale</p> <p>The Board discussed property purchase as an investment opportunity together with the Community Questionnaire results showing it as a high priority.</p> <p>Memorial Hall Cooker</p> <p>JM and MB discussed the gas cooker currently in the Trout Inn being moved into the Memorial Hall as a replacement, therefore saving additional cost.</p>	<p>ADW</p> <p>JT</p> <p>MB</p> <p>MB/KF</p> <p>ADW</p>
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5.	Finance <p>MB confirmed funding from Kilgallioch Windfarm had been received into the BDT account in the sum of (<i>restricted information</i>) with a balance of (<i>restricted information</i>).</p>	
6.	Creetown Initiative Community Action Plan Up-date <p>ADW confirmed she is in the process of collating the results for publication and confirmed 50 respondents, equating to a 14% return rate. The Board discussed the priorities highlighted by the questionnaire, with the highest being to tidy up untidy premises. The Board agreed that sending out a community questionnaire had been a good idea, as the community has spoken and a clear direction given.</p> Residents Welcome Pack <p>Work is still progressing on the Residents Welcome Pack. ADW to action.</p> DTAS Meeting <p>ADW confirmed that ADW, PM and RB attended a meeting with DTAS on 19th November with approval for membership now received and membership pack posted out.</p> Solar Panels in Community Car Park <p>ADW advised the Board that AW and ADW met with Emtec Energy on 27th November to carry out a site visit to the Memorial Hall and Car Park. They were advised that the current angle of panels isn't conducive to a year-round energy generation and that the wooden frames on which they are constructed are a health and safety risk. The Board discussed at length the original solar panel plans for installation at the front of the car park on a metal structure and what company undertook the original installation, feed-in tariffs and the Memorial Hall installation plans. The Chairman asked ADW to chase a quote from Emtec Energy to replace the existing structure with metal framework and realign the solar panels as a top priority. ADW to action.</p> <p>ADW presented Emtec's quotation for the Memorial Hall solar panel installation with a total amount from the BCIC to fund (the shortfall after a grant of (<i>restricted information</i>) available from SPEN Green Economy Fun) of (<i>restricted information</i>). The Board agreed to sign the order form and contract. ADW to action.</p> Caretaker <p>ADW presented a number of questions for the Board received from the Hall Caretaker as below:</p> Old Christmas Decorations <p>The Board agreed to the disposal of any surplus old Christmas decorations to be donated to charity to free up storage space. ADW to advise Hall Caretaker. ADW to action.</p> BCIC Office Paperwork and Filing Cabinets <p>MB and Hall Caretaker to go through the BCIC office paperwork in the New Year and file accordingly. MB to action.</p> <p>The Board agreed to waive the 2019 Church Remembrance Service Hall Hire and all future Remembrance Sunday Services with a unanimous vote. ADW to advise Hall Caretaker. ADW to action.</p>	<p>ADW</p> <p>ADW</p> <p>ADW</p> <p>ADW</p> <p>ADW</p> <p>ADW</p> <p>ADW</p> <p>ADW</p>

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Invoice Issues

ADW had been advised by the Hall Caretaker that there are a number of queries relating to the payment of outstanding invoices with the majority relating to the Bowling Club and its hire for a Whist Drive, Match Teas and use of toilets during matches and Ceilidh.

The Board discussed and agreed that the Ceilidh would be seen as a 50/50 event between the BCIC and Bowling Club and on this occasion no charge would be applied to the Bowling Club.

The Board discussed and agreed that the Whist Drive was a Bowling Club event and therefore Hall hire fees apply. A unanimous vote was taken to apply Hall hire fees. (JT & LB).

The Board discussed and agreed that on match days there would be no fee for use of toilets and facilities in the Memorial Hall. A unanimous vote was taken to waive Hall hire fees for toilet and facility use on match days. (JT & LB).

MB advised the Board that it had been drawn to his attention that the Bowling Club were in effect currently receiving free hire of the Bowling Club Green and this was therefore putting every other club at a disadvantage in having to pay for Hall Hire to run their clubs. A lengthy discussion took place regarding the funding available of up to (*restricted information*) from the Barrhill Community Council for Clubs to use for payment of hire of facilities and it was therefore agreed that in future the Bowling Club should apply to the Barrhill Community Council and be charged for hire of the Bowling Green. A unanimous vote was taken to apply a yearly Bowling Green Hire fee of (*restricted information*) at the start of the 2020 Season (JT & LB). KM to advise Bowling Club.

KM

Hall Caretaker – Hours

ADW advised the Board that the Hall Caretaker has highlighted the number of hours she is working over and above her contracted hours on a regular basis. The Hall Caretaker would like the Board to consider recruiting for cover for two days per week so she is working 5 days only. After lengthy discussion on the amount of usage the Memorial Hall is now getting and what options for cover currently exist, the Board agreed to advertise a vacancy for a Hall Caretaker Assistant. ADW to action.

ADW

ADW raised the issue of cover for the Barrhill Youth Club and whether or not this could be included in the job description for a Hall Caretaker Assistant.

Martyrs' Tomb Bridge

ADW confirmed further email communication received from Rachel Shipley of South Ayrshire Council in which she states she is not yet in a position to confirm who owns the bridge in question and has submitted a request to retrieve the archived file from SAC's records department and review. Ms Shipley confirmed in the email that she conducted a site visit to the bridge and reported 'it doesn't seem to be too bad, and not dangerous at this point', and that she will be asking one of the Roads and Bridges engineers to inspect, just to confirm this. It was confirmed that this statement from South Ayrshire Council, made in writing via email, is an important reference document and should be retained. ADW to action.

ADW

Trout Inn

ADW confirmed the purchase of the Trout Inn took place on 12th December 2019 and that insurance for the property has been arranged excluding contents (no insurable interest). JT confirmed that the current tenant (previous owner) has his own insurances in place.

ADW confirmed the advertising schedule with the Morning Advertiser in the sum of (*restricted information*). After discussion the Board agreed to proceed with a unanimous vote.

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	<p>Broadband</p> <p>ADW advised the Board that the quote for installing fibre broadband to the 24 houses that submitted their postcode totals (<i>restricted information</i>). This cost would increase even more as individuals have now contacted ADW after the deadline for submission passed. After discussion the Board unanimously agreed that this information should be circulated to the community with a unanimous vote not to continue with this project. ADW to action.</p> <p>Station Car Park</p> <p>ADW confirmed to the Board that she has written to Lynne Wilson of South West Scotland Community Rail Partnership to confirm that the community voted in favour of the BCIC funding (<i>restricted information</i>) towards the installation of a car park at Barrhill Station. The Board agreed that written confirmation is required from SWSCRIP once matched funding from Kilgallioch and Carrick Futures has been secured before any monies are released by the BCIC. A request for cycle parking facilities should also be requested for inclusion. ADW to action.</p> <p>Creetown Initiatives</p> <p>On behalf of AW, ADW asked the Board to consider options for the future relationship between the BCIC/BDT and Creetown Initiatives, bearing in mind the contract for ADW expires at the end of May 2020.</p> <p>ADW left meeting at this stage.</p>	<p>ADW</p> <p>ADW</p>
7.	<p>Any Other Business</p> <p>Trout Inn</p> <p>MB confirmed a site visit by Tennents has yet to be arranged. The Chairman advised the Board that the floor plan produced was not the most effective use of space. Following a site visit by JT and LB the Board then discussed at length possible layout options and the potential of the 4 double bedrooms upstairs at the property. In conclusion it was unanimously agreed to proceed on the revised floor plan sketched by JT and LB. RB to source company to produce floor plan drawings for use when contacting builders/contractors for quotations for works. The Board agreed to employ a main contractor to undertake the whole project and project manage the works rather than using individual tradesmen.</p> <p>The Board confirmed that The Trout Inn would officially close on 5th January 2020.</p> <p>A meeting of The Trout Inn Sub-Committee to be held on 30 December 2019.</p> <p>Board of Directors</p> <p>Following the approach by (<i>restricted information</i>) to join the Board of Directors, the Chairman confirmed that to ensure compliance the vacancy will be advertised to the community in the first instance. ADW to action.</p>	<p>RB</p> <p>ADW</p>
8.	<p>Correspondence</p> <p>(<i>restricted information</i>) – Heating System</p> <p>MB advised the Board that he had received a written request for funding for the installation of an air-source heating system to his property in the sum of (<i>restricted information</i>). After discussion a unanimous vote was taken to reject this request. LB to write to (<i>restricted information</i>) to advise. LB to action.</p>	<p>LB</p>

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	<p>Memorial Hall Door</p> <p>MB advised the Board that for security reasons the pin code for the Memorial Hall front door needs to be changed. MB to look for manual in BCIC offices and action. MB to action.</p> <p>Hire of Hall Tables and Chairs</p> <p>JM advised the Board that she had received a request from (<i>restricted information</i>) to borrow 2 tables and 6 chairs for Christmas. Unanimous vote to approve. JM to action.</p> <p>Bowling Green Maintenance</p> <p>KM presented a request from Barrhill Bowling Club for a sum of (<i>restricted information</i>) for requirements to maintain the Bowling Green for season commencing 1 March 2020. The Board discussed the submission at length and reviewed the enclosed Green Maintenance contract and pricing for seasonal services/products. A unanimous vote was taken (JT & LB) to approve the Green Maintenance Contract programme in the sum of (<i>restricted information</i>) with other items/services listed to be submitted as and when required for review by the Board.</p> <p>Resignation</p> <p>KM tendered his resignation from the Board of Directors – accepted.</p>	<p>MB</p> <p>JM</p>
9.	<p>Date and Time of Next Meeting</p> <p>Barrhill Development Trust Meeting on Wednesday 15th January 2020 at 7pm.</p>	