

Barrhill Development Trust

Scottish Charitable Incorporated Organisation
Charity No. SCO49162



BARRHILL
Development
Trust
Registered Scottish Charity, SCO49162

Board Meeting No 13
Wednesday 4 March 2020
Barrhill Memorial Hall at 6.00pm

Present: Johnnie Thomson (JT) – Chairman, Richard Brown (RB) – Vice Chairman, Laura Brown (LB) - Secretary, Jenny Murray (JM), Kassie Farmery (KF), Pearl McGibbon (PM)

CI Representatives: Amy-Dee Watson (ADW)

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

		Action
1.	<p>Apologies Mark Bradshaw (MB) – Treasurer</p>	
2.	<p>Confirm notice and Quorum Sederunt noted as above</p>	
3.	<p>Declarations of Interest JT (Barrhill Scout Group and Barrhill CC) LB (Barrhill Flower Show) KF (Barrhill Playgroup and Barrhill Scout Group) PM (Barrhill CC)</p>	
4.	<p>Approval of Minutes Approval of Minutes from Meeting No.12 held on Wednesday 12 February 2020: Approved - RB Seconded – PM</p> <p>Matters Arising</p> <p>Gravel – Annie Clark Memorial Garden MB to place order for underlay and gravel for Annie Clark Memorial Garden. MB to place order.</p> <p>Memorial Hall Door It was discussed and agreed by the Board that LB to arrange pin number change to Memorial Hall Door. LB to action.</p> <p>Missing Items from Memorial Hall RB advised the Board he has yet to return the grey table located in the Bowling Club Pavilion to Memorial Hall. RB to action.</p> <p>Paths/Walkways LB advised the Board that she has yet to speak to (<i>restricted information</i>) to seek further legal advice regarding liability for public paths/walkways. LB to action.</p>	<p>MB</p> <p>LB</p> <p>RB</p> <p>LB</p>

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Boundary Hedge at Memorial Hall

ADW advised the Board that she has made contact with (*restricted information*) regarding the removal of the boundary hedge at the Memorial Hall.

Village Planters

PM advised the Board that she has spoken with Jane Willis of Mansfield Garden Centre regarding the spring planting programme and as both stock and planting is weather-dependent, work will progress as soon as feasible. ADW confirmed she has reached out to the village planter adoptees via email to ensure volunteers are available once plants are delivered.

Relief Hall Caretaker

The Board confirmed interviews had taken place and offer letter sent to (*restricted information*). ADW to draw up contract of employment for review. ADW to action.

ADW

ADW confirmed to the Board that she has made contact with Patricia Caldwell of Creative Interior Designs regarding scheduling a meeting for PG later in March.

ADW and RB confirmed a formal response had been sent to (*restricted information*) regarding her suggestion of forming a Trout Inn Focus Group.

Martyrs' Tomb Walk

The Board discussed RB's recent visit to inspect the Martyrs' Tomb walk and subsequent findings, with PM confirming Barrhill Community Council confirmed the footbridge is owned by 2 landowners, namely (*restricted information*). It was agreed that LB to seek legal advice on liability surrounding remedial repairs completed to date. LB to action.

LB

Whithorn Way Funding Request

Following the Board's agreement to support funding request from the Whithorn Trust, ADW to request invoice raised to allow monies to be released. ADW to action.

ADW

Communication

LB advised the Board that she has formally responded to communication received from (*restricted information*) regarding solar panel installation.

Trout Inn Applications

RB advised the Board that to date 25 applications had now been received for The Trout Inn vacancy with all applications now being circulated to the Board for their consideration and short-listing for interview. Board to action.

All
Directors

RB confirmed that revised drawings have now been circulated to the Board for further review.

Project Development Officer

ADW confirmed to the Board that the PDO advertisement has now been circulated and 2 applications received to date with a deadline of 20th March 2020.

TV Licence

RB confirmed that a television licence has now been purchased for the Memorial Hall.

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	<p>Satellite Dish</p> <p>MB to contact (<i>restricted information</i>) to arrange installation of a satellite dish at the Memorial Hall. MB to action.</p>	<p>MB</p>
<p>5.</p>	<p>Finance</p> <p>In the absence of MB, JT presented the Financial Report to the Board.</p>	
<p>6.</p>	<p>Creetown Initiative</p> <p>Community Action Plan Results</p> <p>ADW confirmed to the Board that the results of the Community Action Plan update are being printed in the Barrhill Newsletter and are going online.</p> <p>Solar Panels</p> <p>ADW advised the Board that the weather had delayed the Memorial Hall solar panel installation which therefore commenced on 3 March 2020.</p> <p>ADW had received queries from SPEN regarding the Certificate of Title for the Memorial Hall (held in the name of the BDT) and the solar panel registration (held in the name of the BCIC) which have been answered after reference to the titles. ADW confirmed that registration for the feed-in tariff with EDF Energy would now be made.</p> <p>ADW advised the Board that part of the community car park has been cordoned off as one of the solar panels had fallen from the structure. ADW confirmed that engineers currently on site are going to remount the fallen panel and are liaising with the office team in terms of assessing the site to establish what type of mounting kit is required to remount all the panels. A firm quote will then be drawn up for review.</p> <p>Hall Caretakers</p> <p>ADW confirmed that following formal interviews LB informed all applicants of the final decision to appoint (<i>restricted information</i>) as Relief Hall Caretaker.</p> <p>The Board discussed the role of Hall Caretaker at length; including rates of pay, contract clauses and line management.</p> <p>It was discussed and agreed to the purchase of a First Aid Kit in the sum of £32.95 for the Memorial Hall and a further supply of cutlery and mugs.</p> <p>It was discussed and agreed to the purchase of further supplies for the Village Handyman to enable the new storage facilities to be fitted out.</p> <p>Arnsheen Park</p> <p>In preparation for the summer season, the Board discussed and agreed to ask (<i>restricted information</i>) to continue to cut the grass at Arnsheen Park at a cost of (<i>restricted information</i>) per cut. JT to action.</p> <p>Storage Facilities at Memorial Hall and Hall Contents</p> <p>The Board discussed and agreed that once the new storage facilities were fitted out, a full inventory and security tagging exercise should be conducted for all assets currently held in the Hall, BCIC Office and in use by the Village Handyman.</p>	<p>JT</p>

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<p>Board Skills Audit</p> <p>ADW advised the Board that she has created a Board Skills Audit Form for completion and return by all Directors. Board to action.</p> <p>Bowling Club Pavilion</p> <p>ADW advised the Board that following a meeting on the 17th February, Barrhill Bowling Club have rejected the proposal from the BCIC/BDT for the proposed replacement clubhouse. A list of requirements submitted by the Bowling Club was discussed and after lengthy debate the Board agreed the best way forward was to agree to a grant in the sum of <i>(restricted information)</i> be made (quote received by Board from Barnkirk Sawmill) for the Club to purchase their own choice and self-fund any additional expense incurred. The Board will agreed to give due consideration to further grant applications being made for the purchase of additional fixtures and fittings. RB to formally respond to Barrhill Bowling Club. RB to action.</p> <p>Q1 Newsletter</p> <p>ADW confirmed to the Board that the Q1 Newsletter is currently being printed and will be ready for distribution shortly.</p> <p>Village Planters</p> <p>ADW advised the Board that she has emailed all adoptees listed for 2019 and requested they inform the Board whether they will be available to plant once delivery is received via Mansfield Garden Centre. To date 14 adoptees have responded saying they are available, 3 original adoptees cannot commit this year and 8 adoptees have not responded to date.</p> <p>Garden Maintenance Programme 2020</p> <p>It was discussed and agreed that ADW to circulate the new Garden Maintenance Application Form to all current recipients of the scheme to ensure accurate records of those receiving this service are held. ADW to action.</p> <p>Biosphere – Covenanters Event</p> <p>ADW reminded the Board that there is a Covenanters Event in Barrhill Memorial Hall on 5th April 2020.</p> <p>Village Defibrillators</p> <p>Following issues raised by the Barrhill Community Council regarding the two village defibrillators and access via pin numbers, ADW confirmed to the Board that formal enquiries had been raised with the Scottish Ambulance Service. They confirmed both Barrhill defibrillators are registered in 'The Circuit' which means that anyone dialling 999 will be directed to whichever defibrillator is closest and will be given the appropriate pin number for access. It is acceptable and perfectly OK for both defibrillators to have their own pin number - there is no requirement for the numbers to be the same. The national network system can cope with two pin numbers for the two defibrillators in Barrhill with no problems.</p> <p>The 999 call responder will ask for confirmation of location of the patient/incident and from that a 6-digit grid reference number is identified. From this grid reference the nearest defibrillator is determined.</p> <p>The Scottish Ambulance Service stress that in the event of any emergency CPR should be started IMMEDIATELY - do not wait to obtain the defibrillator. While someone is giving CPR another person should call 999 and act on their advice. If there is no-one else available always phone 999 first before commencing CPR.</p> <p>ADW confirmed that information has now been passed to <i>(restricted information)</i>, Secretary of the BCC for distribution to all concerned parties.</p>	<p>All Directors</p> <p>RB</p> <p>ADW</p>
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	<p>Car Park Space for School Minibus</p> <p>The Board discussed having a designated parking space in the community car park (in front of the store) to allow safe and immediate access by pupils to their school taxi. A vote was taken with a majority vote of 4 Directors to implement this plan using road marking stencils. ADW to action via Village Handyman.</p> <p><i>(Restricted information)</i></p> <p>ADW advised the Board that she had sent a formal letter to <i>(restricted information)</i> regarding the sale of <i>(restricted information)</i> asking if <i>(restricted information)</i> would be agreeable to a site valuation and survey being done. A response has been received giving permission but with the proviso that copies of both are released to <i>(restricted information)</i>.</p> <p>After lengthy discussion it was agreed by the Board that careful consideration should be given to this request as it would be inappropriate for any individual to financially benefit from action taken by the BDT, or information/survey results purchased by the Board. As a first step it was agreed to determine the costs involved in conducting such investigations. LB to action.</p> <p>ADW left the meeting at 21.00.</p> <p>Memorial Hall – Weekend Bars</p> <p>After careful deliberation the Board agreed that no further weekend paid Bars should be held in the Memorial Hall, and that Bring your Own Bottle gatherings should be held in their place. RB to publish on Facebook. RB to action.</p> <p>The Board further discussed and agreed that no functions or events should be organised and advertised by any one Director without prior referral, discussion and agreement by the whole Board.</p>	<p>ADW</p> <p>LB</p> <p>RB</p>
<p>7.</p>	<p>Any Other Business</p> <p>Trout Inn – Sub-Committee Report from Richard Brown</p> <p>The Board discussed the revised drawings received from <i>(restricted information)</i> with RB to speak to the Architect to determine what restrictions (if any) are driven by Building Control on the revised plan options. RB to action.</p> <p>The Board discussed and agreed that an overall Project Manager be used to oversee the complete works, with three potential contractors having been approached to date; <i>(restricted information)</i>.</p> <p>LB confirmed to the Board that the Contamination Survey has now been received with asbestos having been found in a small portion of the building.</p> <p>RB to organise for the hire of waste skip to be positioned at the rear of the building, with JT to speak to <i>(restricted information)</i> in advance of placement. RB advised the Board that the previous owner has not yet removed all personal belongings and therefore RB to advise him that if they are not removed then they will be disposed of when the skip is delivered. RB & JT to action.</p> <p>Relief Hall Caretaker</p> <p>The Board discussed and agreed a start date of Monday 16th March 2020 for <i>(restricted information)</i> as Relief Hall Caretaker. LB to check with Solicitor regarding legal/employment queries regarding Hall Caretaker role. LB to action.</p>	<p>RB</p> <p>RB/JT</p> <p>LB</p>

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	<p>Energy Event</p> <p>The Board discussed communication received from Home Energy Scotland with a view to setting up a meeting shortly to discuss organisation of a village Energy Event and other green energy initiatives for Barrhill.</p>	
8.	<p>Correspondence</p> <p>ADW advised the Board that (<i>restricted information</i>) has sent an email to the Board to express (<i>restricted information</i>) unhappiness in the wording of communication sent out by ADW regarding the village planter adoptees.</p> <p>KF submitted a request for PVG screening and relevant fees for (<i>restricted information</i>) who has volunteered to help at the Barrhill Village Youth Club. The Board approved this request. KF to pass to ADW to action.</p> <p>The Board discussed and agreed that all staff directly employed by the BCIC/BDT should undergo PVG screening. ADW to action.</p>	<p>KF/ADW</p> <p>ADW</p>
9.	<p>Date and Time of Next Meeting</p> <p>Barrhill Development Trust Meeting on Wednesday 1st April 2020 at 7pm.</p>	