

Barrhill Development Trust

Scottish Charitable Incorporated Organisation
Charity No. SCO49162

Board Meeting No 16
Wednesday 4 November 2020
Zoom Meeting at 7.00pm

In Attendance: Johnnie Thomson (JT) – Chairman, Richard Brown (RB) – Vice Chairman, Laura Brown (LB) - Secretary, Kassie Farmery (KF), Pearl McGibbon (PM)

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

	<p>The meeting was opened by Robert Honeyman of The McKinstry Company who was attending to give legal advice to the Board regarding the employment issues of <i>(restricted information)</i>.</p> <p>After discussion it was agreed Mr Honeyman to draft correspondence to <i>(restricted information)</i> for Board review.</p> <p>After thanks from the Board, Mr Honeyman left the meeting at 19.30.</p>	
1.	<p>Apologies</p> <p>Mark Bradshaw (MB) – Treasurer Jenny Murray (JM)</p> <p>The Chairman advised the Board that Jenny Murray is standing down as Director with immediate effect.</p>	Action
2.	<p>Confirm notice and Quorum</p> <p>Sederunt noted as above</p>	
3.	<p>Declarations of Interest</p> <p>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</p> <p>Approval of Minutes from Meeting No.15 held on Thursday 1 October 2020:</p> <p>Approved - RB Seconded – PM</p> <p>Matters Arising</p> <p>Memorial Hall Door</p> <p>LB confirmed that she has yet to arrange the pin number change to Memorial Hall Door. LB to action.</p> <p>Missing Items from Memorial Hall</p> <p>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>	LB RB

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	<p>Paths/Walkways & Martyrs' Tomb Walk</p> <p>LB advised the Board that a specialist solicitor at McKinstrys will need to review the situation regarding path/walkway public liability on Martyrs' Tomb (plus the remedial repairs already completed) and is still to be contacted to discuss. LB to action.</p> <p>Satellite Dish</p> <p>In the absence of MB, no Satellite Dish up-date was available. MB to advise Board on progress. MB to action.</p> <p>Roof Repairs – Memorial Hall</p> <p>JT confirmed he had approached (<i>restricted information</i>) regarding the issues with the Memorial Hall roof. JT to continue as required. JT to action.</p> <p>Storage Facilities at Memorial Hall and Hall Contents</p> <p>The Board advised that a full inventory and security tagging exercise has yet to be conducted for all assets currently held in the Hall, BCIC Office and in use by the Village Handyman. Board to action.</p> <p>Health & Safety Equipment/Covid 19</p> <p>The Board agreed to go ahead and purchase various items of health & safety equipment including sensor Hand Sanitiser station for installation in the Memorial Hall, despite the delay in re-opening due to Covid19. LB to action.</p> <p>Office Laptop and Printer</p> <p>LB advised the Board that she needs to get the bank card from MB to be able to purchase the new laptop (plus case) and printer.</p> <p>LB confirmed a cost of (<i>restricted information</i>) (excluding laptop bag) for H&S equipment and laptop. LB to action.</p> <p>Review of Community Action Plan and Village Survey</p> <p>RB and LB confirmed they are still to re-visit the Barrhill Community Action Plan in conjunction with the Local Survey conducted by Creetown Initiative and choose a number of items that can be completed in a timely manner. RB/LB to action.</p> <p>Clean of Village Gullies</p> <p>KF advised the Board that she has still to forward emails to the Board received from Ayrshire Road Alliance regarding cleaning of the village gullies. KF to action.</p> <p>Transfer of Funds</p> <p>JT and RB confirmed that a breakdown of costings for the Trout Inn refurbishment to enable sufficient funds to be transferred from the BCIC to the BDT has yet to be completed. JT/RB to action.</p> <p>Station Car Park</p> <p>JT confirmed the Board had received email communication from (<i>restricted information</i>) regarding additional funding confirmed for the Barrhill Station Car Park project. RB to email (<i>restricted information</i>) regarding production of an invoice for the BCIC portion of funding. RB to action.</p>	<p>LB</p> <p>MB</p> <p>JT</p> <p>All Directors</p> <p>LB</p> <p>LB</p> <p>RB/LB</p> <p>KF</p> <p>JT/RB</p> <p>RB</p>
5.	<p>Finance</p> <p>In the absence of MB, JT presented the Financial Reports submitted for October 2020.</p>	

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7.	<p>Any Other Business</p> <p>BDT AGM</p> <p>The Board discussed at length the options open to host the BDT AGM during Covid19. RB confirmed that having referenced documents supplied by Burness Paul, there is nothing in the BDT constitution that precludes having a virtual meeting; there should be a minimum of 14 days' notice of the meeting; proxy voting is allowed and members can be emailed/posted the agenda and Zoom joining instructions.</p> <p>The Board discussed the way forward for the BDT AGM with the conclusion that RB to draft a preliminary notification email/letter to be sent to BDT members. RB to action.</p> <p>Christmas Hampers</p> <p>The Board discussed at length and agreed to extend the Christmas Hamper programme to include every household in the village. LB agreed to take the lead on this project and personalise the hampers for households having children. The Board agreed on a budget of <i>(restricted information)</i> per hamper plus <i>(restricted information)</i> Amazon vouchers included for children. A unanimous vote was taken and agreed to proceed on this basis. LB to action.</p> <p>Winter Fuel Payment</p> <p>The Board discussed the proposed Winter Fuel Payment programme for year end and logistics. RB & LB to try and find the WFP Excel spread sheet so this can be reviewed by the Board for accuracy/new residents etc. RB/LB to action.</p> <p>Trout Inn – Sub-Committee Report from Richard Brown</p> <p>RB advised the Board that an Environmental Report shows that there is no designated wash hand basin in either the bar or kitchen and therefore the Architect has been tasked with re-drawing the plans to incorporate these. Revised drawings will be sent to the SAC Planning Department next week.</p> <p>Board Membership Application – BDT & BCIC</p> <p>As a BCIC Board Member application form had been received from <i>(restricted information)</i>, the Board discussed the Board Membership processes for both the BCIC and BDT, and whether or not anyone applying for Board Membership applies for both committees. JT to speak to <i>(restricted information)</i> and RB to approach <i>(restricted information)</i>. JT/ RB to action.</p> <p>Trout Inn</p> <p>JT advised the Board that <i>(restricted information)</i> had approached him regarding the renovation of The Trout Inn and expressing an interest in the work.</p> <p>Village Burn</p> <p>JT advised the Board that he was asked to inspect the burn around the The Trout Inn and garage area where a slab of concrete has been washed away, therefore having the potential to flood the bottom of the village. South Ayrshire Council has confirmed they will put the concrete slab back into the bank but JT stated this may well be an issue over time.</p> <p>Village Pumpkin Competition 2020</p> <p>JT advised the Board that the Pumpkin Competition organised by KF went down well but asked that any communication made on social media etc., be passed by the Board prior to publication.</p>	RB LB RB/LB JT/RB
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	<p>Internal Audit</p> <p>LB suggested to the Board that an independent Auditor be appointed to undertake a full audit (processes etc.) to ensure compliance, to prepare for any audit that may occur and before someone is employed in the new Project Officer role. By doing so ensures full disclosure and transparency by the Board. After discussion it was unanimously agreed to do so. LB to find independent Auditor to take on this work. LB to action.</p> <p>DTAS Conference</p> <p>RB confirmed that he is attending a virtual DTAS Conference scheduled for 9 November 2020.</p> <p>2020 Remembrance Wreath</p> <p>The Board will be laying a Poppy Wreath on behalf of the village on Sunday 8th November 2020. JT to liaise with MB to arrange. JT to action.</p> <p>Village Christmas Tree</p> <p>The Board discussed and agreed to a village Christmas Tree being sourced and supplied by (<i>restricted information</i>). KF to arrange with (<i>restricted information</i>). KF to action.</p>	<p>LB</p> <p>JT</p> <p>KF</p>
8.	<p>Correspondence</p> <p>None</p>	
9.	<p>Date and Time of Next Meeting</p> <p>Barrhill Development Trust Meeting on Wednesday 2nd December 2020.</p>	

AWAITING ACCOUNTS