

Minutes of Barrhill Development Trust SCIO 49162 meeting on 16 August 2023

Attendees: Gillian Young - Chair (GY), Kelly Russell (KR), Sarah Malone (SM), Hugh Gregg (HG), Shelagh Leach (SL).

1 **The meeting was quorate and went ahead at 19:00**

Minutes taken by SL as secretary and Sarah Malone as Vice Chair

The first 15 minutes of the meeting were available to members to ask questions.

The Board announced that there is a new Chair (Gillian Young) and Vice Chair (Sarah Malone) in place. We also said that we need more members to go on the Board and asked anyone interested to fill in an application form.

There were questions about the pub opening and these were directed, as usual, to BCIC. There was also a more in-depth discussion about how and why the pub is owned by BDT but BCIC are overseeing the renovation.

A question was asked about grass cutting – KR stated that her husband was currently volunteering doing this until the handyman is confirmed. The same person asked who is the new handyman? The Chair answered that there had been some confusion during the interview process, further interviews were taking place and the new handyman would be confirmed by next Friday at the latest.

Tog Porter from Ayrshire Web Design was in the Hall to talk to the Board about the website – he needs one of the Board to liaise with Tog, this will be KR.

A member asked was he talking about the website as the calendar needs updating and the answer was yes and the whole website will be updated.

2 members asked for proof of the funds raised at the Christmas dinner raffle – KR confirmed that they can see the excerpt from the accounts to show this.

SM gave an update to the members stating that we as a Board had been “left in the lurch” with very little guidance from previous Board members and asked that the membership give us time to get on top of things. The members present were happy with this information and wished us well.

A member asked if they could have a specific date each month when minutes etc would be uploaded to the website.

The Chairperson then closed the members part of the meeting at 18.20 and the members departed, and the meeting continued with the Board.

2. **Matters to be discussed with invited guests**

Ayrshire Web Design – we need to get logos for Biosphere and SPR onto website. We also asked if the Board members names could be updated.

We asked if there was any way we could access “the cloud” that information had been stored on previously and the answer seems to be no.

We need to ensure that all email addresses in use are secure and are not using passwords previously used. We can change the passwords but must inform the group that needs access. Tog can change passwords for us in an emergency, but it is probably best that we do it ourselves.

The BoardComms email address is a distribution email address so whoever sends the email the whole Board should get it however currently this is not working for us. KR will give Tog the correct email addresses.

Database of Members – we will have to contact all Members to re-apply to BDT so that we can establish an up-to-date database. Tog will start a database and form for us to use for this. A new process of online membership form is going to be made which will automatically update our distribution system – this will then form our online database.

KR asked why it appeared that she has been on the BCIC system and changed their settings. Tog confirmed that she hadn't actually done this and stated that it was actually an email that she had sent, the matter has now been rectified.

For info Ayrshire Web Design point of contact is best done by email. We thanked Tog for joining us and he left the meeting.

Both Simon Russell and Alistair Taylor have submitted plans regarding screening round the blue containers outside. This will be discussed further at the next meeting.

3. Consideration of membership applications

There has been one application, the situation is complex and prevents us from accepting the application currently.

An application from another household, submitted previously, needs to be replied to and their membership confirmed SL to complete.

4. Approval of minutes from 12.7.23

These were agreed and can be added to the website SL

5. Matters arising from previous meetings and minutes

The candidates for the Handyman position will be re-interviewed – send cv's to the Board

PAT testing needs to be completed at the Hall – GY to contact the person who does this and ask them to come in to do it.

6. Matters arising for discussion

6.1 Grievance received – the individual Board members read through the letter and wrote their own comments, these were then discussed and pooled together to answer the letter, SM to send. The letter was sent on 17.08.23. A formal meeting will be arranged once the letter has been answered.

6.2 Transfer of funds to BCIC – We will need a formal letter from BCIC requesting the remaining funds be returned to them and agreeing that they will pay for

ongoing work for payment of bills, employee wages and the pub renovation from a specified date.

- 6.3 Letters of resignation – we need formal resignation letters from 3 trustees who have resigned recently. Since writing this, all letters have been received.
- 6.4 OSCR update required – Once the resignation letters are received we need to update OSCR who is on the Board of Trustees. Also need to update the website. Check with OSCR if they hold the village assets.
Finances – the accounts for 2021/2022 are now online and visible. The accounts deadline for 2022/2023 is December. We should set a date to complete these and submit.
- 6.5 Codes of conduct – these are needed for both Trustees and employees. We need to print them out and each person to sign them for filing records.
- 6.6 Fireworks licence – this needs completing ASAP, speak to Mark as he was the last person to complete one of these. Call council to check when is the cut-off date for applications.
KR is the money set aside for this?
- 6.7 Charity dissolving implications – need info on this from DTAS?
- 6.8 Action plan going forward – to be established
- 6.9 H&S/Hygiene/Fire inspections – we need to plan all these. Fire extinguishers are well within date.
- 6.10 We are looking into updating and changing the constitution, adding remote meetings for special circumstances, defining trust member and ordinary member numbers.

7.0 **Monthly finance report for BDT**

Balance sheet at 31 July – Total amount in the bank = £165,845.04, paid out this month = £10045.74 **KR**

Treasurer report from **KR**

Invoices to be agreed

DTAS registration fee per year	£90.00
King Bros skips	£486.00
SAC Pub licence renewal	£220.00
Shankland & Sons lawnmower repair	£202.00
Sports services	£485.00
Scott invoices (grass cutting in Arnsheen park)	£135.00 per cut (x 4)
Additional face painter at fun day	£70.00 retrospective

Banking requirements – need to remove JT and RB from banking signatories list and add SM and GY

8.0 **Applications for Grants, Bursaries**

No new requests

9.0 **AOB**

Calendar board to be removed from Supper Room and to be put online instead .
We need a new laptop for office work and a tablet for Memorial Hall staff to be able to access the new calendar.

Other points for action

Machar Action – find out how much this will cost and if they will work with us. Need to define what we actually want from them before this can happen.

Minutes secretary – do we need one, there is someone in mind if they will do it.

Post box key – this needs to be kept in the office rather than being with the Caretaker as they do not have access to the office.

We need the code for the COSHH cupboard in the Hall.

COSHH signage needed.

Posters for H&S needed.

Employee training is needed for COSHH.

Who empties the sanitary bins?

PRS licence.

10.0 Dates for the diary

The next meeting will be 13 September 2023

18 August 2023 – Accessible Arts

15 September 2023 – Gaiety Murder Mystery night (with bar)

20 – 21 September the Hall will be closed for elections