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| - | **Gargunnock Community Trust**  [**www.gargunnock.org**](http://www.gargunnock.org/)  Registered as a Scottish Charitable Incorporated Organisation (SCIO) on 14 August 2024 |  |

**Trustees Meeting**

**Thursday 22 August 2024 @ 7.30pm**

**held at Gargunnock Community Centre**

1. ***Present:***

**Trustees**: Gavin Fleming, Jill Patrick, Gill Bell, Steve Barnet, Crawford Gordon, Dan Williams, Stuart Ogg, Mairi Jackson, John Steele (part)

Steve Barnet agreed to Chair the meeting in place of Geoff Peart

1. ***Apologies:*** Geoff Peart, Nathan Anderton
2. ***Declarations of interest***

DW noted his wife’s interest in the Gargunnock Village Childcare Group which was the subject of a recent application to the Windfarm Panel.

1. ***Minutes of Previous Meeting on 9 May 2024***

Minutes of the previous meeting held on Thursday 9 May 2024 were adopted as a true record of the meeting.

1. ***Matters arising and follow up actions from previous meetings*** *(only those still to be actioned are noted)*

It was noted that due to personal reasons DW is stepping down as a trustee but is willing to continue helping the website redesign and to post any material on the Facebook page as required. Dan was thanked for his contributions to the Trust which had been invaluable during the time he has served

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With Dan’s resignation we now require 2 new trustees.

GF noted that the application to become a SCIO had now been successful.

SO to develop Director’s Induction pack and New Residents Welcome Pack.

1. ***Secretary’s Report***

GB noted confirmation statement had been submitted but that with the change to a SCIO this would no longer be required.

GB highlighted the need to update the Employer’s liability/insurance certificate.

**Action** GF will pass on the certificate to be posted on Noticeboard. It was suggested that the official notices should be placed on the board in the Blue room to avoid confusion with all the other material lodged on the noticeboard just inside the entrance to the Garden room.

GB reported on the attempts she had made to submit applications to the SVE volunteer awards. There had been issues with the application process and these would be fed back to SVE. Gill was thanked for taking this forward.

GB noted she had spent time cleaning/clearing things up in the CC kitchen which should have been done by Gala Committee. It was agreed that this would taken up prior to next year’s gala.

1. ***Treasurers Report***

GF presented the most recent set of accounts. Overall, he reported a healthy situation given the regular income from the offices and Drop In Centre, the growing number of bookings and Bite and Blether. He noted that there was currently £67k in the windfarm account.

GF questioned whether we are getting value from the £85 per month being spent on Yarrow for boiler servicing.

**Action:** GF to speak to Lee regarding this contract.

GF explained he will be meeting Anne Knox who is our independent examiner. They will be working on the new method of accounting for year-end accounts. SO agreed to prepare written text for annual report to be completed for AGM.

**Actions:**

GF to meet with Anne Knox

SO to prepare written statement for Annual Report.

All sessional workers need contracts - that is caretaker, windfarm administrator, Bugle editor and bookings administrator.

**Action**: GF to see if he can access a suitable model contract document.

1. ***Community Centre Report***

Small subgroup still required to develop existing booking system to include ‘gentle’ reminders about users cleaning the centre after using it. This group could also look at the issues arising from the recent double booking when someone books to the whole Centre. GF/CG/DW/Debbie.

**Action:** Following request from Songsters MJ agreed to look at procurement of 20 additional chairs or costs of replacing them all with new stackable chairs. Storage issue to be looked into.

SB/JP were thanked for their work on the kitchen getting the new fridge and boiler installed. Existing equipment should now be placed in storage.

It was noted that Margaret, the cleaner will be retiring at Christmas so we require alternative arrangements.

**Action**: GF to see whether a cleaning contract with a company is a feasible option. Also get Margaret to prepare a note about what she covers with her current duties at the Community Centre.

LEDI Renewables had still failed to address issues identified by Gregor MacCallum when he was resolving the issues with the Wi-fi.

**Action**: SO to follow up with Douglas.

1. **Windfarm Applications for review -** Applications and recommendations from Windfarm panel meeting on 12 August 2024

GWF 10-24 Village Fountain Restoration - application was approved in full £1,824

GWF 11-24 Defibrillator on Manse Brae - application was approved in full £1,415.00

GWF 12-24 Fish in the Classroom - application was approved in full £1,250.00

GWF 13-24 WAN Village Improvement to allow smart meters to work – No award as it was not something the community can resolve

GWF 14-24 Gargunnock Village Childcare (GVC) Support 2024-25 £6,150 sought - the application was approved for up to £300 as stage 1 and a further application for stage 2 will be emailed for approval once there is an updated figure for 2024-25 shortfall.

All recommendations from the Windfarm Panel were endorsed by the Trust.

The proposed review of the documentation governing the relationship with the Windfarm Fund and Panel will be considered by the Panel at a separate meeting in the next month or so.

1. ***Projects Update***
   1. **Website**

No further progress but DW is willing to help with the website, next step is for a meeting to take place with the Project manager for the Shop company (Danielle), David Millar and Mike Buckley.

* 1. **e-mail addresses and domain names**

Trust is still paying for a number of email addresses and domain names.

**Action**: DW agreed to have a quick look at the email addresses and GF to see whether a direct debit can be set up for payments for domain names rather than requiring a credit card**.**

**c.** **Village Shop**

JP highlighted that so far over £16k has been committed to the target of £60k for the Community Benefit Shop company.

1. **Cycle Project**

NA’s note indicated that a meeting had been arranged for 23 August to agree a specification for the container and base to accommodate the bicycles.

**e. Paths Group**

**Ladies Walk and Watson House paths** - GP had provided a report prior to the meeting which explained that Pete Rowell had now returned the unspent monies previously received for Ladies Walk at Watson House path.

**Beeches path** – SO explained that there were a few additional works that were required following feedback from users. These will require additional funding. It was noted that there had been no response from Stirling Council regarding the application to install tactile paving, submitted earlier this year. As the project had now effectively been signed off by the funders this could no longer be implemented.

**Gargunnock to Stirling path -** GP’s note explained that a letter had been sent to Chris Kane MP seeking his support for the project and requesting that he uses his contacts within the Council [as former Leader] to provide clarity and positive movement on the project.

A further email has been sent to David Hopper – the key Council official in respect of the project, and copied to our local Councillors seeking clarity on the Council’s position in respect of the Kings Highway, which was a project in the 2016 Active Travel Strategy. It remains unclear whether a new strategy has in fact been produced [we were promised consultation on it in May 2023!]. It is GP’s intention to attend the Cycle Stirling meeting on September 30th when he hopes to get a clearer picture of the state of play.

**f. Defibrillators**

GB explained that Bobby MacAllister had agreed to the new one being installed on his wall, the Windfarm Farm Panel having approved the funding. The installation costs will be covered by the company installing it as the trust is a charity. Appropriate signs to be ordered showing locations of the defibrillators. A map showing their locations will also be placed on the website and noticeboard. The Windfarm Panel suggested additional defibrillators should be placed at other parts of the village although it was felt that one at the end of the Beeches path in Drummond Place would suffice to cover that end of the village. To be looked at once the new one in Manse Brae has been installed.

It was noted the importance of people feeling confident about using the defibrillators so further raining may need to be offered.

**Action**: GB to order signs.

**g. Local Planning process**

There were no further comments on the outline principles which had been prepared by David Millar and circulated prior to the meeting. (see annex to these minutes)

**h. Telephone box**

SB had spoken to shop contractor and it had been agreed that it would best to wait until works at the back of the shop had been completed before any painting is undertaken. SB reported that he had been able to secure, free of charge suitable telephone box red paint from a Manchester based company.

**Action:** Removal of door planned for 29 August and taken to Roddy Chambers workshop**.** GB to arrange for feminine products to be removed while work is carried out.

1. **Ne*wsletter (Bugle)***

Nothing to report.

1. ***AOB***
   1. **Field next to Drop-In Centre -** GF to follow up in future.
   2. **Drain at entrance to Community Centre. –** GF agreed to use his power hose to see if drain could be unblocked.
   3. **Poster with regular events -** SO noted Debbie’s suggestion re: timetable of regular events on door to CC. It was agreed that it was a good idea. Debbie to follow up**.**
   4. **Projector/TV for Community Centre:**Gregor Macallum has agreed to follow up and will provide a quote for purchase and installation. Quote to be circulated once received*.* It was agreed that tenants of the Drop In Centre and Community Centre will be able to book the Garden room free of charge if they want to use the new presentation /video conferencing facilities once installed.
2. **Dates of Trust meetings for 2024 (Proposed Chairs)**

17 October 2024 (Chair – John Steele)

5 December 2024 (AGM) (Chair - ?)

**Meeting closed at 9.20pm**

**Annex to Minutes for 22 August 2024: Local Planning process update**

A village consultation event was held in the Community Centre on Saturday 29th June between 10.00am and 5.00pm which was attended by some Trustees. The purpose was to feed back on the earlier survey responses and to highlight possible short-term, medium and long-term priorities for the village. Attendees were able to indicate preferences with a limited number of stickers. Unfortunately, the turn out [around 30 people] was again disappointing given the importance of the event and the statutory nature of the Plan.

Following this event David Miller has drawn on the results and proposed Principles and Themes for the Plan. These are:

**GUIDING PRINCIPLES:**

1. Make Gargunnock a safe, enjoyable and attractive place to live, work and visit

* + - * Protect and enhance our natural environments within and around the village.
* Protect and enhance our community assets.
* Protect and enhance our historic assets.
* Reduce the impact of traffic within the village.
* Support and grow local businesses and amenities.
* Reduce our carbon footprint

2. Support sensitive, organic growth of the village.

* + - * Community led strategy on meeting housing needs in a sustainable way.
      * Provision of adequate infrastructure to support organic growth.
      * Community led strategy on housing for older residents
      * Continued active engagement and consultation with community

3. Promote and support health and wellbeing of all residents

* + - * Provide active, green spaces and amenities [football pavilion, pump track etc] for all ages.
      * Provide regular engagement opportunities for all ages.
      * Enhance active travel routes to and from the community.
      * Maintain and develop community groups and activities.

**IMPROVEMENT THEMES:**

1. Health & Wellbeing

2. History & Heritage

3. Local Economy

4. Organic Growth