

*No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 4 charity trustees, present in person. There are currently 4 serving Trustees*

1.	<p><b>Meeting validity confirmation</b>  <b>Present:</b> (PB) Patrick Buck - Chair, (AC) Andy Clegg - Treasurer, (WO) Bill Ottaway, (JS) Jean Shaw, (LW) minutes</p> <p><b>Apologies:</b> None</p> <p><b>The meeting was quorate</b></p>	<i>Action</i>
2.	<p><b>Declarations of interest</b> - None</p>	
3.	<p><b>Welcome</b>  PB welcomed everyone to the meeting.</p>	
4.	<p><b>Approval of minutes from 12<sup>th</sup> January 2026</b>  WO proposed and JS seconded.</p>	
5.	<p><b>5.1 LW - Review existing H&amp;S paperwork.</b> In progress.  I discovered that the red alarm cord in the disabled toilet had been cable tied far too short. The cord should be 10cm from the floor to allow it to be reached if someone has a fall. DH adjusted the cord to the correct length. Testing the assistance alarm will be added to the weekly fire alarm checks</p> <p><b>5.2 LW - Emergency Hub</b>  I chased this up again.</p> <p><b>5.3 LW - TRV's for meeting room and office</b> – summer job</p> <p><b>5.4 WO – Relocate the hall notice board</b> – better weather job</p> <p><b>5.5 AC – Pub Licencing</b>  AC – As far as I am aware everything has gone in. We need to pay a fee of £180 but SAC has not yet phoned back to let me pay. PB – Is the temporary licence is still in place? AC – Yes but will run out soon as it was setup for the previous prospective tenants timescales. A provisional licence is in place until Building Standards approval. We can open with a provisional licence.</p> <p><b>5.6 PB – Pub chimney repair</b> - better weather job</p> <p><b>5.7 LW - Harbour Ayrshire drop in facility.</b>  I spoke to Ian this morning. He is going to attend coffee morning this Friday and take it from there. He would like to arrange to attend the Mens Group as well.</p> <p><b>5.8 AC/JS – EDF solar feed in payments</b>  AC – We need to take photos of the feed in meters.  PB – Did we agreed that we won't charge the tenants for utilities until April? AC – Yes, this will give us time to transfer them over to the tenants.</p>	<p><i>LW</i></p> <p><i>LW</i></p> <p><i>LW</i></p> <p><i>WO</i></p> <p><i>PB</i></p> <p><i>JS/AC</i></p>

<p>AC - I am waiting for a reply from Watson Peat about the MCS (Microgeneration Certification Scheme) registration. We haven't got any details of the registration KB has been chasing me about it for the audit.</p> <p>AC - £4,375 bill, the previous board say FS (Foundation Scotland) paid it but KB says they didn't. We don't know anything about this. The audit has highlighted it. I have given FS everything I have.</p>	<p>AC</p>
<p><b>5.9 AC – Forward a list of what average bills will be to the new tenants</b></p> <p>AC – I have this on a spreadsheet but I need to adjust it with the winter use costings.</p>	<p>AC</p>
<p><b>5.10 LW - Gather copies of all staff contracts together</b></p> <p>LW – I have collected contracts and will forward them to AC and PB</p>	<p>LW</p>
<p><b>5.11 PB/AC – Create new job descriptions</b></p> <p>PB/AC - We need to add more detail to the job descriptions.</p>	<p>PB/AC</p>
<p><b>5.12 LW – Produce tick sheets for caretaker tasks and checklists of tasks to be performed.</b></p> <p>LW – I have produced a checklist for the ladies toilets which can be amended for the disabled and mens toilets.</p>	<p>LW</p>
<p><b>5.13 PB/AC/LW – Produce a list of jobs carried out by staff members</b></p>	<p>PB/AC/ LW</p>
<p><b>5.14 WO – Move Christmas Trees from planters to car park garden</b></p> <p>WO – I don't think it is a good idea to put the trees in the car park gardens. They will quickly grow to an unmanageable size. LW – The events group are trying to arrange somewhere for unwanted trees to be planted. AC – We should pass the trees back to the Events Group.</p>	
<p><b>5.15 JS – Contact Overhead lines about public toilets refurbishment</b></p> <p>JS – We have to go to the community for their approval and then go back put in a funding bid. AC – I suppose we will have to get a quote for the work before applying. WO – Do we need to go to the community as we have been voted on to make this kind of decision?</p> <p>PB – At the BCC meeting they said they would judge different projects against each other. AC – Groups in Girvan can access this fund. JS – I have tried to get in touch with Liam Cantwell but haven't managed to yet. AC – The information keeps changing.</p> <p>AC – We need to get a quote for the work required. There is a very good chance it will be approved. PB – we need to get in early before funding runs out.</p> <p>AC – We need to know how to apply for funding. JS - I will try to contact Liam Cantwell</p> <p>AC – The toilets need to be insulated, a new path and stainless fittings. PB – How do we find a specification? JS – I will contact Gibson and Goole for a quote. AC – I will contact Hyslops for a quote.</p>	<p>JS</p> <p>JS/AC</p>
<p><b>5.16 WO/AC – Replacement door for pub kitchen</b></p> <p>AC – I am still struggling to setup an account before we can make the purchase.</p> <p>WO – It needs to be a fire door with a window so this limits options. AC – I will chase it up again.</p>	<p>AC</p>
<p><b>5.17 AC – Plate warmer for pub – It has arrived.</b></p>	
<p><b>5.18 AC – Purchase folding sack cart – Purchased and is in the pub.</b></p>	

	<p><b>5.19 LW – Add allowing online BDT monthly meeting to next AGM agenda.</b> I have created an AGM agenda document with this listed.</p>	
6.	<p><b>Treasurers Report</b> AC handed out a financial statement to end January 2025. There is underspend on previous quarters. I will propose to the BCIC that monies left over in April will be refunded to them.  I have received messages from JT that we cannot spend too much on the outbuilding. We don't want a heat pump which was in the original plan.  SAC want us to prove that the pub building has been refurbished. Building warrants are not enough. The council tax bill for 25-26 is £2,440.20. I am trying to find out exactly what they want from us.  New Scottish Power payment platform - Now setup.</p>	<p>AC</p> <p>AC</p>
7.	<p><b>HR Report</b> Nothing to report.</p>	
8.	<p><b>Secretaries Report</b> Query received from a resident asking if the handyman service to carry out small jobs in residents homes has been setup. AC – Ask for a list of the kind of jobs required.  DH has asked if he can have woodchip for the car park garden. AC - Ask Dean to find somewhere to source woodchip in bulk, there is money in the budget for this.  <b>Smoking</b> Can we do something about people smoking in Memorial Hall grounds? The cigarette butt box is located right next to the front door. When smokers stand there you have to walk through a cloud of smoke to get through the door and fumes go straight into the hall through the door and open windows. WO – Put up a No Smoking sign by the door and we can move the cigarette butt bin.  Can we have a fit for purpose heating timer controller? The current one is a domestic one and is not flexible enough for the requirements of different times and temperatures programs. AC – I will ask Hyslops if there is a suitable heating control they could fit.</p>	<p>LW</p> <p>LW</p> <p>WO/LW</p> <p>AC</p>
9.	<p><b>Health and Safety</b> Nothing to report.</p>	
10.	<p><b>Facilities</b> Nothing to report.</p>	
11.	<p><b>Pub</b> PB – Building warrants should not hold up opening. There are 2 warrants, the second is for the shelter and ramp. We need an extension to the warrant. The architect has sent in proof of extending the warrant. The building inspector wanted railing around the top of the wall on the ramp to the canopy. The architect is doing a drawing for this.</p>	

	<p>PB – The name change from The Trout to The Crosswater is now complete.  PB – I have been having discussions with Andrea. She is pushing the solicitor for the lease. She is going to see the solicitor this week and will sign without the MCS certificate. Once this is done they will move in. The planned 20<sup>th</sup> February opening may have to be pushed back.</p>	
12.	<p><b>AOB</b>  <b>Housing Events Group Freezer</b>  JS – There has been a discussion about housing the freezer which has been offered to the Events Group. Angela said there was room in the storage container.  AC – There is a problem with non-BDT staff having access to the container. It would also limit the amount of general storage space in the container as there would have to be clear access to the freezer. WO – Everything stored in the freezer would need to be properly labelled and dated.</p> <p><b>Key storage</b>  AC - A bigger key safe is needed for the office. JS – Should we have 2 copies of all keys?</p> <p><b>Lockable Storage for Office</b>  PB – We need lockable cabinets in the office to store confidential information.  AC – We need to plan how this will fit in. Some furniture needs replacing.</p>	<p><i>AC</i></p> <p><i>AC/PB</i></p>
	<p>Meeting closed at 20:45  <b>Next meeting:</b> TBA</p>	