

*Trustees are encouraged to attend at 6:45 for 7pm start*

*No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is 5 charity trustees, present in person. There are currently 6 serving Trustees*

1	<p><b>Meeting validity confirmation - meeting opened 19:00</b></p> <p>ATTENDEES: Johnnie Thomson, Chair (JT), Liz Ottaway, Treasurer (LO), Sally Vokes (SV), Pearl McGibbon (PM).</p> <p>PRESENT: Hugh Greeg (HG) - later confirmed co-opted, Sam Rimmer, Development Officer (SR)</p> <p>APOLOGIES: Richard Brown.</p> <p>The meeting was quorate after confirmation of co-option performed by email.</p> <ul style="list-style-type: none"> <li>• <b>Resignation of Trustee and note of thanks.</b> The Board approved the following wording to be shared on the Trust's facebook page and newsletter: "The Board would like to thank Collette Bailey who has served on the board for 18 months and has now stepped down. Colette was an active member of the Board who generously gave her time not only for meetings but also supported activities outside of the Boards role."</li> <li>• <b>Co-option of Trustee - Hugh Gregg</b> Email JT, 10/1/23 "Hi all Hugh Gregg has expressed interest in being a trustee. Is everyone happy with this" SV by Email , 10/01/23 "Yes for High Gregg" RB by Email "I vote yes" LO by Email "excellent. I'm sure he will be a good and reliable trustee" Hugh Gregg was appointed as a co-opted Trustee. The register of Trustee interests was updated to reflect that Hugh is a member of the Bowling Club, uses the Trust's accountants for his own business and as all current Trustees is eligible for the Winter Fuel Grant. The meeting was quorate after co-option of Hugh.</li> <li>• <b>Co-option of Trustee - Felicity Stryjak</b> After attending the Legal and Governance training, Felicity applied to the Board and due diligence checks were performed and shared with the Board. Felicity attended the meeting in case of questions and left at 7pm for the Board to discuss. Felicity was co-opted unanimously. Register of Trustee interests will be updated following on-boarding for Felicity.</li> </ul>
2.	<p><b>Consideration of Membership applications to BDT</b></p> <p>Two applications were received from adults within Barrhill and both were welcomed to membership of the Trust.</p> <p><i>Update: Both members were contacted on 27Jan23 by SR</i></p>
3.	<p><b>Approval of previous minutes - November 2022</b></p> <p>Proposed: SV, Seconded: LO</p>
4.	<p><b>Matters arising from previous meetings &amp; minutes</b></p> <ul style="list-style-type: none"> <li>• <b>2022.080 Plunkett Skill Audit</b> - recirculate and bring to next meeting for discussion</li> <li>• <b>2022.098 Santa Suit:</b> purchased. Closed</li> <li>• <b>2022.099 Paper for Trustees.</b> Ordered, given to CB. Closed</li> <li>• <b>2022.100 Car Park Lighting.</b> Letter sent as agreed. Closed</li> <li>• <b>2022.101 Governance Session.</b> In November the Board noted "The Board agreed to arrange a session in the first quarter of next year including Governance (use fireworks as a Lessons Learned), How to collect ongoing feedback outside of CAP and the next big project eg Working towards becoming a Green village". However as Jan meeting is long due to not having one in Dec and the Board agreed they were not sure what "Governance" was, setting a date has been deferred until Feb to allow more time to gather information. This session is not about reviewing staff performance, see handouts from Legal &amp; Governance training.</li> </ul>

5.	<p><b>Monthly finance report for BDT</b></p> <p>Book keeping for the Trust was unavailable for Financial Year 2021/22 although some invoices were present. SR was asked to track down and collate. Outstanding matters of concern have been sent in writing to JT, LO and RB prior to circulation to the full Board for urgent resolution these include invoices paid in the name of a separate legal entity, wrong amounts paid, invoices paid only after passing to a credit agency, errors with insurance and missing minute notes on movement of money within and between different organizations. This has delayed a number of reporting obligations including Scottish Land Fund (£135,00 end of Grant report). The current year book keeping has now been passed back to SR and this month September to December was presented to reflect that. The Board have resolved to adhere to the improved financial governance in place since the post of Development Officer was filled in 2022. SR advises that preparing for the Statutory Accounts has taken a lot longer than should be considered reasonable because of the missing documents and state of the records.</p> <p><b>This months book and cash position was adopted</b></p> <p>Sept - Dec: Total Income £3,873.3  Sept - Dec: Total Outgoings: £99,113.65</p> <p>Cash held at bank at 31Dec22: £317,986.65  Of which £121,671.68 is allocated spent since this date  Leaving £196,314.97 in available funds</p> <p><b>The Board discussed cash handling and made an express statement</b> that there were no concerns to date about SR's cash handling. <i>DECISION: when cash is received, SR and payer to sign receipt book. For raffles etc collector and BDT representative to sign</i></p> <p><b>The Board discussed decision making for urgent purchases.</b> <i>DECISION: JT &amp; LO to make a decision together on urgent matters and have authority to spend up to £1,500 between meetings</i></p>
6.	<p><b>Applications for Grants, Bursaries</b></p> <p><b>6.1 FOR UPDATE: Status of offer made to BBC Club House</b>  £333.71 remain of the £23,346 grant. The BBC has discussed with the DO that they would like to hold on to the balance until the Club House opens for the new season incase of any requirements. Anything unspent will be surrendered or discussed at that time. The Board agreed this was acceptable.</p> <p><b>6.2 FOR UPDATE: Application from Primary school for Panto</b>  Grant paid in full 9th December, the school sent their thanks and photographs of the event for the newsletter.</p> <p><b>6.3 NEW: Application from BBC for green costs (circulated by email)</b>  HG declared his interest in BBC and withdrew from the discussion.  The Board understands the membership of BBC is currently around 30 and not all are residents of the Barrhill and that the costs of the Gold are very high. Other local greens are not thought to have this level of external green care, only at the end of the season. The Board accept the responsibility in the constitution to maintain and promote the bowling club however it has concerns about high cost especially given the distance the company has to travel from EH49 and the preferred green care being out of step with other local clubs. As the money is to be spent wholly for the benefit of Barrhill, the Board would also like details on the proportion of the membership who live in Barrhill. The Board also wanted to know if the BBC have considered training for a green keeper(s) as this application could also be considered by the BDT. SR to contact the BBC with the Board's concerns  The Board instructed SR and PM to look for more local alternatives and asked SR to contact the BBC with the above for comment.  ACTION 2023.001 PM to look for local companies and report back  ACTION 2023.002 SR to look for local companies and report back  ACTION 2023.003 SR to contact the BBC with the above for comment</p> <p><b>6.4 NEW: Application from Parent Council</b></p>

	<p>Residential trip costing £1097.50 for 5 Barrhill Primary School children, resident in Barrhill to attend a development opportunity in Dolphin House. Unanimous decision to award [Grant 2023001]</p>
7.	<p><b>Monthly Report from Development Officer including Project reports</b></p> <p>SR reference the Legal and Governance training attended by some Trustees on 21Jan and reiterated her support that the Trustees are responsible for Governance, strategic decision making and monitoring and that her role is defined only by her delegated authority from the Board, her job description and tasks as delegated from the Board from time to time.</p> <p>The Board issued a reminder that staff contracts list the Development Officer as Direct Line Manager for Care Taker, Relief Caretaker and Handyman. The term Boss is not correct and should not be used in this context, <b>NEW ACTION 004 - SR to remind staff of title</b></p> <p>SR alerted the board to an issue with the Trust's insurance that could place liability on them personally and all those that have served since the incident. In 2019, the insurance company was contacted and told 'the company has received charitable status and changed it's name', although a new company had been set up with a separate legal status. The details on the insurance were incorrect from this date. SR is in communication with the insurers to resolve this issue.</p> <p>Tasks will be done in priority order set by the Board, SR hopes to be able to bring proposal for Community Action Plan to next meeting.</p> <p><b>7.1 Pub focus: Limited company</b></p> <ul style="list-style-type: none"> <li>• <b>2022.084 Community Pub - Registering Ltd Company</b> - Pub company registered. Closed.</li> <li>• <b>2022.085 Community Pub - Financial Accounting for Pub</b>, LO to speak with accountants. Accountants could not assist. SR to search for potential accounts for the combination of charity, wholly owned subsidiary, pub</li> <li>• <b>2022.087 Community Pub - Recruiting manager</b> - Ltd company registered, adverts can now be placed. One person has contacted Johnny, who will follow up with them</li> <li>• <b>2022.090 Community Pub - Signage</b> - Quote accepted, Ask at Feb meeting for fitting date</li> <li>• <b>2022.086 Community Pub - bar top</b>. Awaiting price from JJB</li> <li>• <b>2022.102 Community pub - 11kw stove</b> for downstairs, Awaiting price from JJB</li> </ul> <p><b>NEW 2023.105 Community pub - leak</b> near chimney downstairs to be resolved by JJB  <b>NEW 2023.106 Community pub - splash back</b> - JT will help unload when fitting is required  <b>NEW 2023.107 Community pub - kitchen</b> - SR to investigate commercial kitchen options for fixtures and fittings</p> <p><b>7.2 Other matters from Development Officer's report</b></p> <ul style="list-style-type: none"> <li>• <b>2022.082 Works at Hall</b> - awaiting suitable weather</li> <li>• <b>2022.083 Memorial Hall Stone Wall</b> - dyker will visit stone merchants in Feb/Mar. Continue as planned</li> <li>• <b>NEW DECISION - Gritting</b>: The board decided that gritting salt will be continued to be bought in bags to facilitate safe storage <b>NEW ACTION 2023.007 - Gritter</b>: SR to arrange purchase of Dolomite gritter £930, as per details in report</li> <li>• <b>NEW 2023.008 - SR to research EXTERNAL VENDING MACHINE</b> for refreshment AND water point, report back</li> <li>• <b>NEW 2023.009 Hall -new kitchen electrics</b> - SR is to google for electricians including Alan Smith and JJB.</li> <li>• <b>NEW 2023.010 Hall -new kitchen</b> - SR to investigate kitchen options for fixtures and fittings including Check stores for old equipment stored</li> </ul> <p><b>With respect to Barrhill Attractions &amp; activities (BAA)</b></p>

The Board noted that, through no fault of SR, the Burns Supper was arranged quite late and that there has been feedback about the cost of the event. The Board has given permission for speakers and caterer to be approached in February.

The Board noted that the BAA is to continue to encourage as many contributors and volunteers for Barrhill events and activities and the Board confirmed that SR is continue facilitating meetings and budget tracking to reduce the burden on volunteers.

The 2022 (part year) budget was reviewed and it was noted some invoices are still expected, overall BA will be on budget and delivered to the Trust's objectives.

**What the Board expected and approved for 2022:** Costs of £5,085 and expected income of £1,750 ie BDT agreed to pay **£3,355** towards activities in Barrhill

**What actually happened in 2022:** Costs of £2,511.13 were incurred and ££1,750 funds were received, Further costs of £1,680 expected, (ie BDT will need to be only **£2,441.13** towards Barrhill activities)

For 2023 activities, the Board approved a budget of £15,168 including £6,000 for a firework display in November which will require a Trustee to lead for insurance purposes. The Board confirmed there is no tolerance on price and any variation must be brought to the Board to approve prior to spend. SR asked for it to be recorded that this may delay things but she would try to minimize any delays by booking as far in advance as possible.

#### DEVELOPMENT OFFICER ACTIVITIES Last period & this period

##### Tasks completed since last meeting

(this is not a full list of all tasks)

- Winter Fuel Grant 2022 support for BCIC
- Senior Christmas dinner 2023 (set up, invites, orders)
- Book-keeping Oct - Dec, now back with Sam
- 90% of BDT Books for 2021/22
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- Carols at the Hall
- Bookings and preparations for Burns night 2023
- Pub manager job advert
- Curtains for hall to reduce acoustic issues
- Secured Gaiety Theatre inclusion in rural productions
- Treasurer's report October - December
- Board meeting papers
- Book-keeping, ticket sales etc
- Work with Trust legal adviser on Pub
- BAA meeting and plan for 2023 inc budget
- Opening the hall during electricity problems in village
- Working with Environmental health to get water to PWS
- Notices; posters, Facebook posts and email circulation list now 96 people

##### Tasks to be completed by next meeting

- New Broadband, as agreed previously
- Complete FY 2021/22 for BDT
- Complete FY 2021/22 for BCIC
- Prepare Windfarm reports
- Propose BDT annual budget
- Book Burns supper 2024 caterer & speakers
- Book senior meal 2023 caterer
- Support Trustee leading on 2023 Fireworks
- Other bookings for BAA, as agreed by Trustees
- Bank account and accounting software for Pub
- Job adverts, once bank account set up (Nov meeting)
- Chase stone order and dry stone waller
- Monitor Hall for need for carpet
- Preparations for 2022 AGM
- Investigate storage requirements at all
- QUERY: who is preparing pub fixtures and fittings list?
- QUERY: who is preparing kitchen costs?

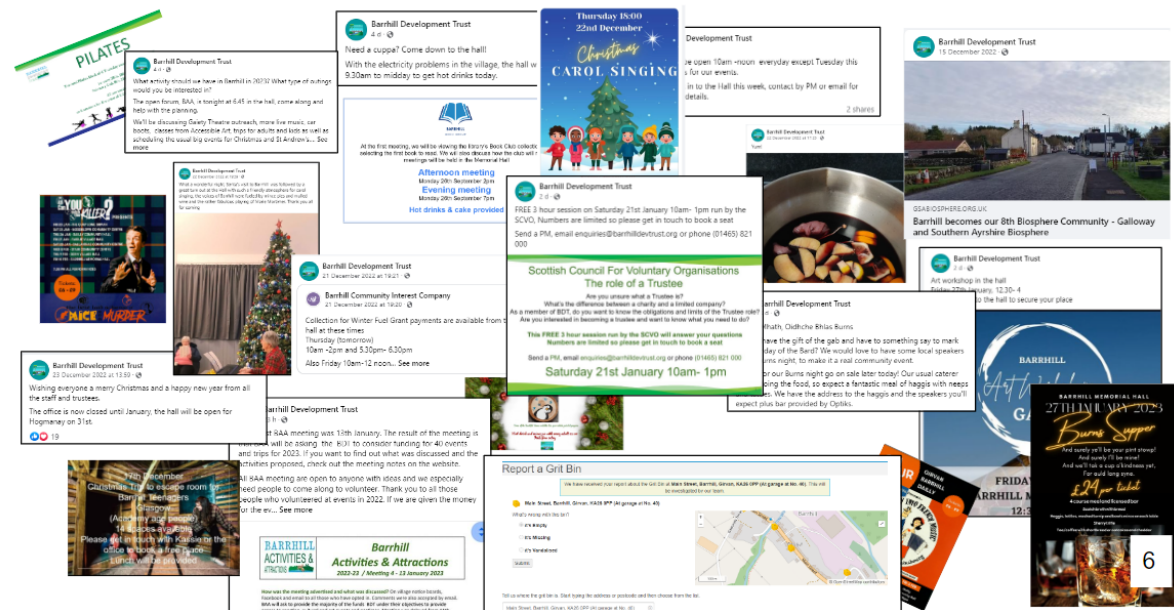
## FOR INFORMATION Project Updates - 17 January

Name	C.A.P	AGM 2022	Outdoor Gym & Disabled Play	Hall Curtains	EV Charging Point	Hall Roof	Community Notice Board	Wall & gates	Community Pub	BAA 2023
Stage	Date to be discussed	Date to be discussed	Proposal		Preparation	Preparation	Progressing	Progressing	Progressing	Progressing
Total Cost			Unknown		£0	£5,400*	£1,678.80	£10,000	£500k anticipated	£15,000
Spent to date			£0		£0	£2,900	£1,678.80	£0	Purchase price £156k + £165k	£0
Next steps			Include in CAP to gauge interest		Bays marked. Last electrical bit, no date yet	Roof leak fixed Roof repairs £2.5k Ext decor - TBC - JJB*	Delivered, ready to install. Await wall	David McLeary delayed by COVID, will review stones for order in Jan/Feb	Interior & fixtures decisions to be presented and agreed  Building work to finish in February	Budget agreed  Review 2023 Schedule and costs
	Proposal		Preparation		Progressing		Finished	Closed		
	An idea is being discussed but has not yet been agreed		Project is agreed and preparations are underway, eg formalising quotes or terms		Project is underway, work has started		All work on the project is complete but the project is not yet closed administratively	All paperwork has been finalised and all bills paid. Project objectives are satisfied		

Text in red = updates this meeting. Completed THIS YEAR : Car Park Refresh £22,326, Various BAA events, Planters

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## FOR INFORMATION: Selection of Community Comms since last meeting



### 8. AOB

- **AGM 2022** - Due Oct 2022, 1Mar22 suggested by SR, Trustees felt this was too early so a date 15Mar23 allows a discussion at the Feb meeting. March Board meeting will be moved accordingly
- **Open meeting 2023** - Intention for an open meeting, possibly June
- **AGM 2023** - Due Oct 2022, suggest 4Oct23. To be considered after 2022 AGM held
- **HANDYMAN** - On 1 March 2022, Handyman hours were increased to 35 per week. In November, JT agreed that handyman hours could be reduced to 28. Board decided that Handyman hours to be brought back to 35 to reflect work load **NEW ACTION 2023.11** SR to inform Liam, and ask for hours increased ASAP but not longer than 2 weeks
- **Car park (correspondence received from Robert Robertson)**  
The Board discussed access to the car park and decided that if there was poor weather and the Handyman was not available, the car park would be closed. The Board decided that a

	<p>sign relating to 'users own risk' be displayed at the car park. The board will make the decision to close the car park and will advise the caretaker if this is needed, a decision was not made on which Board member would be responsible for monitoring the car park and weather.</p> <p><b>NEW ACTION 2023.12</b> SR to contact Robert and inform him of the purchase of a new gritter and that the handyman hours are to be increased to 5 days</p> <p><b>NEW ACTION 2023.13</b> SR to source sign and arrange for purchase and installation</p> <p><b>NEW ACTION 2023.14</b> SR to contact insurers to enquire about liability for users of the car park in the case of accidents and report back</p> <ul style="list-style-type: none"><li>• <b>Biosphere community (Correspondence received)</b> - From MSP, congratulating Barrhill on becoming a Biosphere community</li><li>• <b>BBC, green waste (correspondence received)</b>- BDT pays £275 per year for bins, and the Board agreed this is sufficient. Compost is preferred. BDT will provide compost bins in Arnsheen park by March for when BDT Handyman mows the green and will encourage the community to add chicken waste, like the compost heaps at the Girvan Community Garden. LO to lead It is hoped that 4 green waste bin will therefore be sufficient.</li><li>• <b>Doctor's surgery</b> - Following a leak from the ceiling in the Barrhill Doctor's Surgery use of hall, the Board agreed by email to use of the hall for collecting prescriptions and that there would be no charge to the surgery for this service to support Barrhill residents. The Surgery have advised this may be required for 3-6 months from December 2022.</li><li>• <b>Keyboard purchase</b> - LO asked for a keyboard to be purchased at a cost of £677.90, which will be used by the church and any bands that play at the hall (although this was queried), the annual carol concert and perhaps children for piano lessons. The board approved this request and the keyboard will be stored at the hall after purchase.</li></ul>												
	<p><b>Meeting closed: 21:53</b></p> <p><b>2023 meetings:</b></p> <table><tr><td>15th February</td><td>15th March</td><td>12th April</td><td>17th May</td></tr><tr><td>14th June</td><td>12th July</td><td>16th August</td><td>13th September</td></tr><tr><td>11th October</td><td>15th November</td><td>13th December</td><td></td></tr></table> <p>LO sends her apologies for 15Feb23 as she will be unavoidably absent</p>	15th February	15th March	12th April	17th May	14th June	12th July	16th August	13th September	11th October	15th November	13th December	
15th February	15th March	12th April	17th May										
14th June	12th July	16th August	13th September										
11th October	15th November	13th December											

These minutes were proposed and seconded during a quorate Board meeting on 15th February 2023 and can now be added to the record.

Signed



Name J Thomson, Chair  
15th February 2023