

1	<p>Meeting validity confirmation - the meeting was quorate and opened at 7pm Present: J Thomson (Chair), S Vokes, F Stryjak, R Brown, H Gregg Apologies: L Ottaway No apologies: P McGibbon</p> <p>Two applications were gratefully received and given the proximity of the AGM, they will be encouraged to stand for membership election: Gillian Young, Shelagh Leach</p>
2.	<p>Consideration of Membership applications to BDT - 0 received</p>
3.	<p>Approval of previous minutes - January 2023 Proposed: SV Seconded: HM. SR to publish to BDT website</p>
4.	<p>Matters arising from previous meetings & minutes <i>Last meeting was 26th January, so progress is for half a month only</i></p> <ul style="list-style-type: none"> ● 2023.11 SR to inform Handyman, full time from Feb LB offered 4.5 days PW and the Board unanimously agreed ● 2023.12 SR to contact Robert re: car park - Completed ● 2023.15 AGM 2022 decision - agreed 22nd March 7pm ● 2023.16 Open meeting decision - agreed June 21st 7pm ● 2023.17 AGM 2023 decision - agreed October 18th 7pm
5.	<p>Monthly finance report for BDT</p> <p>5.1 This months book and cash position <i>adopted</i> 5.2 Overdue Statutory Accounts & statement to Accountants <i>update</i> Board acknowledge the lateness of filing the Statutory accounts (Due 31Dec22) and acknowledge the detailed report from the Development Officer (see attached). Galbraith Pritchard have provided draft accounts and SR has sent back queries as the numbers do not match. Answers are expected next week. The Accountants have advised that there will be a similar comment on FY 2021/22 accounts as there was on FY2020/21 concerning financial handling at the Trust. SR said "Whilst there is no indication of misappropriation there are areas of concern relating to good governance of community funds.</p> <p><i>Note added when minutes approved: The Trustees are committed to ensuring the accounting record is correct and are taking extra time to do that.</i></p> <p>DECISION 006 Correspondence addressed to the charity: Some of the Charity's correspondence is missing from its records. In particular documentation required for the preparation of Statutory Accounts and that which is required by 2005 Act to be retained by the Charity for 6 years</p> <ul style="list-style-type: none"> ● Decision 006: All correspondence is to be received at the charity's registered address of Memorial Hall or via the official Tust email enquiries@barrhilldevtrust.org. Correspondence must not be received at or taken to Trustee's personal addresses, to prevent accident loss of the Charity's documentation. Correspondence will be distributed to Trustees after receipt if necessary. <p>5.3 Salary Review 2023</p>

These minutes were proposed and seconded during a quorate meeting on 15 March 2023 and are added to the record.

	<p>It is normal for every organisation to look at wage rates each year and to take into account rates of inflation, no increase in wages means that staff will be paid less in real terms in 2023 than they were in 2022.</p> <p>Current rates of inflation</p> <ul style="list-style-type: none"> • Consumer Price Index December 2022 is 10.5% • Food inflation is reported 17-19% (Food Foundation UK) • Energy bills have tripled since 2019 • The energy price cap will rise to £3,700 in April 23 • There is no cap or help currently available for oil users • Minimum living wage (23 and over) rises to £10.42 in April <p>The Board of Trustees granted a pay [REDACTED] increase to employees for the financial year starting 01 April 2023 that reflects the increase in costs they will face as individuals.</p> <p>NEW ACTION 2023.020: SR to inform staff</p>
6.	<p>Applications for Grants, Bursaries (no new requests)</p> <p>6.1 FOR UPDATE: Status of BBC "Clubhouse" Grant</p> <p>£260 was paid in January, the BCC Clubhouse Grant has £331.73 in available funds, which the BDT have agreed can be reserved until after the hut is open as a contingency.</p> <p>6.2 Application from BBC for green costs (Grant 2023.002)</p> <p>HG did not partake in decision making for this grant application.</p> <ul style="list-style-type: none"> • 2023.001 BBC/ PM - no information provided • 2023.002 BBC/ SR HG provided a contact, quote received • 2023.003 BBC/ SR to contact the BBC - see response <p>Quote provided by BBC for greens maintenance Yrs 1 & 2 £8,394, Yr 3: £7,554.60 Total = £24,342.60</p> <p>Quote provided by alternative supplier Yrs 1&2 £5,760 Y3 3 not shared</p> <p>Compare like-for-like Yrs 1& 2 = £16,788 vs £11,520</p> <p>The Board discussed their desire to maintain this valued Barrhill facility. They commented that the BDT Handy Man is paid by the BDT to cut the grass 8 times per month in growing season and that the equipment used at the BBC is owned and maintained by the BDT. The BDT covers additional costs of metered water supply and refuse costs. The BDT Chair reported that our funders have commented on the percentage of funds which are spent on the bowling greens generally and reasserted the desire to ensure that good value for money is achieved for the investment made by the Trust in its property. The BBC supplied one quote for maintenance and the BDT took a second quote after receiving the grant request. The BDT is grateful to Hugh Gregg for sourcing this form and confirm that he did not take part in decision making for the grant.</p> <p>The Board unanimously voted to reject the costs of Quote A</p> <p>The Board unanimously voted to award £5,760 to the BBC for greens care over the Handyman grass cutting for 2023 and 2024, an amount equivalent to quote B. The BCC is asked to provide three quotes for all work over £1,000 with a minimum of two being acceptable when there are genuine supply issues. The Board accepts that the BBC may wish to add their own funds to this award but this is not required. BDT asked BBC to confirm that their earlier commitment to having only appropriate people involved in financial matters.</p> <p>ACTION 2023.003 Follow-up SR to inform Barrhill Bowling Club of the Board's decision</p> <p>6.3 Grant application 2023.001 Barrhill Parent Council</p> <p>The grant was awarded at last meeting and paid. The children's trip went ahead and was a great</p>

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	success.
7.	<p>Monthly Report from Development Officer including Project reports</p> <p>7.1 Proposal from SR: Governance</p> <p>Context for a focus on governance - The Foundation Scotland Recommendations 2021</p> <ul style="list-style-type: none"> • Directors need formal support in good governance (Recommendation 4) • Directors should commission a review of governing documents (Recommendation 5) • Directors should review mission of the organisation (Recommendation 6) <p>Methods for addressing this</p> <ul style="list-style-type: none"> • Trustee-led Governance initiative <i>however</i> difficult without governance experts on Board • Paid consultancy <i>however</i> likely to be quite costly • Apply for free consultancy - Cranfield Trust <i>however</i> BDT might not qualify <p>Who are the Cranfield Trust and what do they do? Every year the Cranfield Trust works with hundreds of charities on FREE management consultancy projects. Eligible charities discuss with a project coordinator about the process, answer any questions and allocate a regional project manager. The PM will then match the charity with a volunteer consultant, who has the appropriate specialist experience and expertise. Over the course of several months, the charity and the volunteer consultant will work together to achieve the objectives set in the project brief. The consultancy is available to charities addressing human welfare issues. The Cranfield Trust work with charities of all sizes to maximise potential, build resilience and strengthen management skills across 4 areas:</p> <ol style="list-style-type: none"> 1. Leadership and Strategic direction 2. People Management 3. Financial Management and Sustainability 4. Performance and Impact <p>On what ground might the BDT qualify? The first two charitable aims of the BDT are</p> <ul style="list-style-type: none"> • To relieve the poverty and needs of the elderly and disadvantaged people in Barrhill. • The advancement of citizenship or community development, by supporting and developing community development projects, including the advancement of rural affordable housing, rural regeneration and advancement of first-class community facilities and activities; <p>The Statutory accounts show a nil or minimal spend on these categories and there are no plans to achieve these aims. The Board have recorded both an acceptance that their governance understanding is low and that they need to understand what the next bit project is, after the community pub and in addition the pub will need to be innovative to stay afloat.</p> <p><i>ACTION 2022.080 Plunkett Skill Audit - to be discussed in Feb</i> <i>ACTION 2022.101 Governance Session</i></p> <p>NEXT STEPS: The Board authorised the Development Officer to apply to Cranfield Trust. The Board again deferred actions 080 & 101 [NEW Action 2023.021]</p> <p>7.2 Proposal from SR: Board efficiency & attracting a diverse board</p> <p>What happens now and why is this a problem</p> <ul style="list-style-type: none"> • Foundation Scotland advised the BDT to review its governance arrangements and to ensure it is meeting its charitable objectives. Currently a lot of each month meeting is spent on operations and business, and little time / no time is spent on strategy

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- There has been no governance review of how BDT should operate to ensure the Board is sustainable and effective since it was set up in 2019 *or at least none minuted*
- The BDT meets monthly, because this is what the BCIC did
- Barrhill has approx 350 inhabitants of all ages and around 200 of those qualify to sit on Boards. There are currently 4 boards in Barrhill: Development Trust, Community Council (meets 8 times a year), Community Interest Company and the Community Pub (pub not yet running). Almost 150 people currently serve or have already served on one of these
 - **there are few people available to serve on a committee**
 - **There is little time set aside for good governance reviews**
 - **There is little time set aside for strategy and long term planning**

Suggestion for financial year 2023/24 and beyond

- **The full Board meet quarterly** and focus on the governance of the organisation, strategy and the sustainability of the Barrhill Development Trust to the end of the wind farm benefit fund and beyond - this will encourage applications from more Trustees as their time obligations are reduced and meetings are more about planning and understanding Barrhill's needs
- **A Business subgroup meet monthly** to monitor accounts and operations of the organisation. Sub group to be comprised of Chair, Treasurer and one other TBC. Sub group minutes are circulated to all Trustees and be presented for adoption at every full Board meeting. Any serving Trustee can attend the business meetings if they wish.
- Both meetings are minuted
- Legal duties remain the same for all Trustees whether they attend the subgroup or not.

NEXT STEPS: Board to reconsider after AGM. SR to add to April Agenda [NEW ACTION 2023.022]

7.3 Proposal from SR: Youth Council

Context for a suggestion on Youth Advisory Committee

- The Trust has acknowledged difficulty in including a wide age range on the Board
- Working parents are already in demand at the school and their working lives, and are the least represented in open forums and other meetings and committees in Barrhill
- The Trust is for the whole Barrhill Community, including people of all age ranges
- A Youth Advisory Committee is a forum lead by and attended by the young people of the area
- It would formally feed in to BDT and BCC as well as other bodies as appropriate

How would it work?

- Anyone in Barrhill who is between 14 - 19 could apply to be part of the YAC
- SCVO and The British Youth Council have guidance material and support

Discussions were had on advantages, challenges & how it could work.

NEXT STEPS: Board approved SR to progress the idea but felt it was unlikely to succeed. SR will ask for a Trustee to support after the AGM [NEW ACTION 2023.023]

7.4 Activities & Community

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DEVELOPMENT OFFICER ACTIVITIES		Last period & this period
1.	Number of new projects initiated	
2.	Number of projects completed	
3.	Number of projects in progress	
4.	Number of projects on hold	
5.	Number of projects cancelled	
6.	Number of projects deferred	
7.	Number of projects under review	
8.	Number of projects approved	
9.	Number of projects rejected	
10.	Number of projects pending	
11.	Number of projects in planning	
12.	Number of projects in design	
13.	Number of projects in construction	
14.	Number of projects in operation	
15.	Number of projects in maintenance	
16.	Number of projects in decommissioning	
17.	Number of projects in disposal	
18.	Number of projects in storage	
19.	Number of projects in transit	
20.	Number of projects in inventory	
21.	Number of projects in stock	
22.	Number of projects in warehouse	
23.	Number of projects in distribution	
24.	Number of projects in sale	
25.	Number of projects in purchase	
26.	Number of projects in lease	
27.	Number of projects in rental	
28.	Number of projects in loan	
29.	Number of projects in gift	
30.	Number of projects in donation	
31.	Number of projects in inheritance	
32.	Number of projects in estate	
33.	Number of projects in probate	
34.	Number of projects in will	
35.	Number of projects in trust	
36.	Number of projects in partnership	
37.	Number of projects in joint venture	
38.	Number of projects in collaboration	
39.	Number of projects in consortium	
40.	Number of projects in alliance	
41.	Number of projects in network	
42.	Number of projects in community	
43.	Number of projects in society	
44.	Number of projects in culture	
45.	Number of projects in religion	
46.	Number of projects in politics	
47.	Number of projects in law	
48.	Number of projects in medicine	
49.	Number of projects in science	
50.	Number of projects in technology	
51.	Number of projects in industry	
52.	Number of projects in commerce	
53.	Number of projects in finance	
54.	Number of projects in education	
55.	Number of projects in training	
56.	Number of projects in research	
57.	Number of projects in development	
58.	Number of projects in innovation	
59.	Number of projects in creativity	
60.	Number of projects in imagination	
61.	Number of projects in inspiration	
62.	Number of projects in motivation	
63.	Number of projects in determination	
64.	Number of projects in perseverance	
65.	Number of projects in resilience	
66.	Number of projects in adaptability	
67.	Number of projects in flexibility	
68.	Number of projects in openness	
69.	Number of projects in honesty	
70.	Number of projects in integrity	
71.	Number of projects in justice	
72.	Number of projects in fairness	
73.	Number of projects in equality	
74.	Number of projects in freedom	
75.	Number of projects in peace	
76.	Number of projects in harmony	
77.	Number of projects in balance	
78.	Number of projects in health	
79.	Number of projects in well-being	
80.	Number of projects in happiness	
81.	Number of projects in joy	
82.	Number of projects in love	
83.	Number of projects in compassion	
84.	Number of projects in kindness	
85.	Number of projects in generosity	
86.	Number of projects in gratitude	
87.	Number of projects in mindfulness	
88.	Number of projects in meditation	
89.	Number of projects in yoga	
90.	Number of projects in tai chi	
91.	Number of projects in qigong	
92.	Number of projects in martial arts	
93.	Number of projects in sports	
94.	Number of projects in games	
95.	Number of projects in hobbies	
96.	Number of projects in interests	
97.	Number of projects in passions	
98.	Number of projects in dreams	
99.	Number of projects in hopes	
100.	Number of projects in wishes	

Tasks completed since last meeting
(this is not a full list of all tasks)

- Around 1,000 emails
- January Book-keeping & Draft Treasurer's report
- Complete FY 2021/22 for BDT
- Complete FY 2021/22 for BCIC
- DRAFT Windfarm reports
- BAA bookings, as agreed by Trustees
- Select accounting software to match chosen bank account (QuickBooks)
- Bank account issues for Pub
- Job adverts
- Chase stone order and dry stone waller
- Preparations for 2022 AGM
- Find laptop for Treasurer
- CAP proposal
- Governance proposal
- Ongoing Council Tax issues (erroneous warrants!)
- Various comms including Bowling Green, SAC, Ailsa Renewables, Green-keeper, staff
- Arranging drivers and vehicles for BAA outings
- Vending machine quotes
- Booked Barrstools for 20th May
- Enquiries re: Burns Supper Saturday 27th January 2024

Tasks to be completed by next meeting JAN LIST

- New Broadband, as agreed previously
- COMPLETE Windfarm reports
- Propose BDT annual budget
- Book Burns supper 2024 caterer & speakers
- Book senior meal 2023 caterer
- Support Trustee leading on 2023 Fireworks
- More bookings for BAA, as agreed by Trustees
- Bank account and accounting software for Pub
- Job adverts, once bank account set up (Nov meeting)
- Support dry stone waller when he starts
- Monitor Hall for need for carpet
- Finalise for 2022 AGM
- Investigate storage requirements at hall
- Kitchen quotes for pub & hall

7.5 Community Communications

	FEBRUARY 6th • Community planning meeting 10th • County Murder Mystery evening 15th • Flower Show Planning meeting	
MARCH All Adult Cash Trip to Creative Craft Show in Glasgow 6th BAA Open House & planning 11th BBC Home Night 18th Totes Top Six 15min 21st Acoustic Art Workshop		APRIL Top Academy Kids trip 10th Barnet Easter Fun (place/slots) 20th The Albert Museum Tap and Music May 25th - The Barnetts

EVERY MONTH

Third Monday • Photography Club (evening)
 Fourth Monday • Book Club (afternoon)
 Every Tuesday 6.30pm – 7.30pm (afternoon)
 Every Thursday 7pm – 7.45pm (Prideau style exercise)
 First Thursday – Craft Club
 Every Friday 10am – noon coffee morning

PLANNING & COMMUNITY DECISION MAKING

Monday 6th 6.30pm
 Planning for Barnet celebration

Wednesday 13th 6.30pm
 Planning for Barnet Annual Meeting & Craft show

One date postponed in March due to weather see B&F in diary

Mentions of the BDT on other social media pages

It seems to me, on the subject of the Barrhill Surgery office temporarily relocating to the MH, that the unnecessary correspondence between the BDT and Tanya about the move, is borne out of some internal BDT empire building, whether by a volunteer and validated Director of the BDT or one of it's employees.

If I am right in what I posit, then the culprit, whether Director or employee, should be reminded of their role in the BDT and the fact that cross pollination b'twixt the BCC and the BDT should cease. Additionally and if I am justified in my criticism, then we should be reassured by a competent officer of the BDT that the matter has been dealt with. Less smoke and mirrors please and more transparency all round.

Are there any plans for showing the 6 nations in the hall this year?

The Board made a unanimous statement that, in accordance with the SCVO guidance, it considers it's duty to maintain external networks and partnerships relevant to Barrhill and they support SR in her role to support the partnership arrangements and attend priority groups.

7.6 Projects

Car Park: 2023.13 SR to investigate car park signage. Update: BCIC 'own risk' sign in place, Board approved purchase of BDT liveried signage at a cost of £96+VAT

Hall Paving slabs: Some unevenness, SR has aside Handyman to repair

External vending machine at Hall: Pros and Cons discussed, agreed to include details in the CAP.

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Name	CAP	Hall Acoustics	EV Charging Point	Hall Roof	Community Notice Board	Wall & gates	Community Pub	BAA 2023	Car Park Signage	Hall paving slabs
Stage	Preparation	Progressing	Preparation	Preparation	Progressing	Progressing	Progressing	Progressing	Progressing	Progressing
Total Cost	Unknown	TBC	£0	£5,400*	£1,678.80	£10,000	£500k anticipated	£15,000	£96+VAT	£?
Spent to date	£0	£692	£0	£2,900	£1,678.80	£0	Purchase price £150k + £165k	£0	£0	£0
Next steps	Board approved work to start at meeting Feb23 To include questions on Adults keep fit & external vending machines	Monitoring sound improvement now curtains are installed. Potential for carpet later	Bays marked Last electrical bit, no date yet. Many complaints have been made by Barhill & others on the delays	Roof leak fixed Roof repairs £2.5k Roofers will start in March at latest Ext decor - TBC - JJB*	Delivered, ready to install. Await wall	David McLeary visiting stone merchant 18Feb for work to start in March	Building work to finish in March Interior to be planned Sign order date to be agreed	Budget agreed Bookings for 2023 are under way Full financial reporting available from next meeting	Board approved purchase of sign on 15Feb23	Slabs are uneven. SR has asked Handyman to fix, awaiting confirmation of any costs
<div> <div>Preparation</div> <div>Progressing</div> <div>Finished</div> <div>Closed</div> </div> <div> 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 objects are satisfied </div>										

Text in red = updates this meeting. Full BAA financial reporting will start from next month

7.7 High level plan for Community Action Plan

The Board reviewed SR's plan and agreed she could now start work on this, after AGM planning. Proposal is available if any community member would like to see it.

Other Open Actions

- 2022.082 Works at Hall - awaiting suitable weather
- 2022.083 Memorial Hall Stone Wall - starts in March
- 2023.007 - Gritter purchase. Closed
- 2023.008 - EXTERNAL VENDING MACHINE Closed
- 2023.009 Hall -new kitchen electrics - SR is to google for electricians inc Alan Smith and JJB.
- 2023.010 & 107 Kitchens: SR to investigate kitchen options for fixtures and fittings
- 2022.085 Community Pub - Financial Accounting for Pub - agreed to review accountants
- 2022.087 Community Pub - Recruiting manager - Ltd company can now place adverts
- 2022.090 Community Pub - Signage - fitting date TBC by Board
- 2022.086, 102, 105 Community Pub - bar top, stove & leak: . Awaiting price from JJB
- 2023.106 Community pub - splash back
- 2023.107 Community pub - kitchen - SR to investigate

SV commented that the meeting was long and 'she blamed Sam for that'. SR responded that she uses about 15 minutes of the meeting to go through her monthly report, reporting actions of the previous month and asking for approval for the coming month - thats 200 hours worth of productivity to be covered in 15 minutes. SR asked if there was a more efficient way that the Trustees would prefer she do this but no response was made.

8.

AOB

- **Laptop for Treasurer £400** The Board approved purchase of laptop for use by Treasurer
NEW ACTION 2023.024 SR/LO to purchase
- **Piano (Request from LO)** The Board reasserted approval of keyboard for Memorial Hall and confirm it must be able to be put away and not a permanent fixture in the meeting room
NEW ACTION 2023.025 SR/LO to purchase
- Correspondence: Plunkett Foundation community pub event, SAC Relief on Car Park & Arnsheen, Update on BDT insurance

2023 meetings:

15th February	15th March	AGM 22nd March	12th April	17th May	14th June	12th July
16th August	13th Sept	11th October	15th November	13th December		

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