

# KIRKCOWAN COMMUNITY DEVELOPMENT TRUST

## Board Meeting

Held on Monday 10<sup>th</sup> January at 7pm in Village Hall

### Minutes

#### 1. Present

Charlie McNeill (Chair), Martin Marsh (Vice Chair), Lynne Melville, Colin Richardson, Bill Harkness, Hazel Johnston, Andrew Gladstone, Hazel McWhirter.

#### 2. Others

Carol Lochrie (Secretary), Katrina Dick (Community Development Officer)

#### 3. Apologies

There were no apologies

#### 4. Welcome

Charlie welcomed everyone to the meeting and wished everyone a Happy New Year.

#### 5. Minutes of the Previous Meeting

The Minutes of the previous meeting were proposed by Hazel McWhirter and seconded by Lynne Melville.

#### 6. Matters Arising

Colin queried the Post Application Forms (AOB). Carol explained that these were forms that are forwarded to everyone who applies for a Community Trust grant. They are to inform the applicants that their grant has been successful and to inform them of their reporting obligations to the Trust.

Bill offered to formulate a Data Protection Policy specific to the Trust which would inform all Directors and staff who have or have not attended the formal training. This was agreed.

Discussion took place regarding the administrative costs which are added to each grant application.

## **7. Projects/Community Action Plan**

Much discussion took place regarding the progress of the various projects arising from the Community Action Plan. Katrina had forwarded a spreadsheet and highlighted the proposed changes to the 2<sup>nd</sup> Draft Plan. Discussion took place regarding the upper limit of spend that would be applicable to the Play Park Project. This was agreed at £400,000 to take account of Value for Money, Quality, and Sustainability.

Carol advised that there should be a timeline attached to each stage of the project and that a Project Management approach should now be adopted as a matter of urgency to progress the Play Park. Katrina advised that the Landscape Architect could take on a project management role. Martin agreed to liaise with Katrina regarding this. Carol advised that this role should start immediately rather than when the preparatory work has been finished.

It was agreed that the grant application on behalf of the Community Council for the Pathways project should be passed. Carol advised she would make payment as soon as possible.

Discussion took place regarding the role of Youth Director, and the difficulties in recruiting a young person. An interested party was put forward however it was felt that as this person exceeded the 25-year age limit, that it would be more feasible to invite the person to become an Honorary Member of the Board with a special remit for progressing Youth Work within the Community. Carol agreed to contact the person.

## **8. Any other Business**

Discussion took place regarding necessary amendments to the Articles of Association which could be agreed at an Extraordinary meeting. Carol agreed to place this item on the Agenda for the next Board Meeting.

Carol was asked to produce the Financial Accounts in Black and White and in a larger type font, 1 month at a time.

Andrew was reminded to fix the manhole area in wood.

Colin reminded Carol that 1/3 of the grant application funds were now due to the Kirkcowan Angling Club.

**9. Date of next Meeting**

The date of the next meeting will be Thursday 24<sup>th</sup> February at 7pm. Venue and papers will be forwarded nearer the time