

The Glendale Trust

SC327627 Charity SCO38741

MINUTES OF DIRECTORS MEETING

18:15 Thursday 16th August 2018

Glendale Community Hall

PRESENT:

Directors: Roy Bennett (RB - chair), Karen Redfern (KR), Gordon Thomson (GDT), Elgar Finlay (EF - by phone)

Members: Kenny MacKinnon, Alec Robinson, Andrew Kiss, Clare Gray, Adrian Campbell, Sam Thorburn

Apologies: None

1. **ADOPTION OF MINUTES of Directors meeting on 12/7/2018** – KR proposed, GDT seconded.
Adopted *nem con*.
2. **ACTIONS FROM 12/7/2018**
 - ACTION (EF):** raise a formal complaint with EDF next time we receive a demand or similar from them.
No further demands received to date.
 - ACTION (EF):** draft and circulate a new LDO job description taking into account the views expressed.
Complete.
 - ACTION (KR):** get a ball park estimate of the cost of employing a secretary to carry out most of the Trust Secretary role.
Complete: a figure of £12,000 is estimated.
 - ACTION (KR):** investigate whether accountants could carry out the Trust's statutory filings.
Complete: accountants have done the filings.
 - ACTION (RB):** draft EGM notification to be sent out.
Complete.
3. **CHAIR'S REPORT**

RB briefly introduced himself to those present and outlined the objectives for the rest of the meeting, which were:

 - To get through the whole agenda
 - To address each item on the agenda by:
 - Identifying and agreeing on decisions which had to be made at this meeting; and
 - Identifying decisions/actions which were likely to be needed at the next meeting.
 - Identify areas of work needing long term planning and resourcing, along with agreeing what information was needed to address these and who should provide the information.
4. **TREASURER'S & SECRETARY'S REPORT**
 - Accounts for 2016-17 have now been filed with Companies House and OSCR.
 - KR sought approval for the following payments to be made:
 - £115.00 for Hall rental (unrestricted)
 - Payment of accountant's invoice for setting up Glendale Trade Limited (restricted – HIE grant)
 - Payment of Companies House 'confirmation' fee (unrestricted)

all AGREED.

- Noted and **AGREED** that RB should now replace John Cross as 2nd signatory on the Trust's bank account.
- Noted that funding for the IT project has come to an end. Catriona Canning (CC) is applying for further funding. Meanwhile there is enough in the kitty to pay hall hire fees for a short while and CC plans to continue the drop in sessions at the hall for a month or so starting in September. The directors recognised that CC will be doing this without payment and recorded their thanks to her for doing so.

5. MEANISH PIER

- EF noted that the next deadline for application for Scottish Land Fund (SLF) stage 2 grants is 14th September 2018, with decisions expected in November 2018. It was not clear when subsequent application deadlines would be. It was therefore **AGREED** that the Trust should now engage Campbell Stewart MacLennan & Co to conduct the work outlined in their tender document (appended below) **ACTION (EF)**. This work to be funded from the SLF stage 1 grant.

6. BORRODALE: ALL ASPECTS

- GDT noted that the building warrant for the Borrodale School site has been extended and now has an expiry date of 3/5/19
- Noted that, for the next meeting, all needed to give thought to how we should go about evaluating and comparing the various options for [the affordable house scheme](#) and Borrodale site. **ACTION (ALL)**
- GDT noted that we also need to consider what the next steps should be with regard to the work (both complete and still to be done) contracted out to HSCHT.

7. FARMER'S MARKET

- Noted that the formal position of the Farmer's Market (FM), with respect to the Trust, needs to be clarified. **ACTION (RB)**: to contact FM (via Natalie Bayfield?) to initiate discussion on this.

8. COLBOST BROCH

- **AGREED** that, as there is no active working group at present, this work will remain dormant until an approach is made to us to restart.

9. OTHER PROJECTS

- Noted that the Glendale Transport project remained dormant. [This work will remain dormant until an approach is made to us to restart.](#)

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10. LDO ROLE

- Following discussion it was **AGREED** that:
 - The near term focus of an appointed LDO should be on managing the delivery of specific projects as defined by the directors
 - A job advert should be placed locally and in the WHFP. **ACTION (EF)**: to place advert
 - A job description should be made available to any applicants, by placing it on the Trust's web site or be direct email.
 - At the next meeting we should agree how we will handle the selection & appointment process. **ACTION (ALL)** to consider options for the selection & appointment process.

11. SAFEGUARDING POLICY

- Noted that the Trust needed to have such a policy in place; specifically in the near term in order to apply for IT funding and [also needed to assess the future implications of such similar policies, ie equal opportunities, disabled engagement](#), etc in how the Trust engages in its community work. **ACTION (KR)**: to ask Jo at SLCVO for any advice on producing a policy.

12. GOVERNANCE STRATEGY & ADMINISTRATION

- **ACTION (RB)**: to create an initial matrix of areas we need to look at.

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13. GROWTH PLAN REVIEW

- To be an item on next agenda

14. COMMUNITY ENGAGEMENT

- To be an item on next agenda. **ACTION (ALL)**: create list of ideas for next meeting

15. AGENDA ITEMS FOR NEXT MEETING

- Agenda to include:
 - Borrodale – house & rest of site
 - Meanish
 - LDO
 - Community Engagement
 - Growth Plan
 - Governance Strategy
 - Safeguarding Policy

16. AOB

- Noted that Borrodale School House front door was not secure. Andrew Kiss kindly agreed to deal with this [to save the Trust having to source quotes for the work](#).
- Request from John Cross to borrow material from items stored in Portree archive centre was discussed. Although there was no objection to this in principle, there is uncertainty about the origins of the material held for the Trust at the archive centre and we are unsure as to whether we have the 'authority' to loan the material for display. **ACTION (GDT)**: to contact the Portree Archive Centre to ask for advice on the issue of loaning out any of the material held there [and guidance on dealing with uncertain ownership](#).
- Noted that an application for membership has not been acknowledged. **ACTION (GDT)**: to respond to the person concerned.
- Email from Stuart Bell re broadband provision in Glendale was discussed. **ACTION (RB)**: to respond directly to this and raise the issues involved at the next meeting if they are still relevant.
- The directors expressed their thanks to Dominic Holder for all of his work as a director, and latterly as acting chair of the Trust.

17. NEXT MEETING

- The next meeting is provisionally set for 17:30 on Thursday 6th September in Glendale Community Hall