

Gorebridge Community Development Trust

Minutes Board Meeting 4th December 2018

In attendance: Robbie Laird, Hazel Thomson, Ann Dunn, Joanna Crow, Dave Jackson, Andrew Bathgate

Staff: DB

Invited: GC (Midlothian Council)

Declaration of Interests: RL – Chair of Mining Institute of Scotland Trust, Chair of Gorebridge Walkers, President of the Mining Inst of Scotland.

Membership: 4 new members, 193 members

RL welcomed all to the meeting. DJ was nominated by RL and seconded by AB at this meeting to undertake role of Secretary until AGM. AB was nominated as a Co-Chair until AGM

Topic: Previous Minutes/Matters Arising from Last Minutes	
Approval of Minutes	
<ul style="list-style-type: none"> Accidentally missed of the agenda. Completed via email: 1st AD 2nd DJ 	
Action: <ul style="list-style-type: none"> Carry to the next board meeting: response from funders, response from OSCR. (carry forward/ongoing) Set time aside for Trustees to address OSCR recommendations (DB to arrange) Trustees to consider co-opted for skills required now at the Trust (carry forward/ongoing) Inform OSCR before end of year of steps taken. (before end of Jan 19) Update MVA, MC, auditor and DTAS on actions/incident reporting (Ongoing/DB) 	Completion: <ul style="list-style-type: none"> Update from MC on questions raised at Elected Members meeting (Complete) Arrange planning/strategy day after AGM (Complete) Send Risk Assessment to Board (Complete) Send loan terms to board and identify a Secretary (Complete, Sent)

Topic: Membership Update
Discussion: <ul style="list-style-type: none"> DB updating membership database/paperwork ahead of AGM. No membership information for several resigned trustees. Admin was instructed to remove a trustee from membership once elected. This was inaccurate as per Memorandum. Trustees must be members of the organisation. Co-opted Trustees do not have to be members. GCDT does not hold paper copies of members forms for all members listed on database. DB highlighted that for GDPR no individual can be added to any electronic list without explicit permission. Board insist membership database complies with all legislation/laws including GDPR. Board require DB to address this at AGM and beyond if needed.

<p>Action:</p> <ul style="list-style-type: none"> Members with no paperwork or GDPR consent form will be asked to complete before AGM New members will be approved immediately before AGM by Trustees Members with no paper work who don't attend AGM will be sent to complete with a date to return by 	<p>Completion:</p>
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Topic: Trustees Roles and Recruitment Pack	
<p>Discussion:</p> <ul style="list-style-type: none"> A new trustee recruitment pack has been produced and checked by DJ Board agreed to send packs to individuals who are interested in becoming trustees (including co-opted). 	
<p>Action:</p> <ul style="list-style-type: none"> Send packs as required 	<p>Completion:</p> <ul style="list-style-type: none"> Ongoing

Topic: Organisational Chart	
<p>Discussion:</p> <ul style="list-style-type: none"> RL produced an organisational chart of GCDT, approved DJ proposed it go onto GCDT website and shared 	
<p>Action:</p> <ul style="list-style-type: none"> DB to put on website 	<p>Completion:</p>

Topic: Elected Members Question Update (GC)	
<p>Discussion:</p> <ul style="list-style-type: none"> GC tabled the Note of GCDT Board Actions from the meeting held with Elected Members and Midlothian Council Communities Officer on the 1st November 2018 this included: 1. GCDT to invite a representative onto GCDT Board at next AGM 2. If 1 is not possible, invite to co-opt 3. Chair to resend email to Sandra Wright with letter attached to requesting meeting from funders with GC copied in 4. Chair to forward GC and Elected members of the letter sent to Big Lottery for rationale for retaining No 58 and lastly 5. Chair to advise Gillian Cousin and Elected Members of the possibility of No.58 generating an income. 	
<p>Action:</p> <ul style="list-style-type: none"> 1. Invite a member of GCC to sit as trustee 2, 3, 4: no longer actionable 5: no 58 further on the agenda 	<p>Completion:</p> <ul style="list-style-type: none"> Invitation extended, to member of GCC and accepted

Topic: Strategy/Planning Date: including 58, Business Plan	
<p>Discussion:</p> <ul style="list-style-type: none"> Board in full agreement a priority for the Trustees is a planning/strategy day, following on 	

<p>from the values day (transparency)</p> <ul style="list-style-type: none"> No 58, board agree to discuss in full at planning day and a final decision to be made for the best interests of the charity and project requirements Date for day January 10th, following board meeting 	
<p>Action:</p> <ul style="list-style-type: none"> Arrange strategy/planning day for Board (DB) 	<p>Completion:</p>

Topic: Station Project Update (DJ/RL)	
<p>Discussion:</p> <ul style="list-style-type: none"> DJ/RL/DB attended a meeting with Rod Lugg and Sean Watson to be brought up to date with progression of Gorebridge Connected Board received the update and the notes from the meetings DJ agreed to be the Trustee link with the board, supported by DB RL and GC updated board that the business plan needs reviewed/updated Board to send MC a letter of confidence about remaining the Community Partner 	
<p>Action:</p> <ul style="list-style-type: none"> DB to send all in attendance paperwork produced at the meeting Trustees to meet with Railway Heritage Trust 11.20 Letter to Midlothian Council 	<p>Completion:</p>

Topic: AGM Arrangements Update	
<p>Discussion:</p> <ul style="list-style-type: none"> The Orchard Centre, DTAS, Acting Chair and one member of staff will speak at AGM Memberships will be updated with correct paperwork and permissions A small piece of consultation will be arranged (DB) Refreshments will be served AB will be standing down and wished to be re-elected A picture montage will be available of last year's work RL and DB will speak with JP for draft accounts Board as DB to invite auditor to event 	
<p>Action:</p> <ul style="list-style-type: none"> Invite auditor DB and LM will complete practicalities 	<p>Completion:</p> <ul style="list-style-type: none"> Auditor invited and attending

Topic: DTM Report	
<p>Discussion:</p> <ul style="list-style-type: none"> Brief verbal report given. DTM will produce a written piece and include with minutes No issues with restricted grant funding 	

Action:	Completion:
<ul style="list-style-type: none"> DB to produce 	

Topic: Beacon Manager Report	
Discussion:	
<ul style="list-style-type: none"> Given via written report 	
Action:	Completion:
<ul style="list-style-type: none"> Attached with minutes 	<ul style="list-style-type: none">

Topic: Letter of Concern/Assets	
Discussion:	
<ul style="list-style-type: none"> Assets and resources paid for by grant funding are being returned to trust that a previous trustee had given away in lieu of voluntary payments Board concerned that historical expenditure was not carried out in the best interest of the charity or for beneficiaries (£5k bench) Board concerned have agreed to carry out further audit work to ensure that restricted funds have been spent appropriately RL requested a meeting with previous secretary to discuss payment/renumeration of trustees, was informed his actions were libellous Board agreed that they must know if there is any other spend made inappropriately on restricted grants OSCR will be updated on any findings 	
Action:	Completion:
<ul style="list-style-type: none"> DB to ask for previous claims of restricted funds DB/LM to request all grants have old trustees removed as lead contact 	<ul style="list-style-type: none">

Topic: SIS Loan	
Discussion:	
<ul style="list-style-type: none"> RL updated board on SIS loan once more RL and DJ will complete paper work 	
Action:	Completion:
<ul style="list-style-type: none"> RL and DJ to sign paper work 	<ul style="list-style-type: none"> Action completed, paperwork sent (DB)

Topic: Review of Risk Assessment	
Discussion:	
<ul style="list-style-type: none"> Not discussed 	
Action:	Completion:
<ul style="list-style-type: none"> Item for next meeting 	<ul style="list-style-type: none">

Board attended meeting with Railway Heritage Trust. Date of next meeting: 10th January