

Gorebridge Community Development Trust

Minutes Board Meeting 18th February 2019

In attendance: Dave Jackson (Secretary), Joanna Crow (Treasurer), Andrew Bathgate (Co-Chair), Hazel Thomson, Cath McGill (Gorebridge Community Council Co-Opted), Sean Hanlon

Apologies: Helen Ann Dunn, Robert Laird

Staff: DB, BW (Part)

In Attendance: None

Declaration of Interests: None

Membership: 2 new members, 199 members

Approval of Previous Minutes: DJ and CMcG

Topic: Risk Assessment	
Discussion	
<ul style="list-style-type: none"> DJ informed board that risk assessment had been updated. Trustees to read and pass comment at next board meeting 13.03.18 	
Action:	Completion:
<ul style="list-style-type: none"> Carry forward to 13.03.19 	

Topic: Trustee Training	
Discussion:	
<ul style="list-style-type: none"> Trustees commented that it would be useful to utilise training required for role/governance including: funding, treasurer. 	
Action:	Completion:
<ul style="list-style-type: none"> JC agreed to offer Treasurer training. Arrange time. DB to research training opportunities-ongoing. 	

Governance Improvement Plan (RL)
Discussion:
<ul style="list-style-type: none"> DJ circulated <i>Trustee Code of Conduct</i> and requested that all trustees read and sign for next board meeting on 13.03.19 Motions for changes to Memorandums and Articles at next AGM: 1. place a time of service for elected roles (2 years) 2. remove veto of membership by trustees 3. no trustee can be

remunerated.	
Action	Completion
<ul style="list-style-type: none"> Secretary to table for next AGM 	

Topic: Gorebridge Connected Update	
Discussion:	
<ul style="list-style-type: none"> Updated given to trustees by DJ. DJ, RL & DJ attended meeting with MC (Grant Ballantyne, Rod Lugg, Stephen Birmingham). Contractors not likely to be onsite until summer 2019. DJ & DB will communicate with GB moving forward. Proposal to use No 58 for the preliminaries – GB to discuss with contractor. Newtongrange (Train to Track) due to open. GCDT to send congratulations letter. GCDT, the client, requested access to Station Building for a site visit. GCDT require key for noticeboard at Hunter Square – GB to arrange. GB stated the £100k will come to the Trust. Board to prepare a plan/proposal of expenditure. Heritage to be included along on Gorebridge Connected. Computer at No 58 has saved heritage. GCDT will place at Beacon or Station. 	
Action:	Completion:
<ul style="list-style-type: none"> GB to contact GCDT and invite to project meetings. GB and RL will contact Andy Savage with updates. GB to discuss use of 58 with contractor. GCDT to send letter to N'Grange. Site visit to be rearranged. GB to deliver keys to noticeboard to GCDT. GCDT to prepare expenditure proposal to meet the needs of the project. Place needs allocated for heritage computer. 	

Topic: Feasibility of 58
Discussion:
<ul style="list-style-type: none"> JC prepared and delivered a feasibility document to board for use of 58. Use 58 for preliminaries of Station Project put to GB at meeting. Awaiting reply. No change of use required if 58 remains as information and office space. Heritage Centre? This option has been used in previous funding applications. Pop-Up's more suited to the Beacon space, and soon Station project spaces. Concerns from Trustees that Main Street loses another shop front, but GCDT has to be realistic about what it can/cannot afford to do. Shop or Makers Space – concerns that GCDT does not have the human resources to

maintain.	
<ul style="list-style-type: none"> Seek legal advice on lease through DTAS until a final decision is made. 	
Action:	Completion:

Topic: Heritage and GCDT	
Discussion: <ul style="list-style-type: none"> GCDT has a commitment (M and A) to ensuring the preservation of heritage. Lack of knowledge and skills on board at present. Recruitment required. Is there a possibility of Heritage being more incorporated into the Beacon? 	
Action:	Completion:

Topic: Beacon Update	
Discussion: <ul style="list-style-type: none"> BW updated Trustees on the progress of the Beacon, including café operation. Café is taking a lot of unexpected time and resources. Volunteers coming forward. Café operating costs coming from unrestricted grant funding. 	
Action:	Completion:

Staff	
Discussion: <ul style="list-style-type: none"> Hours and resources being inputted by BW and DB was spoken about. TOIL exists but both are aware that the level of hours worked at present is not sustainable. Board thank both for their time, and wish to review the situation at the next meeting. Hours worked by BW and DB will ease with the new staff starting. 	
Action:	Completion:

Assets	
Discussion: <ul style="list-style-type: none"> HT prepared note to board re bench purchased with CCF funding. Take forward to next meeting. 	
Action: <ul style="list-style-type: none"> Agenda for next meeting 	Completion:

Correspondence from Midlothian Council	
<p>Discussion:</p> <ul style="list-style-type: none"> • Trust received in email from MC that an investigation into an employee of MC and former trustee was now complete. GCDT did not make any allegations. MC were sufficiently concerned that they instigated formal disciplinary procedures. MC has informed GCDT that the matter has now been closed. Details of the actions, if any, were not communicated. Trust internal investigations are ongoing. 	
Action:	Completion:

Date of next meeting: 13th Mar 2019