

Gorebridge Community Development Trust

Minutes Board Meeting 10th January 2019

In attendance: Robbie Laird (Chair), Dave Jackson (Secretary), Joanna Crow (Treasurer), Helen Ann Dunn, Andrew Bathgate, Hazel Thomson, Cath McGill (Gorebridge Community Council Co-Opted)

Apologies: Sean Hanlon

Staff: DB

In Attendance: Gillian Cousins, Midlothian Council

Declaration of Interests: None

Membership: 4 new members, 197 members

Topic: Budgets Update	
Budget/Finance Updates	
<ul style="list-style-type: none"> • Beacon Finance Officer resignation – permanent contract offered elsewhere, to hire. • Meet with BL re reprofile of CF grant for Kitchen Assistant. Agreed with amendment to Business Plan. • SAGE to be turned before next meeting. • Xero to be used for Beacon accounts. JC and DB to meet for instructions and training. • Reports to be made available for next board meeting. • Asset register requires completion. • Asset tags required for Beacon. 	
Action: <ul style="list-style-type: none"> • Hire new FM (BW & DB) • Business plan update for Beacon to be sent to funder for cafe. (BW & DB) • Turn SAGE (JC & DB) • Xero training and instruction (JC & DB) • Reports for next meeting. (JC & DB) 	Completion:

Topic: Membership Update	
Discussion:	
<ul style="list-style-type: none"> • To comply with legislation (GDPR). Trust will try to contact those whom no paperwork or permission is held, offering a cut-off date to reply. If no reply is received all contact information will be removed from all databases. (DB) • To promote and increase membership database at events, workshops, open days, Beacon, volunteering, website and social media. (DB & All) 	
Action: <ul style="list-style-type: none"> • DB to complete 	Completion:

Governance Improvement Plan (RL)	
<p>Discussion:</p> <ul style="list-style-type: none"> Board discussed how, moving forward, the Board of Trustees can ensure that they are acting with due diligence and care in their roles as trustees and to meet their legal and moral obligations. 	
<p>Action</p> <ul style="list-style-type: none"> Trustee Training arranged for 22nd with DTAS. Procedures and Policies to be reviewed regularly. Risk assessment to be reviewed before next meeting. Next AGM amendment to elected roles: only for a two-year term. Can step down. Step up again in two years. Collate figures for board of all Trust activities. Board to know outcomes and outputs for all Trust activities. OSCR reply. Ongoing. 	<p>Completion</p>

Topic: 5K Hub Fund	
<p>Discussion:</p> <ul style="list-style-type: none"> This is now closed, and the monies need to spent on the Beacon. Options include moving memorial from church to memorial garden. Signage for Beacon (although this is in the BL grant in start-up costs). 	
<p>Action:</p> <ul style="list-style-type: none"> For future discussion 	<p>Completion:</p>

Topic: Assets of Trust	
<p>Discussion:</p> <ul style="list-style-type: none"> Board are aware that a previous purchase of a bench is now needing collection/delivery. Board can find no minutes of a previous board meeting that approved the spend of £4k. Board are aware that the bench is not an interpretative bench but a piece of art that was bought at a discounted price. The bench will not fit in the Beacon. Board are concerned that there is no supplementary paperwork for the grant fund. Laptop returned to GCDT. Project staff now using. 	
<p>Action:</p> <ul style="list-style-type: none"> DJ to write to old Secretary, asking for approval of spend and where specifically was it purchased for. DB to contact funder for all paperwork 	<p>Completion:</p>

relating to grant.	
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Topic: 58 Main Street	
Discussion: <ul style="list-style-type: none"> • RL – Health and Safety an issue at 58 (heaters are a fire hazard, fire exit needs cleared). Lease termination – still to clarify the timing. Agreement between board to consider 58 being used as a Pop-Up charity shop for fundraising. Feasibility project to be undertaken before next board meeting. • Board considered the CCF project and possibility of a) use of Bike Shed (RL to chase), keeping 58 for storage (Bikes) and use of container in Beacon grounds (not preferred). 	
Action: <ul style="list-style-type: none"> • Feasibility of a Pop-Up charity shop (JC) • Contact again MC for Bike Shed • No extension leads to be used in office • Clear fire-exit. 	Completion:

Topic: Staff	
Discussion: <ul style="list-style-type: none"> • LM will complete trust financial bookkeeping M-T 3:00 pm – 5:00pm. • Centre Assistants have been advertised and closed. Interviews to commence 24th January 2019. • Financial Manager requires replacement. BW and DB to advertise and use networks to promote. 	
Action: <ul style="list-style-type: none"> • RL and DJ to sign paper work 	Completion: <ul style="list-style-type: none"> • Action completed, paperwork sent (DB)

Community Day	
Discussion: <ul style="list-style-type: none"> • Discussion re Community Day on 27th January. Subcommittee and DTM to meet to plan day. 	
Action: <ul style="list-style-type: none"> • Meeting arranged for 22nd 	Completion: <ul style="list-style-type: none"> • Meet complete. • Day complete.

Date of next meeting: 18th Feb 2018