

**Gorebridge Community Development Trust**

Minutes Board Meeting 21.01.2020

**In attendance:** Robbie Laird (Chair), Andrew Bathgate (Co-Chair), Dave Jackson (Secretary), Hazel Thomson

**Apologies:** David Weir, Ann Dunn, Jacqui Durocher, Gillian Cousin, Cath McGill (Co-Opted from Community Council)

**Staff:** DB, JC

**Declaration of Interests:** None

**Membership:** Total 243 with 2 new members since last meeting

**Approval of Previous Minutes:** RL and HT

RL welcomed all.

<b>Agenda Item: Risk Assessment - DJ</b>	
<b>Discussion:</b>	
Apologies from DJ as RA not fully reviewed -	
<b>Action:</b>	<b>Completion:</b>
<ul style="list-style-type: none"> <li>• Parked until next meeting. and will be fully update to present then</li> </ul>	Next meeting - DJ



<b>Agenda Item: Finance Update, Including Audit and VAT Position – JC &amp; DB</b>	
<b>Discussion:</b>	
<p>Final audit report delayed due to late submission of accounts. Auditors have no queries and are happy with accounts which are now in draft format.</p> <p>To prevent future delay set target for submission by the end of June 2020.</p> <p>All agreed that a Treasurer appointment role is a priority – all agreed to address at next meeting.</p> <p>Seasonality has a significant on financial performance - main hall hire is a priority going forward.</p> <p>Office space rented out, with the exception of the meeting room.</p> <p>Moving forward we should look to develop relationships with local people/contractors for maintenance.</p>	
<b>Action:</b>	<b>Completion:</b>
<ul style="list-style-type: none"> <li>• Circulate Treasurer job description for all review</li> <li>• Plan to advertise availability of meeting room as office space</li> <li>• Pursue Whycats taking on the CCF room along with maintaining use of the Yellow room</li> <li>• Develop plan to increase use main hall space</li> </ul>	End of January – DB  End of January – LM  Next meeting – DB  Next meeting – DB/JC

<ul style="list-style-type: none"> <li>• First birthday party to include a local trader station to attract/discuss maintenance opportunities</li> <li>• Full financial budgets and business plan for the coming financial year to be produced and signed off by the board</li> <li>• Contact DTAS for advice around taxation</li> <li>• Continue to review monthly financial reporting</li> </ul>	<p>First birthday party – JH</p> <p>End of first quarter – JC/Treasurer</p> <p>End of January – DB</p> <p>Next meeting - HT</p>
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**Agenda Item: Memorandum and Articles of Association - DJ**
**Discussion:**

Articles amended as agreed at the AGM on the 6<sup>th</sup> December 2019, along with current board member names.

**Action:**

- Confirm board member home address requirements vs Beacon address as registered Trust office
- Document available at the Beacon for all Trust board members to sign before next meeting
- Once all signatures are present the document will be submitted to DTAS

**Completion:**

End of January – DB

Next meeting – DJ

Within 15 days of final witness signature – DJ/LM

**Agenda Item: Bench Update - HT**
**Discussion:**

Agreed to sell the bench back to the manufacturers.

**Action:**

- Invoice to be raised and sent to manufacturer
- Park use of the income from the sale until the next meeting

**Completion:**

End of January – JC/HT

Next meeting - HT

**Agenda Item: Exit of Number 58 - DB**
**Discussion:**

All agreed to fully vacate and clear out 58 before the 10<sup>th</sup> February.

**Action**

- Clarify with Ellen Scott what she wants to take
- Agree clearance of all paperwork and archive documents
- Final clearance

**Completion**

End of January – DB

28<sup>th</sup> January – DB/JC/HT

31<sup>st</sup> January – all available board members and staff

**Agenda Item: Termination of CCF Project - DB**

**Discussion:**  
 Discussion of end of project plans including payments, legacies to be continued, asset recuperation and potential future funding.  
 Full authority afforded to DB to manage exit strategy.

<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Review any end of project payments – can they be paid through CCF funding?</li> <li>• Bikes to be sold</li> <li>• Board to discuss possible sale of ovens at next meeting</li> <li>• Provide support for staff leaving project</li> </ul>	<p><b>Completion:</b></p> <p>Next meeting – JC/DB</p> <p>31<sup>st</sup> March – MJ</p> <p>Next meeting – board</p> <p>31<sup>st</sup> March – DB/DJ</p>
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**Agenda Item: Trust Manager Report, Including Funding Strategy - DB**

**Discussion:**  
 DB updated board on:  
 Staff: CCF and CGNS projects ending and staff involved; tightening of policies in relation to SSP and leave; CG employed for 16 hours per week in the café; LM reduced weekly hours to 20 admin hours, staff wellbeing.  
 Funding: Funding application submitted to BoS for role of DTM; six funding applications to be submitted by the end of January; received two small grants from MC (Handy People and Soft Play Equipment for the Beacon); letter gone to MC for large grant uplift; draft funding strategy available at the Beacon for board to review.  
 Beacon: Raised alarm activations over recent week and asked for additional support from board (DJ volunteered to act as key holder to assist staff).  
 Other items not discussed but for update purposes only: Local business is interested in using the kitchen at night for her own business needs; RL has a £5k café sales target per month; recent events have been successful and further events have been added to calendar and planned with staff for the first quarter; identified low cost suppliers for all Beacon supplies including café; plan in place to increase use of hall utilising soft play equipment; letter received from Jeffrey Crawford resigning as our auditor.

<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Speak to DW re support for HR review</li> <li>• Re-schedule Big Lottery meeting</li> <li>• DB to be given time to submit six applications</li> <li>• Review registered Trust address for VAT purposes</li> <li>• Review alarm call out benefits for staff key holders at next meeting</li> <li>• Look into insurance for external parties using kitchen facilities</li> </ul>	<p><b>Completion:</b></p> <p>Next meeting – DB</p> <p>Next meeting – DB</p> <p>31<sup>st</sup> January – board</p> <p>Next meeting – DB/JC</p> <p>Next meeting - board</p> <p>Next meeting – JC</p>
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<ul style="list-style-type: none"> <li>• Arrange governance training for new board members</li> </ul>	Next meeting - DB
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<b>Agenda Item: Chair Report - RL</b>	
<b>Discussion:</b> Robbie briefly reviewed the year ending and challenges for 2020.	
<b>Action:</b> <ul style="list-style-type: none"> <li>• Speak to MC about Climate Emergency and how we can get involved</li> </ul>	<b>Completion:</b> Next meeting - RL

<b>Agenda Item: Board Member Roles and Responsibilities - DJ</b>	
<b>Discussion:</b> Role of Treasurer discussed with actions assigned.	
<b>Action:</b> <ul style="list-style-type: none"> <li>• Discuss Human Resource responsibility at next meeting</li> </ul>	<b>Completion:</b> Next meeting - board

<b>Agenda Item: AOB - all</b>	
<b>Discussion:</b> No items for discussion.	
<b>Action:</b>	<b>Completion:</b>

**Date of Next Meeting: Monday 24<sup>th</sup> February 2020 at 10am**