

Minute of Meeting of Colintraive and Development Trust Board

Thursday 11th May 2017, 12:00, Colintraive Hall

Present: Charles Dixon-Spain (CDS); Colin Boyd (CB); Jim McLuckie (JMCL); Cathy Grant (CG), Alex MacNaughton (AM)

In attendance: Emily Brennan (EB); Stewart Miller (SM); Charlie Collins (CC)

Apologies: John Shiveral and Sandra Wilson (SW)

*Initials in **bold** indicate actions.*

Minutes from 13th April 2017 proposed CB Seconded CG

- Minutes need to be published on website EB / CDS

Cowal Way

- SM & CC presented their reports to the board.
- Agreed that the final figures for round 3 will be settled by Tuesday and submitted to CCF. **(EB/SM)**
- Thanks to Margaret Shields for her input.

Financial and Administration

- EB presented her report to the board and the Electronic Payments schedule for the month was approved and signed..

Stronafian Forest

- Agreed that the board would require a Letter of understanding to form layby and fencing which **CDS** to draft and circulate.
- **CDS** to approach to Gun club via Donnie McPhail

Forest Training

- Development Officer Recruitment **CDS**
- CDS needs job description from **EB**
- Project breakdown from **EB**
- **EB** to forward links to Improving Public Access Fund Aspiring Communities Fund (via HIE)

Clachan Hub

- Letters received from Shinty Club, Growers Association and Playpark Committee
- **CDS** to present draft documents to Big Lottery after circulating to board, SKS Consulting and INCH architects
- Agreed to form the Shadow Board and ask for volunteers from stakeholder organisations to take forward from next meeting

Capacity Issues

- The board was briefed on capacity issues for EB. The board unanimously Applauded EB's efforts and progress with such a steep learning curve and regretted her notification that she will resign as soon as a replacement for the General Manager post is recruited.
- **EB** to provide a financial breakdown of the GM post to CDS and **the board** is to mitigate capacity issues as it is able, including looking at job share and further funding for the post to increase the time available.

AOCB

- AM mentioned that Colintrave Village Hall was now formed as a SCIO and it might be that they would like to move forward with the bridge and path project in Colintrave given CGDT's capacity issues. The board agreed that this was a great idea.

DONM

- 15th June, Glendaruel Village Hall
- 20th July, Colintrave Village Hall
- 17th August, Glendaruel Village Hall

APPROVAL

Proposed _____

Seconded _____

Signed _____

Director's Meeting

OSCR & Governance

- Directors reported that they had examined guidance on director's responsibilities and were comfortable that in the main our conduct complied with advice. However, two related areas could be improved upon.
- While a register of interests was deemed unnecessary given the nature of the trust, the directors and the organisation's position within the community, **the chair** will ask during the welcome for any indications of a conflict in the agenda before the board.
- A conflict of interest policy document should be drafted using best practice examples from OSCR and other associated organisations to cover both directors and the trusts employees / contractors. **CDS** to circulate once drafted.

Employment matters

- **Redundancy payments.**
The board is unclear as to the protocols and types of payments required by law for fixed-term contracts under PAYE.
- **SW** to provide more detail if possible so an informed decision or protocol can be taken.
- **Pensions**
CB reported to the board on Pensions for the Trust's employees and has volunteered to take this forward with recommendations on the pension fund we should use and how this should be implemented in practice.
- **CB** will also seek a 3 month delay for submission from the pension regulator because of his commitments

Outstanding matters from previous meetings not discussed:

1. Newsletter
2. Recruitment drive
3. Forest Group Meeting