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| Minute of Meeting of Colintraive and Glendaruel Development Trust Board  Sunday 13th April 2014; 14.30; Glendaruel Hall. | | |
| **Present:** | Charles Dixon-Spain (CDS); Sandra Wilson (SW); Jim McLuckie (JMcL); Colin Boyd (CB); Alex McNaughton (AMcN); Bill Carlow (BC ) | |
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| **Apologies:** | None | |
| **In attendance:** | Sara Maclean (SMcL) | |
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| **Previous minute:** | The adoption of the draft minute of the meeting held on the 24th March 2014 was proposed by JMcL and seconded by AMcN.  The adoption of the draft minute of the Emergency Meeting held on 1st April 2014 was proposed by CB and seconded by JMcL. |  |
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| **Greener Colglen:** | SMcL had circulated an electronic report prior to the meeting and reported that:   * The Bin Men event had been a success, albeit with a disappointing audience of twenty four. * Preparation of the Glendaruel Polytunnel site had been completed (both by Greener Colglen project contractors and Scottish Water) * All invoices were received and claimed for the financial year 2013-14 and credited to the bank account on Friday 11th April. The total amount claimed was £88,300.19 from the total budget of £106,292.56. The remaining £17,992.37 will be re-absorbed back into Scottish Government funds. The request to vire £7,000 from 2013-14 to 2014-15 was not granted. * The newsletter/ events calendar had begun to take shape, with a target date of May The Bin Men review will be used and also material from other Greener ColGlen groups. * The polytunnel construction company were working in the area for mid-April and, weather permitting, hoped to erect Greener Colglen tunnels around the same time. * Two volunteering activities had already taken place; clearance of branches in Glendaruel and clearance of project materials from the Heritage Centre in Colintraive. Many more volunteer work days would be organised as soon as the tunnels are built.   SMcL departed at 15.15 |  |
| **Stronafian:** | The following points were discussed in relation to Stronafian forest:   * It was agreed that the board’s plans in relation to the forest officer post and project should be communicated to the community both by the website and e-mail to members and working groups. A meeting would be arranged with the aim of ensuring that the aspirations and efforts of the forest working groups were communicated fully to the board and to provide all interested community members an opportunity to clarify any outstanding concerns. * Recruitment for the vacant post was in progress * JMcL reported on the successful archaeology weekend and explained the ACCORD project. BC requested that the board send a letter of enthusiastic support to the ACCORD project management. * BC asked CDS to compile a list of barriers to completion of the forest project objectives. * There had been no progress with the community deer management plan. | CDS  JMcL  CDS |
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| **Accounts:** | Electronic payments were authorised by CDS and CB.  Credit balance in the Treasurers Account is £121,838. |  |
| **Administrative Support** : | MS had circulated an update prior to the meeting and the following points were discussed:   * In relation to the Broadband project, it was agreed that MS should confirm that Kilfinan and N.Bute were in agreement prior to progress with the proposal * CB reported that CMAL were progressing with their plans, which were beneficial to CGDT ship to shore aims. AMcN believed that the CC should be involved; CB would suggest to CMAL that they should consult with the CC. * JMcL had been working on the Coastal communities Fund Application with MS. The application deadline was 28.04.14; JMcL would be on holiday but MS would submit the application. | CB/MS  CB  MS |
| **Policies:** | SW had circulated draft EO policy and H&S policy prior to the meeting. The following was agreed:   * The policies should be circulated to staff for comment/ suggestions for improvement prior to adoption * The process for raising very urgent H&S concerns should be via e-mail followed by emergency board meeting. * RIDDOR reference to website rather than appendix. * Policy documentation to be stored in hard copy in the Colintraive office and with password protection in electronic format. * First Aid arrangements to be determined by CB * Next priority Staff Code, including Induction | SW  SW  SW  CB  SW |
| **Correspondence:** | No correspondence had been received. |  |
| **AOB** | There was none. |  |
| **Future Meetings:** | Next three meetings arranged as follows:  Monday 5th May 2014 at 16.30 in Colintraive Hall  Sunday 25th May 2014 at 14.30 in Glendaruel Hall.  Monday 23rd June 2014 at 16.30 in Colintraive Hall  The meeting ended at 16.45 |  |
| **ADOPTION:** | **Proposed:** | |
|  | **Seconded:** | |
|  | **SIGNED:** | |
|  | **Chairman:** | |
|  | **DATE:** | |