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| Minute of Meeting of Colintraive and Glendaruel Development Trust Board Monday 5th May 2014; 16.30; Colintraive Hall. |
| **Present:** | Charles Dixon-Spain (CDS); Sandra Wilson (SW); Jim McLuckie (JMcL); Alex McNaughton (AMcN); Bill Carlow (BC ) |
| **Apologies:** | Colin Boyd (CB) |
| **In attendance:** | Sara Maclean (SMcL) |
| **Previous minute:** | The adoption of the draft minute of the meeting held on the 13th April 2014 was proposed by BC and seconded by AMcN. CDS to arrange printing and signing. | CDS |
| **Greener Colglen:** | SMcL had circulated an electronic report prior to the meeting; the following was discussed:* A road-side ponticum infestation was needed for the ponticum clearance part of the project (non-roadside infestations had already been identified), but would probably require consultation with Bute Estates.
* A meeting was proposed to progress this part of the project and the presence of a director was requested. AMcN and SW volunteered.
* Three houses had been identified for Green Deal.
* Feedback from the polytunnel construction company would be obtained before SMcL would request the board to write to them.
 | AMcN/SW |
| **Stronafian:** | * CDS had provided the tenant with information required in relation to the long term forest plan.
* The proposed funding application for the school forest archaeology project could not be submitted because CGDT did not meet the funder’s criteria. Other options were discussed and it was decided that MS should be asked to continue to investigate alternative potential funders.
* The notes from the meeting held on the 17th April 2014 with the forest working groups were discussed. It was decided that SW should draft CGDT’s response to all of the issues raised.
* A reporting structure for the working groups would be implemented by the new forest officer.
 | MSSW |
| **CGDT Mission Statement** | SMcL reported that in the interests of future funding applications, the CGDT mission statement required updating. SMcL agreed to draft appropriate wording and circulate to the board. | SMcL |
| **Communications:** | * SMcL suggested that NW would be very capable of updating the website. CDS to let MS know that she need not work on the website and SMcL to ask NW,
* BC had drafted an information document about CGDT; although it was considered too long for the proposed newsletter, the document would be posted on the website.
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| **Administrative structure:** | BC proposed that a single member of staff should be responsible for the administrative aspects of all CGDT projects. Funding for such a role was not currently available but it was decided that administrative costs needed to be included in all future funding applications. SMcL said that the reporting and claims associated with specific projects must be performed by the project workers. |  |
| **HIE:** | CDS reported that HIE were willing to fund 50% of a management post for 2 years. |  |
| **Accounts:** | Electronic payments were authorised by CDS and JMcL.Credit balance in the Treasurers Account is £121,977.  |  |
| **Administrative Support** : | MS had circulated an update prior to the meeting and the following points were discussed:* The attending directors did not consider that the proposed slipway access for kayakers was a problem but decided that CB would need to consider the issue.
* The funding short-fall associated with the hydro and wind feasibility study would be investigated further rather than written off.
 | CBMS |
| **Policies:** | SW had circulated draft Staff Code and supporting documents to both directors and staff for comment prior to the meeting. The following was agreed:* The expenses and time sheets system operated by SMcL in her projects would be extended to all staff and would be inserted in the appropriate section of the staff Code.
* Directors should also use the same system to record CGDT working hours to demonstrate “in-kind” contributions.
* SW to arrange with MS the storage of adopted policies in CGDT office in electronic and paper format.
 | All SW |
| **Pensions:** | New legislation relating to occupational pension schemes would have significant implications for future funding applications. CGDT’s likely staging date appeared to be July 2017 but required CGDT’s PAYE reference number to confirm. SMcL would ask NW to confirm the staging date. | SMcL/NW |
| **Correspondence:** | CGTD directors had received an e-mail communication from CDS regarding the proposed development of Dunans. A detailed conservation plan had been prepared and circulated to stakeholders prior to planning application. A letter of support for Dunans Project was requested. This was discussed and it was agreed that JMcL would draft a response. | SW |
| **AOB** | There was none.  |  |
| **Future Meetings:** | Next two meetings arranged as follows:Sunday 25th May 2014 at 14.30 in Glendaruel Hall.Monday 23rd June 2014 at 16.30 in Colintraive HallThe meeting ended at 18.45 |  |
| **ADOPTION:** | **Proposed:**                            |
|  | **Seconded:** |
|  | **SIGNED:** |
|  | **Chairman:**   |
|  | **DATE:** |