

## Tullibody Community Development Trust Meeting

Tuesday 5<sup>th</sup> June 2018

**Present:** Chris Calder (CC), Cathy Ely (CE), Janet Gowran (JG), Philip Grivell (PG), Chair Janette McGowan (JMG), Charlie Watt (CW), : Lynsey McKinlay (LMcK)

**Apologies** Graeme Thompson (GT)

	ACTION
<b>Welcome from Chair (JMcG)</b>	
<b>Minutes of previous Trustees meeting 1.05.2018</b> proposed by <b>CE</b> and seconded <b>CC</b>	
<b>Matters arising</b> - are also agenda item	
<b>Updates</b> - JMcG went through updates and asked if LMcK go have look at some of the funding application that JMcG had circulated following her meeting with Julie McGrath (CTSI) asking LMcK to attempt at least one application.	<b>LMcK</b>
TCDT Banner - information and designs have been circulated on SLACK, further discussion re likes / dislikes and cost, JMcG will feed back and liaise with Pauline and request a couple options. In terms of cost we opted for two sizes at a cost of £90 and £50.	<b>JMcG</b>
<b>Finance Report</b> no change in accounts	
<b>Trustee Mileage Claim</b> proposal discussed and agreed, format as follows - Trustees can claim 40 per mile, to process claim submit email to treasurer. However, the option to advise the treasurer that you only wish to claim X amount and wish to donate the remainder of your claim to TDCT then the treasurer will transfer funds as. As we operate online banking please remember to provide the Treasurer with your bank details. <b>This relates to restricted funds and other funds</b>	<b>PG</b>
<b>The 7 Trustees present voted to adopt this claims process</b>	
It was agreed that the Trustees who used their cars for Ochiltree learning exchange on 26 May should submit travel expenses as the minibus we had booked was cancelled due to unforeseen circumstances and at very short notice	<b>JG / CW</b>
Secretary reported that she had receive invoice form Clack Council for booking on 11 May 2018, however it had incorrect details, once she receives an invoice with correct details she will pass to treasurer for payment.	<b>JG</b>
<b>Review our Trust strategy – 2-fold approach</b> <b>Interim Lease, Community Ownership</b>	
<b>JMcG</b> has started to update / review the vision document to reflect the changes and progression made since becoming TCDT. She feels it needs refreshed at this stage as it's a key document which we are using in discussion with Clacks council and prospective funders It is a work in progress – other trustees, comments / input is welcomed - paper copy was circulated to give a flavour of how the document is shaping up.	<b>JMcG</b> <b>ALL</b>
<b>Council updates, meetings and workshops</b>	
<b>JMcG</b> fed back form CTSI meeting held 31 May, with other Clacks Development Trusts, at which Veronica Heatherington of the SLF gave a presentation (which has been saved onto to Google Docs) There was a heavy focus in ensuring we evidence our capacity in relation to taking on interim lease and progressing CAT.	
Aligned to this, is a short notice received today from L Baillie on behalf of S Crickmar and Cllr Helen Lewis requesting a meeting with Trustees to discuss our progression in more	<b>CW,JG.</b>

<p>detail. The meeting will be held on Thursday 7 June at 1pm at Kilncraigs, JMcG, LMck, CW and <b>JG</b> are able to attend.</p>	<p><b>LMcK. JMcG</b></p>
<p><b>CE</b> raised that she felt we hadn't properly discussed as a broad what interim arrangements/ keyholding and management group functions would be. This lead to discussion on the afore mentioned.</p>	<p><b>CE</b></p>
<p><b>CE</b> shared paper copies of different Keyholder job descriptions, we also discussed that other halls already operated Keyholder systems, we could ask them how they set them up etc <b>CE</b> will add these documents to Google drive</p>	<p><b>CE</b></p>
<p><b>PG</b> has been looking booking systems and will explore this area further as we would be dealing with bookings directly and we want a user friendly efficient system. Philip will keep trustees informed via SLACK</p>	<p><b>PG</b></p>
<p><b>PG recommended</b> that as regular centre users i.e. Toddlers, walking football etc., would have Trusted keyholder status, we would also consider the scope of Trustees and where appropriate TCDT members who have noted an interest in supporting this process. Meanwhile we will consider funding application to secure resources to employ a staff member which may be caretaker / cleaner</p>	
<p>Further discussion on what we want to achieve from the meeting (7.06.2018) with Clacks Council and what we are prepared to accept in terms of interim lease etc.</p>	
<p><b>CC</b> advised that the Heritage centre had received a letter indicating an interim offer that would enable them to stay put as the library is doing until approx. August 2019 at such times the Library will relocate to the new School campus.</p>	<p><b>CC</b></p>
<p><b>Funding considerations</b> CW asked if any of the funder provide quick turnaround</p>	
<p><b>Core Funding to run the Centre with a Management / Key holder group -</b></p>	
<p>As well as working to refresh our SLF application the chair has identified that we now need to start working on funding application for core funding as we will need this to support management/ keyholder group.</p>	
<p>In addition to this and considered what Ochiltree has achieved we need to also start working on <b>Capital funding for Community Ownership and future development.</b></p>	
<p><b>Following feedback from SLF</b> regarding contacting the suppliers to renegotiate their quotes. JMcG and JG had a positive discussion with them and the suppliers will reconsider their initial quotes with a view to reducing whilst considering what elements could be included in a Capital bid / stage 2 application - they will send revised quotes at the end of June as we need to include them in our submission in July for consideration at August SLF meeting</p>	<p><b>JMcG JG All</b></p>
<p><b>Please can you have look at that funding information circulated following Chair's meeting with Julie McGrath</b></p>	
<p><b>Membership and web site updates</b> - membership increasing Secretary and Treasurer to meet to explore / discuss email merge if possible</p>	<p><b>PG JG</b></p>
<p><b>Website</b> – any updates, to be added, if possible new images etc</p>	<p><b>CE/PG</b></p>
<p><b>AOCB none</b></p>	
<p><b>Date of Next Meeting – 19<sup>th</sup> June 7pm Gallery viewing room</b></p>	