

ISLE OF LUING COMMUNITY TRUST

Registered Charity SC036441

Minutes of Board Meeting held at The Atlantic Islands Centre on 15th October 2017 at 17:30

Present :

P Hooper (Chair), P Thomas (Sec), A Fleming (Treas), E MacLachlan, J Rennie

		Action
1	Apologies : Apologies were received from N Dyckhoff, N McCorrisken	
2	Minutes from previous meeting – Adopted as a true record	
3	Matters Arising : None.	
4	Treasurers Report : The Trust Bank account statements were distributed and agreed. The Trust retains a solid position in the main account. Big Lottery – AF advised that the final tranche of this grant has been received. Bid to Aviva : Reminder to all to encourage people to vote for our project. The Website address to vote is https://www.avivacommunityfund.co.uk/voting/project/view/17-4858 Clyde Cruising Club Advert – This has been placed at a cost of £400. Ferry Leaflet – All details now received and after discussion it was agreed to order 10,000 copies from CGL in Oban at a cost of £214+ VAT . Moorings – It was agreed that 1 mooring would be left in place over the winter season. Income from the moorings has been £380 which once Gift Aid is claimed covers the costs to The Crown Estate this year. It was agreed that this facility is likely to increase income generation as ‘word spreads’. Garfield Weston – JC is putting together a bid for £7K as match funding for the BL Grant.	AF
5	Building Maintenance A discussion was held around a number of maintenance issues which have been identified :	PH,AF,All

	<ul style="list-style-type: none"> • ‘Gas-Guard’ Interlock System, this is an urgent matter and needs to be implemented as soon as possible. We require an electrician to do the wiring and once this is done McLeods will complete the Gas work needed. • Cooker Hood Vent - the Slate and flashing for this need to be installed to stop water ingress from the chimney. EM has suitable slate. Once this is done than the interior plasterwork around the vent can be replaced • Heat Pumps – After discussion it was established that there are a number of issues with these, and it was agreed that a suitable company to advise on the work needed, and to provide an on-going service agreement should be sought. AF will contact Forteith and PH will contact Kenny Ferguson and Andersons to try to resolve this. • Paving Flags – Martin Leggett has quoted £20/hr for this work with a total estimated cost of £400. • Outside Woodwork – It was agreed that due to deterioration of this than the wood should be replaced with plastic fascias. Due to the season it was agreed that this work should be postponed until spring next year. It was also agreed that we should try to arrange volunteers to remove the original woodwork to reduce costs. 	
6	<p>Appointment of Development Manager :</p> <p>We have had some responses and applications to date and have increased advertising to HIjobs as well to try to increase coverage.</p>	
7	<p>Slate Festival</p> <p>AF informed the Board that Dougie MacInnes very generously donated all the net profits from his course fees to the Trust, a total of £280. The Board expressed its gratitude for this donation.</p>	
8	<p>Trading Company :</p> <p>AR reported that the winter opening hours will commence 1st November, which will allow for lower staffing costs. A ‘Fish and Chip’ night is scheduled for 18/11 followed by ‘A Taste of Xmas’ on 25/11. It is expected that there will be 2 Xmas Dinner evenings at weekends in December.</p> <p>Wastage figures continue to be high.</p> <p>M.Carenduff – Maria is producing good work with cleaning schedules and work on HACCP. However the TC Directors feel that staff are not yet fully on board with the systems put in place to date.</p> <p>PT and AF have met with MC and it was established that she is working specifically on the HACCP system, she is not able to work on the H&S aspects of the TC. After discussions it was agreed that another 9 days work should be sufficient to complete the work, and that it would be more beneficial to hold full day training sessions with staff.</p>	<p>PT & PH + Trust Board.</p>

	<p>AF advised the Joint Boards that there is a need to assess the current management structure of the TC as it moves towards the end of BL funding and the challenges this will bring. This is likely to involve re-structuring and it was agreed that PT and PH would form a working party to look into options available and report back to the Trust Board at the next Board Meeting.</p> <p>Publication of Accounts – This was discussed and it was agreed that the TC should publish its Profit and Loss accounts this year. However, this is not a legal requirement and the TC retains its rights to restrict publication in future years if commercial interests change.</p> <p>Washing Machine – The TC should go ahead with this.</p>	
9	<p>Date of Next Meeting</p> <p>The next meeting will be on Sunday 12th November 2017 at 10:00am</p>	