

ARDLER VILLAGE TRUST BOARD

Minute of meeting 18th August 2011

PRESENT

Bette Gurvan (BG)	Director (Chair)
Brian McCluskey (BMC)	Director
Jane Martin (JM)	Director (Treasurer)
Stewart Hunter (SH)	Director
Gordon Laurie (GL)	Director
Bill Duthie (BD)	Director
Anne Stott (AS)	Director
Karen Hamilton (KH)	Director
Keith Cook (KC)	Director

IN ATTENDANCE

Vanessa Kelly (VK)	DCC Leisure and Communities Manager
Gillian Lochhead (GLo)	Bird Simpson
Gregor Black (GB)	Bird Simpson
Murray Dalgety (MD)	Bird Simpson

APOLOGIES

Jack Payne	Director (Vice Chair)
Ian Gordon	Director
Stewart Murdoch	Director

1. Welcome, Apologies and Introductions

ACTION

1.1 BG welcomed everyone to the meeting in particular GB and MD.

1.2 Apologies were made as above.

2. Minutes of meeting 16th June 2011

2.1 GL asked that item 8.3 be amended to read the first phase at Dalmahoy had been completed.

2.2 The minutes were approved by BD and seconded by JM.

3. Matters arising from 16th June 2011

3.1 Item 3.2 – BD reported the café had opened on 1 August

and was doing well.

3.2 Item 4.2 – GLo advised she had not managed to speak to Graham McKenzie but it appeared that insurance was necessary. GLo will speak with Graham and ask that we try to reduce the premiums for next year.

GLo

3.3 Item 8.1 – GL advised that a decision on grant will not now be known until mid September.

4. Minutes of Special Board Meeting 1st June 2011

4.1 SH asked he be added to those in attendance.

4.2 GL moved the minute as accurate and this was seconded by SH.

5. Annual Accounts

5.1 MD issued copies of the draft accounts. He described the results for the year as fairly straightforward. The income and expenditure summary details are on page 9 of the report. The restricted funds include £14,220 for the signage project, CRF funding for the Fun Day and the Village News and an administration grant from the council. The majority of the unrestricted funds income is from the Charity Shop with an element from Burn's Night and the Fun Day. MD pointed out that income had actually increased from 2010

5.2 On the resources expended MD referred to the notes on Page 13 and advised the layout of the report is dictated by OSCR requirements. The salaries are consistent with 2010 and the increase in consultancy was for temporary staff. Printing and photocopying costs have increased from 2010 but overall costs are consistent with 2010. MD commented that this was good to see.

5.3 The unrestricted funds are showing a large deficit and this is clearly a problem and will not sustain the Trust. MD advised that the Board had to discuss the going concern position whereby the Board must be confident that the Trust can survive for the 12 months following the signing of the accounts. The restricted funds figure showing at the year end is for the signage project which has now concluded and all monies paid.

5.4 MD explained the balance sheet where tangible assets are diminishing as equipment ages. The current computers will

be written down at the end of this financial year. The creditors showed an outstanding amount but this did not result in the current account going into overdraft as funds had been moved from the savings account. MD commented that the balance sheet was reasonable at year end but the amount of unrestricted funds is low although he recognised that income will come in via the Charity Shop.

5.5 With regard to note 13 and the movement of funds MD asked that GLo check if the remaining ERDF funds and Russell Trust grant could be moved into unrestricted funds. Where projects have under spent the remainder has been moved to unrestricted funds.

GLo

5.6 MD highlighted the need for the Board to be sure that the Trust is in existence 12 months from the signing of the accounts. He suggested holding off signing the accounts until the position is clearer. The accounts need to be returned to both OSCR and Companies House by the end of the year.

5.7 MD advised that accountancy fees should be less in the current financial year as systems had been improved within the Trust requiring less input from Bird Simpson.

5.8 GL asked if Bird Simpson were happy from an audit point of view and MD confirmed they were.

5.9 GL asked what Bird Simpson would look for to show the Trust was a going concern. MD advised that a cash flow showing a projection for the next 12 months would be sufficient. He added that this needed to show enough unrestricted funding to cover core costs. GL pointed out that any restricted funding would also include an element for running costs.

5.10 GL believes the Trust can continue as a going concern with a combination of grants and cutting costs. He proposed that the final discussion on signing the accounts should be held at the October Board meeting when the results of all the grant applications would be known.

5.11 GB asked if there was any chance that Sanctuary Scotland's contribution could be increased. GL advised SSHA had a contractual obligation to provide at least £5k per annum. He pointed out that Ardler is a strategic priority

for SSHA and if the AVT ceased to exist then he would have to put some other form of community development resource in place to ensure what has already been achieved is not undermined. As this would probably be an increased cost to them he would prefer to try to ensure the Trust remains in place.

5.12 GL asked if Bird Simpson should be at the next Board meeting to discuss the going concern issue but MD indicated that a meeting with GLo once the revised cash flow had been produced would be sufficient.

5.13 BG thanked GB and MD who both left the meeting at this point.

6 Financial Report

6.1.GLo introduced the financial report and advised that the application to the Big Lottery had not been successful. She confirmed that the cash flow did not include any of the funding already pledged for the Changing Lives project.

6.2GL proposed that the Trust still tries to run with the project. VK wondered how the Big Lottery would react to an application for a larger project having been rejected for Investing in Ideas. GL thought it would be useful to get David Gibson's view on this. GLo to contact.

GLo

6.3GLo advised that a decision would have to be made on the CRF funding. If we decide not to go ahead with the project or reduce the scale of the project any unused CRF grant would be lost to Ardlar. It was agreed the current application be withdrawn and we would reapply if we go ahead with the research project. GLo will contact Dundee Partnership to withdraw the application.

GLo

6.4GL suggested the Core Group meet again before the next Board to discuss detailed costs and options. GLo to arrange date. David Gibson to be asked to attend.

GLo

7 Manager's Report

7.1GLo advised that Richard Fyffe would continue to assist with the financial administration but had said he no longer wanted to be paid. The Board expressed its thanks for his generosity.

7.2GLo reported that Yvonne Young was hoping to be back at

work by mid September. An occupational therapy assessment had been made of Yvonne's duties and the workplace with a view to identifying any changes needed. One issue that had been raised was with regard to Board minute taking. As Yvonne has difficulty writing for long periods it had been suggested we use a Dictaphone to record the meeting. The Board felt that this was not appropriate and it was agreed that GLo will continue to take minutes.

7.3 The Board discussed the draft terms of reference for the Changing Lives steering group. It was agreed that AVT should be represented by a Board member.

8 Charity Shop Report

8.1 GLo highlighted the new volunteers at the shop. GL commented it was good to see young people getting involved. KH asked if there was scope to increase prices which were very low. GLo explained there had been some changes made but it was important to remember the shop was not just about generating income but was also there to provide access to good quality, reasonable priced goods for the Ardler community.

9. Social and Community Group Update

9.1 GLo highlighted that the winners of Ardler in Bloom had been invited to a short prize giving on 23 August in the Complex café. SH has agreed to present the prizes. GLo extended an invitation to any of the Board who want to attend.

9.2 GLo advised the Fun Day had gone very well with around 450 attending. Feedback from the stallholders had been very good and there was a suggestion that we use the Complex again next year for the stalls whatever the weather.

9.3 The Big Day Out had also gone well despite it being rather wet.

10. AGM

10.1 GLo advised that 10 November has been pencilled in for the AGM. It was agreed to wait until the October Board to confirm this and also what should be included.

11. AOCB

11.1 BD informed the Board the Complex Management Committee would be hosting a buffet to celebrate the opening of the Café. The date and time is to be confirmed.

12. Date of Next Meeting

12.1 The next meeting will be on 13 October 2011 at 6.30pm.