

KIRKCUDBRIGHT DEVELOPMENT TRUST

MINUTES of the Meeting of Kirkcudbright Development Trust at 7pm, 4th October 2021, held at The Johnston, Hot Desk Room.

Present:

Lesley Garbutt (Chair)
John Johnson (Treasurer)
Colin Maclaine (Vice Chair)
Helen Henderson
Ruth McMorran
Rob Asbridge
Gordon Cowan
Francis Kearney
Debbie Craig (via Zoom)

Apologies:

Neil Picken
Andy Campbell

LG began by welcoming everyone to the October meeting. RSM announced that the meeting was going to be recorded as per the previous meeting.

LG then recorded thanks to RSM, HH and CGM for the Open Evening. It had been very well attended and the feedback had been hugely positive. It was agreed that this was a good exercise in showing the community the building and what had been achieved.

1. Minutes of the meeting 6th September 2021.

CMacL asked why the discussion regarding finances had not been recorded as indicated in his email. LG replied that herself and JJ had asked that the discussion surrounding the finances not be recorded and this had been agreed by those present. GC verified this. GC then continued by saying the minutes should be full and proper and not edited and it should not become a common occurrence.

CMacL raised the issue of OSCR thinking the Trust was hiding something. HH said that it was a one off and would not set a precedence. LG agreed and noted that since the financial reports were presented at the meeting.

GC suggested that since CMacL's comments had been noted the meeting move on, to which everyone agreed.

Proposed by RSM and seconded by HH.

2. Matters arising

There were none.

3. Declarations of interest

LG, RSM, and JJ declared an interest with regards to DSP.

LG, RA and declared an interest with regards KDSCP.

4. Reports

Silvercraigs (LG): LG reported that the site continued to do well and being run successfully.

Funding/Office (DC):

DC reported that funding had been awarded (£12,499.38) for the Harbour Stage Project. This would, she continued, mean the price of replacing the kerbs would be covered and there was no shortfall in funding. RA thanked DC for her work in getting this funding. DC then reported that funding had been applied for to the Scotland Loves Local campaign for the installation of automatic doors on the red doors. This would, she said, allow wheelchair users easier access to the building as it was currently difficult to access the building without help.

It was agreed by everyone that this was incredibly important aspect of the building. Questions were raised regarding the security of the building if an automatic door was installed and it was agreed that this would be looked into, but it would a system of activating the system in the morning and deactivating the system in the evening. It was agreed that DC and RSM work on this as well as funding for the hearing loop system.

Action: DC and RSM to work together on automatic doors and hearing loop system as well as approach HES regarding the automatic door.

Funding has also been applied for Forest Schools in Barrhill Woods.

LG reported that there had been discussions regarding the future structure of the office.

Building: JJ reported that enquiries had been made regarding the maintenance of the alarm system and whether it had to be an AICOS approved engineer. DC had clarified with the insurance company that this was not the case and the local engineer would be employed to for the service. It was also proposed that the local fire training officer be approached regarding the servicing of the fire alarm system.

Action: JJ instruct building and fire alarm servicing.

LG reported that she had been approached by a member of the public who reported that the lights at the rear of the building were staying on all night, rather than going off around 10pm as was expected. It was agreed the situation be monitored.

DSP(CMaL): CMaL reported that September had been quiet, although more money had been taken than was budgeted. The DSP was moving into an Autumn program and the hours were changing to concentrate visitor numbers into smaller windows of time. Film nights were being held and the Planetarium was being hired by Galloway Glens for a presentation.

GC thanked CMaL for the report and reiterated that the DSP was a separate entity, with the reports being submitted in order to keep the KDT Board up to date.

Action: None.

Marketing/ Communications (HH & RSM): KDT and Barrhill Woods had both been nominated for awards, which everyone agreed was great news and really upped the profile of the Trust and everything that it does.

There were now over 13000 likes on Facebook and it was agreed that the post sharing between the DSP and KDT was working very well. It was also reported the KDT website was being kept up to date and a news page was being worked on.

Action: None.

Tenancy/leases: The DSP was still to sign the lease and this was down to waiting on hearing back from funders regarding the asset transfer. CMacL reported that all funders had been approached regarding this.

Action: None.

Youth work (AR): LG reported the group was growing and was very well received by all the children that attended. RSM reported that she had attended a recent interview for a new staff member, which had gone very well, and the person in question had been appointed and had already started work.

Action: None.

Barrhill Woods (RA): The Woodland Festival (10th-12th September) had been very well attended with estimates of between 1200 and 1500 people. Everyone agreed that the event had been a great success and RA reported that he had already secured funding for the 2022 event.

Action: None.

Harbour Stage (RA): RA reported that it was a great relief to now be full funded and it was expected that builders would be on site mid-November.

Action: None.

KIC (HH): HH had forwarded a report ahead of the meeting and reported that although numbers were down in the past two weeks, it was to be expected. The Festival of Light would attract visitors it was agreed. New sellers would be looked at to stock the KIC with local crafters coming in. LG reported that it would be good to tie in with Kirkcudbright Shopping Day.

Finances (CMacL/JJ): A report had been circulated ahead of the meeting and there were no questions. JJ reiterated that cash payments could not be taken or cash paid with for items as this had raised issues with the auditors.

CMacL reported that an invoice had been sent into SOSE and he was waiting to hear about payment.

JJ asked DC if any more had been done regarding the final HES payment. DC reported that she had already forwarded the email regarding the payment and info would be needed from the architect etc.

GC then asked what had happened regarding the MoA on Silvercraigs that any excess profits would be paid to KDT. It was agreed that this had already been discussed and minuted, as per wording from Neil Cavers. JJ reported that Silvercraigs had paid KDT £2675 to date.

Action: DC to forward the HES email again.

AGM: It was agreed that the AGM would be held on 1st November, in Chamber Office in Daar Road. CMacL and JJ announced at this point that they would be standing down at the AGM. This would mean the position of Vice Chair and Treasurer would be vacant. GC also reported that he would possibly stand down at the AGM although this was not confirmed.

The position of new Trustees was raised by HH who proposed to co-opt Naomi Johnson with there were no objections. This was proposed by HH and seconded by LG.

It was agreed that new Trustees be found with specific skill sets.

Future structure of the business that is The Johnston HH had forwarded a proposed flow chart of the future structure of The Johnston and it proposed and agreed that Naomi Johnson would be ideally placed to look at something like this for the Trust.

Operations manager for The Johnston It was agreed that a caretaker and operations manager would be needed. HH reported that FK knew of someone who might be suitable for the caretaker position. It was agreed that costings be calculated and DC start looking for potential funding strands.

Constitution - revisions to include virtual meetings DC had forwarded the proposed changes and these were agreed by everyone in attendance and adopted forthwith.

AOB

Gift Aid: JJ asked GC what was happening with the gift aid forms. GC reported that he it was taking more time than originally thought, but he had gone through the majority and would contact JJ and LG.

Remembrance Day light up: RSM had contacted Keiran Chisholm but had not heard back from him. It was also proposed and agreed that The Johnston be lit up purple on 18th November for World Pancreatic Cancer Day. RA agreed to speak to Keiran Chisholm again.

Andrew Ward

LG reported that she, like many, had been devastated to hear about the passing of Andrew Ward. The impact he had on The Johnston and the Trust was immeasurable. To some of us he was a personal friend and his loss will be felt deeply. To honour his memory, The Johnston would be lit up on World Pancreatic Cancer Day. There would also be a permanent memorial to the man who meant so much to so many people.

There being no other business the meeting ended at 8.20pm with the next meeting being the AGM and scheduled for Monday 1st November 2021 at 6pm.