

## KIRKCUDBRIGHT DEVELOPMENT TRUST

**MINUTES** of the meeting of Kirkcudbright Development Trust held at 5pm on Monday 6<sup>th</sup> March 2023 in the Small Meeting Room, The Johnston.

### Present

Lesley Garbutt (Chair) (LG)

Neil Picken (NP)

Francis Kearney (FK)

Hollie Mitchell (HM)

Andy Campbell (AC)

Helen Henderson (Treasurer) (HH)

Ruth McMorran (RM)

Rob Asbridge (RA)

Debbie Craig (DC)

Anne Stoddart (Minute Secretary)

### 1. Welcome & Apologies

LG welcomed all to the meeting. Apologies had been received from John Blaikie.

Declarations of interest:

LG, RM declared an interest with regards to DSP.

LG, NP and RA declared an interest with regards KDSCP.

### 2. Minutes of the last meeting held on 6<sup>th</sup> February 2023.

Proposed by RM and seconded by FK.

### 3. Matters Arising

There were no matters arising.

### 4. Reporting

#### Silvercraigs Caravan Park

FK reported that the site was in good condition and that Michael McGaw had done a good job updating the facilities.

FK had completed a preliminary review of the bank statements and paperwork prior to audit by the accountants and reported the following findings:

- Regular outgoings for power, water, waste, phone, wifi and gas had all been clearly documented and paid.
- FK had cancelled most of the media outgoings which had amounted to £5,400 pa. Final contract payments would be made by September and not renewed.
- Various payments had been made from the Silvercraigs account to the Pool account and also to purchase items for the Pool. There had also been small undocumented purchases from ebay and amazon.
- A van had been purchased without Board authorisation for £12,000 with a personalised number plate costing a further £270.
- FK had spoken to the purchaser of the original Silvercraigs van and been told £600 (reduced from original asking price of £750) cash in £20 notes had been paid for this. FK could not find any record of this transaction in the Silvercraigs bank account or paperwork.
- A mobile phone costing £972.60 had been purchased in Spain. Michael had confirmed he did not have this phone and there was no sign of it in the office.

- £4200 had been paid out for cleaning services.

A contract had been drafted for Michael McGaw which outlined a Monday to Friday working week and that, in the event of closure of the Pool and Caravan Park, Michael's employment would automatically transfer to Kirkcudbright Development Trust. In addition Michael had stated that he did not want to do any administrative work. RA suggested his salary should be reduced in accordance with this. FK suggested that the start time on the contract was too late and that some weekend work should be included. RM asked if the £600 for the van could be found in petty cash or in the Pool accounts.

LG reported an estimated VAT invoice for £4700 had been received because the VAT return had not been submitted. Signatories had been changed for the bank account. Neil Cavers was drafting a document ending the arrangement between the Pool and the Caravan Park. KDT were working with HR specialists Peninsula to take things forward and Silvercraigs would employ its own manager. Michael's contract had been drawn up in August 2022 to run for 3 years until 2025. Concerns were raised over the size of the VAT returns and when would be the best time (at the end of Silvercraigs financial year in May or earlier) to end the agreement with the Pool.

**Action: Advice would be sought from the Accountants and Neil Cavers.**

#### Seaward

FK had visited Seaward and reported that he found it sound and watertight with a few issues needing addressing. Philip Harper had quoted £6500 to provide hardcore for an access road and NP had offered to remove the soil for free. It was unclear who owned the rough land behind the showers as the plans had not yet been received. It was agreed that Seaward should not be overdeveloped and retain its 'Bothy' style. NP raised concern about the dangerous location of the steps to the road and recommended these be sealed off and pedestrian access be by the new road entrance. James Garbutt would attend to the trees. An urgent spec was required so that three quotes to carry out the repairs could be obtained for DC prior to the funding application deadline of 28<sup>th</sup> March.

**Action: FK would visit Seaward on Friday to produce a specification.**

#### Funding

DC reported that she was due to hear about funding from the Common Good Fund for the Kirkcudbright Community kitchen. An application had been submitted to the National Lottery Fund for match funding, but in the meantime DC had received a call from the Lottery asking about the ongoing situation at Silvercraigs and the Pool and that KDT's reputation had been damaged by this. DC had clarified the matter for the Lottery. DC hoped to secure further funding from the Common Good Fund.

£105,000 over three years had just been awarded to KDT by Roddy Stewart, Scottish Government, for Strengthening Communities Partnership and DC was awaiting the paperwork for this. Quotes would be required for applications for the Coastal Benefit Fund for Seaward and the KIC.

### Office

Jenny was currently on holiday but had reported all was well in the office. Amy-Dee Watson had been doing a great job producing social media content for The Johnston, Jazz Festival and Silvercraigs. A report of her work had been circulated prior to the meeting.

HH reported that an additional 10 hours administrative cover was required and that Jenny Milby and Debbie Craig had agreed to take on 5 hours each. Further work would be created when KDT took on the administration of the Pool and Silvercraigs but it was noted that the current pressures dealing with Pool and Silvercraig transitional issues should have greatly reduced by that time.

### Building

LG had met with Alex Kinnell. The beams in the clock tower were rotting and photographs had been sent to the architects. Paul Birley, engineer, would review these but was currently on leave. AC reported that the tower was soaking and letting in water. The beams were ok just now but would eventually become unsafe. There had been three repairs to the woodwork but the rubbish left in the cavities had allowed water from the stonework to seep into the building. AC recommended using leadsafe to protect the beams but this would cost in the region of £100,000. LG reported that Alex Kinnell believed the Trust could claim on the architects' insurance but queried whether they would accept liability or fight it? RM queried whether the Trust would be liable for losses to the Planetarium if it had to be closed during renovations. Hollie reported ongoing damp issues in the Nursery since opening.

**Actions: KDT buildings insurance to be examined.**

### Dark Space Planetarium

RM mentioned the ongoing problems with the leak from the clocktower.

### Marketing/Communications

DC commended Amy-Dee Watson on her excellent work and suggested the Trust should recommend her to others.

### Tenancy Agreements

The DSP Tenancy Agreement had been signed.

**Action: KDT office copy to be sent to Neil Cavers**

### KDT Finances

HH reported that information had been circulated prior to the meeting. Audits were starting now and paperwork from the DSP, Silvercraigs and Pool was required.

### Youth Project

RM reported that Eilean Parker was organising a Family Fun Day at Gartshore Park on Saturday 22<sup>nd</sup> July. KDT had agreed to help fund this. Eilean was especially keen that all

families would feel able to attend. Food vans had been organised but all events on the day would be free.

Eilean had raised concerns about the risk of the 'old still' from the Distillery that was in the carpark waiting to be sold. She had told the kids not to climb on it but they arrived before the Youth Project opened and still did. Eilean was worried the Trust would be held responsible for any accidents and wondered if the Board could ask the Distillery to remove it. HH suggested the Trust send a formal letter to the Distillery not accepting any responsibility for any accidents. AC offered to put a temporary fence around it.

**Action: LG to send letter to the Distillery regarding the Still in the playground.**

#### Barhill Woods/Harbour

RA reported that £6000 of funding had been secured for the woodland festival in September. Squirrel pox had just been confirmed around the A75, all feeders had been removed and the message would be sent out on social media. The Community Asset transfer was proceeding at a slow pace and the decision was expected in August.

The stage bench had been broken. Kids had been taunting a local man who sat there and reported recordings of his verbal abuse to the police. RA confirmed that the Trust had no liability.

#### KIC

HH reported that the Information Centre would reopen on 1<sup>st</sup> April. A meeting for volunteers had been arranged for 20<sup>th</sup> March at the Johnston. DC was applying for funding for a new roof. RA offered to spray any weeds. There were no till receipts for the Accountants but spreadsheets could be provided.

#### Peninsula HR Support

RM reported that a Staff Handbook had been completed and a bundle of policies signed off and downloaded. Anne Stoddart and Debbie Craig currently had access and Jenny Milby had been copied in for her return from holiday. HH confirmed these could be stored on Onedrive.

### **5.AOB**

#### Drains

DC mentioned the drains outside the Nursery had finally been unblocked last week. Hollie reported that the problem of the toilets backing up had been ongoing since opening. The blockage occurred at the two overflows at the pavement. AC confirmed that the drains were the Nursery's responsibility until they became shared or joined the sewer.

#### Meeting Times

AC intimated a problem with attending 5pm meetings. There was some discussion about what time suited the Board and Office staff best. Alternating times was suggested as a solution and it was agreed that HH would issue a Doodle Poll to establish what would work best.

**Action: HH to issue Doodle Poll for Board meeting times.**

## KSP

LG informed the meeting that it had been agreed that KDT would take on KSP as a Trading Arm. KSP Board had received enquiries as to whether the Mobile Home stop by the Pool would be reopened. The previous manager of the Pool had removed the sleepers and the KSP Board wondered if they needed to replace them. In discussion the following points were raised:

- There was no record of any income from the mobile home site
- Concern was raised about the septic tank
- Concern was raised about the lack of monitoring who would be using the site, its proximity to the skate park where children played unattended and the use of the Pool toilets and showers where children would be at swimming lessons.
- Mobile homes should be encouraged to use Silvercraigs.

The KSP Board had proposed putting up a small fence to prevent use by motorhomes and it was agreed that this should be done. DC would inform D&G Council.

**Action: Inform council and KSP Board of decision to close and fence off the area.**

## Summer Festivities Storage

John Blaikie had asked about KSP ground behind the biomass boiler being transferred to the Summer Festivities to be used as a storage area. Brian Matthews had checked the minutes but there was only a note of the pool manager informing them of a conversation with John but no agreement. The Board were keen that the Festivities remained at their base in the Johnston which had been customised for their use.

## Advert for Pool Manager

The advert for a new pool manager had been posted today. RM asked if the KSP Board would look for someone from the KDT Board on the interview panel as KSP would become a trading arm of KDT.

RM also noted that currently Trading Arms require 3 Trustees on their Board. The Dark Space Planetarium was currently operating with 2 and taking on KSP would increase the demand on Trustees. It was agreed that KDT needed to attract new Trustees.

Meeting ended at 6pm

