

**Evanton Community Trust**  
**Minutes of Meeting of March 23<sup>rd</sup> 2023**

Agenda item	Discussion	Action	Tasked
1	<p><b>Welcome and Apologies for Absence</b>  <b>Present:</b> Mandy MacLeman (MM) Chair , Leslie Logan(LL) Treasurer, , Tracey Bauer (TB), Deirdre James(DJ), Secretary, Michael McLeod (M.McL.), Gabrielle Buist (G.B.), Development Officer, Maureen Cusick(MC) representing the Hall Management Group  <b>Apologies :</b> Keith Bauer, Sue Kerr, Simon Hindson , John MacHardy, Representing KCC</p>		
2	<p><b>Approval of Minutes</b> of 16.3.23  Proposed: M.McL  Seconded: T.B.</p>		
3	<p><b>Matters Arising</b>  ‘Mind Your Head’ sign has been placed on the Sharing shed  Village Green – working party has been organised for April. TB has volunteered to join the group.</p>		
4	<p>Project Updates  A) DJH</p> <p><b>Hall Management Group Report</b> from last meeting.</p> <ul style="list-style-type: none"> <li>• MC is now Chair. Terms of reference were discussed. Mc L and MM met to discuss Health and Safety. ½ day meeting to be organised to bring group up to date with Health and Safety.</li> <li>• MM dealing with bookings. There is a need to share duties. It was proposed that the DJH management group report to the ECT board in advance of the Board meeting. MM to step back from DJH group. It would be useful for group to know financial position of the Hall to help planning etc. It is suggested using ‘Hall Master’ a booking system which stores information for future use, Volunteers are used for many projects. Volunteers data will be required to be retained. LL confirmed that volunteers come under ECT insurance.</li> </ul> <p><b>Development Officer’s Report</b></p> <ul style="list-style-type: none"> <li>• Ante room is partially furnished and ready in time for Friday’s youth club and Showcase Event.</li> <li>• Social Impact measurement. GB circulated information showing how every age bracket has been covered by the activities already held in the hall.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Youth Club going well. Still needing local youth workers. Older group is helping to run younger group. Core 17 participants at the moment.</li> </ul> <p><b>Sharing Shed Update</b></p> <ul style="list-style-type: none"> <li>• Shed is well used and there is a steady stream of both food and non food donations. The Co-op surplus is taken early in the day and there is hardly ever any left over. There have been some issues with certain individuals taken far more than their share of food. Volunteers have therefore more work in restocking than anticipated There are now 6 volunteers opening and closing the shed.</li> <li>• More shelving is required.</li> </ul> <p><b>Ante Room Update</b></p> <p>Almost finished. Proper heaters not arrived yet. Costs have been greater because of unexpected increase in price of the solum. Not enough money left over for full panelling .</p> <p><b>Warm Spaces Report</b></p> <ul style="list-style-type: none"> <li>• Numbers not as great as hoped but numbers have risen during the course of the project and word has got about. There is a core of 20 different users coming on different days.</li> <li>• Great social and health benefits reported with very positive feedback from users. We hope to be able to continue in some form until end of June dependent on funding. Workshops have been successful and well appreciated.</li> <li>• Funding should have been spent by end of March but funders are flexible as long as funding was committed within that timescale.</li> </ul> <p>B) Village Green</p> <ul style="list-style-type: none"> <li>• Tree felling. Several dead or unsafe trees were removed by Alan James and Logan Matheson. Further felling will not be possible until the late summer when nesting season is over</li> </ul>	<p>Information on money available for shelving to DJ</p>	<p>MM</p>
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	<ul style="list-style-type: none"> <li>• Gardening group organised for April</li> </ul>		
5	<p><b>Treasurer's Report .</b>            General Account- £74966            DJH account -£ 9665            Individual transactions are difficult to allocate given the multiple projects ongoing.</p> <ul style="list-style-type: none"> <li>• LL will continue to produce accounts till end of financial year. He is prepared to continue until new Treasurer is found.</li> <li>• DTA – recommended Quick Books for Community Trusts with complex banking systems like ours. It has a monthly subscription. LL reported that the Royal Bank provides an accounting package to their customers. This would mean changing bank again.</li> <li>• At the moment we have many projects with different funding. Coding for each project could be matched to invoices which could help – from April 1<sup>st</sup>.</li> </ul>	Royal Bank provision to be investigated	LL
6	<p>A.O.B.</p> <ul style="list-style-type: none"> <li>• Road junction outside DJH. Problematic.</li> <li>• Board discussed our present system of document and data storage and agreed it needed to be changed/ updated. DJ reported finding Google Docs difficult to work with</li> </ul>	Draft letter to council to be circulated to Board	MMcL
7	Date of Next Meeting : Thursday 27.4.23		