

CCC management committee meeting 9th August 2021 (Zoom)

Present: Ian Jubb, Sheila Perry, Frank Ross, Diane Pearson, Robert Hyder, Neil Archibald, Tony Allan, Bill Plummer, Liz Plummer

In attendance: Sian

1. Declarations of interest – n/a
2. Apologies – Scott Douglas, David Sutherland
3. Minutes of May meeting – approved (Diane/Liz)
4. Matters Arising – n/a
5. Sub-groups

(a) Shop (report circulated – Ian)

Ian highlighted the fact that the charity shop takings had amounted to almost £2,000 in the last month. Some good donations were now coming in.

Liz had heard positive feedback from customers re the new layout, and footfall had been encouraging.

Frank asked whether recent changes in government COVID guidelines would have any impact on the operations of the shop – it was agreed that this should be discussed later in the meeting.

(b) People (report circulated – Neil)

Neil summarised the consequences of the staffing review, saying the staff were pleased with the outcomes. Volunteer Co-ordinator interviews were to be held on Tuesday, 10th August.

A discussion on the Code of Conduct followed. [Note: this has been recorded here as it is part of the People item, although it actually took place after the Westfield House agenda item.]

The Code of Conduct had been circulated with changes shown which reflected previous discussions. Separate documents had been drawn up for the management committee and for other volunteers to reflect the different responsibilities involved.

It was felt that the documents required a formal roll-out to ensure all the relevant volunteers were aware of them. Tony felt that the new Volunteer Co-ordinator should be the person responsible for doing this.

Neil queried the wording of a section about the ‘removal’ of volunteers, which seemed to suggest the MC should vote to remove them, whereas he felt Sian or the Volunteer Co-ordinator should be responsible. Frank said he thought the process should mirror the process by which volunteers were recruited.

Ian felt that the roll-out could be problematic.

It was agreed that MC members should sign a copy and hand it into Sian at the Hub.

Various issues to do with policies, including the Equalities Policy, were discussed as well as ideas for training staff and volunteers.

Frank summed up by asking that all policies, including the equalities policy if available, should be circulated to group leaders, staff and volunteers. He also suggested a policy review following the AGM.

(c) Rebuild/Westfield House

Bill gave a verbal update on the Westfield House situation.

Representatives of various user groups were due to visit Westfield House on 11th August., with relevant people from the Libraries and the Dementia group booked in for separate times in the morning.

Frank was awaiting communication from the After School Club and had spoken to Robert re the Lit. He understood that the Masons were now in the Astoria Hall and might wish to return to CCC premises in future.

Frank had almost completed a first draft of a stage 2 funding application to the Scottish Land Fund re the upgrade/conversion of Westfield House.

There was some discussion of the old site (14 Kirk Loan). It was agreed that after the Westfield House visits, the building sub-group should meet to consider how to progress a possible sale of the site.

(d) Finance

On behalf of the finance sub-group, Frank reported that the estimates provided by the accountancy firm had now been circulated and that they had reviewed the CCC QuickBooks information. Frank was due to discuss this separately with Sian, but he asked the committee for confirmation that the accountancy firm's solution should be accepted. This was AGREED.

Hugh had prepared a first draft of the accounts required by OSCR.

Robert and Hugh to discuss figures given on balance sheets for the savings accounts.

(e) Programming

This item was covered under the 'Manager's report heading.

6. Manager's report (report circulated – Sian)

Sian highlighted the interest among groups about returning to the Hub. The Mens' Shed social activities were due to return on 30th August and the Sporting Memories group on the 12th.

The Lunch Club would not be returning yet but were meeting offsite in a local restaurant.

Craigmount craft group would begin meeting in the Hub from September, with a dance group requesting space on Sunday afternoons and a Hong Kong church group on Sunday mornings.

The staff would work on specific projects using their increased hours.

Funding bids relating to gardening/climate change and to art awareness and biodiversity had been submitted along with partners. The total value of the funding requested was £154,000.

There had been flooding at the Hub. Bill and Colin were investigating the source and would report to the factor.

7. AGM 2021

(a) Date and format

Frank suggested this could be held at the Hub on 15th November. Sian raised a question about CCC membership and whether some of the existing members might wish to be removed from the list. Tony mentioned the idea of membership fees, and Frank suggested this should go on the agenda for the AGM so that members could vote on it.

(b) Committee membership

Frank to meet a local resident who had offered to join the committee.

Neil commented that the committee requires members with specific skills. Frank suggested some knowledge of charity law would be useful.

(c) Youth members [*Note – it isn't altogether clear whether this discussion referred to general youth membership or having youth representatives on the MC – there may have been some confusion*]

Frank said youth members should be encouraged, even if they did not stay as long as some of the adults. Tony pointed out that there was already some provision on the existing CCC membership form for associate members (under 15) and youth members (15-17).

Sian to discuss with Fiona/youth group.

8. AOCB

(a) Photocopier – Sian to reply to Capital Solutions email re renewal of contract.

(b) Christmas Fair – Diane asked if CCC could hold a Christmas Fair in 2021. Sian replied that this was already on the schedule – Fiona making arrangements.

(c) Social distancing – Sian felt it best to proceed with caution for the moment.

9. Date of next meeting Monday, 13th September 2021