

**Barmulloch Community Development Company**  
**Minutes of 135th Meeting of the Board of Directors**  
**Tuesday 26<sup>th</sup> November 2019**

**In attendance:**

**Directors** – June Connolly (Chair), Bernadette Hewitt (Vice Chair), Christine McBain (Minute Secretary), Rosemary Fox, Helen McMillan, Carole Phillip, Marion Dunn, Stewart Cameron-Ward, Anne Kelly, Patricia Craig, Lindsay McGibbon, Catherine Carmichael. **Appointed Directors** - Katie Gillespie. **Employees** - Jim Hope (Development Officer), Jacqueline Stewart (General Manager and Company Secretary).

**1. Welcome**

June welcomed all to the meeting and introduced new members of the Board - Helen McMillan, Anne Kelly, Patricia Craig and Carol Phillip

**2. Apologies**

Ruth Hewitt

**3. Review of minutes of meeting held on 8<sup>th</sup> October 2019**

Proposed for adoption by Stewart Cameron-Ward, seconded by Rosemary Fox.

**4. Matters Arising**

There were no matters arising.

**5. Selection of Office Bearers**

**Jacqueline Stewart**

As Company Secretary, Jackie informed the Board of the process of standing down and election / re-election of Office Bearers. This resulted in the following:

- June Connolly accepting the position of Chair as proposed by Rosemary Fox and seconded by Stewart Cameron-Ward
- Bernadette Hewitt accepting the position of Vice Chair as proposed by Christine McBain and seconded by Stewart Cameron-Ward
- Ruth Hewitt accepting the position of Treasurer as proposed by Stewart Cameron-Ward and seconded by Marion Dunn
- Jacqueline Stewart accepting the position of Company Secretary as proposed by Katie Gillespie and seconded by Marion Dunn.

**6. Extraordinary General Meeting**

**June Connolly**

The Company Secretary informed the Board that company reports and returns, including the recently updated Memorandum of Association (MoA), require to be submitted. The Board unanimously accepted the updated MoA which were proposed by Helen McMillan and seconded by Stewart Cameron-Ward and with no-one otherwise minded. The document was signed by the Chair and will be sent to BCDC's lawyer. (Special Resolution recorded and signed).

**7. Formation of Sub-Committees**

**Jim Hope**

It was agreed that a document listing the core activities of each sub-committee will be drawn up and sent to Board members to help choose which sub-committees Board members would like to be members of. The form to indicate which sub-committees Board members would like to be involved in must be completed and returned to BCDC by 17 December.

## 8. Financial Report

Jacqueline Stewart

The accounts and bank statements as at 1 November 2019, were made available for inspection at this meeting.

Jackie explained that the Broomfield Road expenditure is higher due to the quarterly internet bill and the quarterly income not falling in the same quarter.

A question was asked about the projection figures, namely if these are checked to which the answer is yes. In addition, the restrictions amount will be reviewed in January 2020.

## 9. Operations Update

Jacqueline Stewart

**Recruitment** – no suitable applicants have been found for interview as yet. Discussion took place regarding this issue. BCDC may have to consider employing someone who is inexperienced and will require on the job training.

**Volunteers** - the plan is for the tearoom to be in operation w/c 2 December 2019.

**New activities** – The autism family group meets on Sundays from 4pm – 6pm. An enquiry has been received from Early Years Scotland for use of a room in the Residents' Centre Monday – Friday from 8.30am – 11.30am, starting in January 2020. A burlesque class has started on Wednesdays from 7.30pm – 8.30pm.

**Maintenance** – New lighting has been installed in the Recreation Hall which has made a great difference. It was agreed that the outside lighting should be looked at. The heating system is being checked as this is not working as well as it should be. There is also a problem with the alarm which is being looked into. The broken window in the Residents' Centre is being fixed at a cost of £5000 with £2500 being paid by BCDC's insurer. Elmwood are scheduled to fix repairs in the Residents' Centre on 3 December.

**Occupancy rates** – 62% in the Residents' Centre; 45% in the Recreation Hall (mostly evenings); almost 100% in the Broomfield Road Centre.

## 10. Company Appraisal Scheme

Bernadette Hewitt

It was agreed that Board members, with the exception of the recently appointed Board members unless they wish to do so, will complete the Board Performance Appraisal Form that was made available at the Board meeting. Completed forms have to be returned to BCDC by 17 December 2019.

## 11. Future Developments

Jim Hope

Briarcroft site – the owner has been identified and the details will be passed to Carole.

Two grants have been applied for, one to start a manufacturing operation with other interested parties and the other to employ a person, full-time, on behalf of Barmulloch Balornock Initiative (BBI) to work on a community plan.

An asset transfer application has been submitted in respect of the 5 acre site behind Hope House. Lindsay made a declaration of interest and took no part in the discussion.

## 12. AOCB

Minutes of meetings to be put onto BCDC's website.

Christmas Fayre at Tron St Mary's Church on Saturday 29 November 2019.

Christmas Fayre at All Saints School on Saturday 29 November 2019.

Toonspeak performances and workshop on 6 December 2019.

BBI family event on 13 December 2019 from 4.30pm – 6.30pm.

## 13. Date of Next Meeting

Tuesday 14<sup>th</sup> January 2020 from 6pm – 7.30pm