



## MINUTES

### ***Trustees Meeting - 7pm on 1st October 2020***

*(Meeting held virtually by Zoom due to Covid-19)*

**In attendance** : Nette Carder (secretary/minutes), Richard Wemyss (Chair), Peter Shepherd (Treasurer), Jessie Barnett, Catriona MacPherson, Sydney Clare Checkland, Elizabeth Dickson.

1. No apologies for absence were received.

2. **Minutes of the previous meeting** held on 30th July 2020. The minutes were amended to correct the spelling of Elizabeth Dickson's name. They were then proposed by Peter Shepherd and seconded by Sydney Clare Checkland and agreed as a correct record.

3. **Matters Arising from the Minutes** - there were no matters arising from the minutes that were not elsewhere on the agenda.

#### **4. Website and 'Launch'**

The website had now been launched with a video - and Richard thanked Jessie for her work in this. We did not have any analytics at present - ie. how many hits on the website, what items were popular, etc. Sydney Clare agreed that she would investigate how we could find this out.

There are some comments coming through from the email addresses - but not many. Most of the interaction rates to the Cellardyke Echo.

There still remain a list of people that should be emailed about the website - eg. Local Councillors, MP. Richard Wemyss will provide Nette will the list of these people and she will email them with a link - being clear that the website is still in development and we would welcome any comments.

#### **5. Treasurer's Update**

The Bank Account is now open with RBS and we have the Treasurer, Chairman and Secretary as signatories with debit cards and a paying-in book. There are still some teething problems with the on-line banking system which Peter is attempting to rectify.

We agreed that Membership should run with the financial year for ease of administration - there had been a previous agreement that the first year of membership should run until the end of March 2022. This was confirmed at this meeting.

#### **6. Membership**

Peter had done a draft spreadsheet for a Register of Members, which we are required to keep. Under our Constitution, an application for Membership has to be ratified by the Board of Trustees - so we will need to make this clear on our application form. The draft membership form, attached to the minutes, was agreed in principle. Peter Shepherd as Treasurer and Nette Carder as Secretary, would finalise the Membership form. The Board of Trustees

agreed that all Trustees should be Members, subject to payment of the appropriate Membership fee.

Ideally, the Membership application process should be done on-line and through the website. Richard Wemyss agreed to ask Nick Chalmers about how this could be done. It was agreed that we would need to accept the Membership form and the payment of the Membership Fee (£10) before formally ratifying the application for Membership. In the unlikely event that an application for membership was refused, the monies would be refunded to the applicants.

It was agreed that the Membership Scheme would not be started at this time.

Peter Shepherd as Treasurer agreed to keep the Register of Members, which we are required to have by OSCR and to keep records of for six years.

### **7. Health & Safety**

The Trustees were keeping abreast with the latest Covid-19 guidelines and would continue to do so. The next meeting would also be held virtually.

### **8. Policies**

The attached policies on :

Anti-bribery  
Data Protection  
Health & Safety  
Safeguarding  
Equality & Diversity

were received and agreed. This was proposed by Sydney Clare Checkland and seconded by Elizabeth Dickson. The policies were duly agreed.

It was agreed that the policies themselves would not be put up on the website, but their existence would be noted and we would provide them upon request.

### **9. Safeguarding Champion**

Morag Findlay, who is on the Sea Queen Working party, has agreed to take on the role of Safeguarding Champion. The Sea Queen is currently where most of the work with children occurs. Morag will be available for Safeguarding advice on any project in the future.

This was proposed by Catriona Macpherson and seconded by Elizabeth Dickson. Morag Findlay was duly agreed as safeguarding champion for the Cellardyke Trust.

We do currently have a Risk Assessment procedure in place for all Projects. Richard would re-forward this to Nette as Secretary.

### **10. UPDATE ON PROJECTS**

#### **Telephone Boxes**

The one at the end of John Street is well used and well managed. The one at the harbour is full of books, but it is not sure how well it is being used at the moment. Sydney Clare will put up the notices explaining who owns the boxes and the future plans for them.

As the responsible owners of the telephone boxes, we will need to ensure that we are meeting Covid-19 guidelines, particularly if there is a second wave of the pandemic. Richard has had an initial conversation with Shauna Killen who initially agreed to organise the day to day Covid-19 requirements for the harbour box.

### **Manx Beauty**

The boat is currently being worked on and the engine is due to be taken out. A group of volunteers is taking out the concrete ballast.

The grand-daughter of the original skipper of the Manx Beauty came to have a look and Richard has provided her with information.

The Cellardyke Trust has been awarded £2,900 from St Andrews University for this project. Richard had forwarded on the information from the University procurement department to Peter to enable the Trust to claim the grant.

### **The Sea Queen Festival**

It is already becoming clear that it is likely we will have to do things differently in 2021. The date of 24th July 2021 has been booked with Fife Council Harbours Department, but we may still be in the situation where crowds are not allowed. The Sea Queen Group agreed to meet to discuss this further.

### **11. Any Other Business**

Elizabeth Dickson provided some positive feedback on the website, which was constantly evolving as more information was added.

The next meeting will be held virtually by Zoom on :

**Thursday 26th November : 7pm - 8.30pm**