

MINUTES

TRUSTEES MEETING - 3rd October 2023 at 7pm Held at 21 Silverdyke Gardens, Cellardyke

1. **In attendance:** Nette Carder, Richard Wemyss, Norrie Hutcheon and Lorna Hutcheon.
2. **Apologies for absence** were received from Catriona MacPherson, Jessie Barnett, Sandie Wilkie and Elizabeth Dickson.

3. Minutes of the Previous meeting

The minutes of the previous meeting held on 1st August 2023 were agreed as a correct record. Proposed by Norrie Hutcheon and seconded by Richard Wemyss.

4. Matters Arising from the Minutes

There were no matters arising that would not be considered elsewhere on the agenda

5. Treasurer's Report

In the absence of a Treasurer, Richard presented the Trust's financial situation. As at 31st July, there was £12,425.78 in the Cellardyke Trust's bank account.

Each project aims to be self financing and Richard had reviewed the income and expenditure on the projects showing which projects were in surplus or deficit.

All projects were in surplus, apart from the Sea Queen (a deficit of -£117.47) and the Trust's general funds (a deficit of -£392.48). Funds would need to be raised to remediate these two deficits.

As a charity, we are required to have our accounts Independently Reviewed. We have previously used FVA, who had advised that they had suspended this service. Richard had recently checked and they confirmed that they were still unable to offer this service at the present time. They had also provided a list of Independent Reviewers from the Association of Charity Independent Examiners, although this list did not show the location of the IE's.

In addition, OSCR had recently confirmed that they required submission of the Annual Accounts and Annual report by 31st December 2023.

Options were discussed and Lorna Hutcheon agreed to approach a colleague who she was confident had the requisite skills and experience and who was independent. Trustees agreed that suitable recompense (such as a voucher and bottle of wine) would be given if the person agreed and undertook the Independent Review. Richard did not think that being the Independent Reviewer would be an onerous task, given the number of transactions.

Nette agreed to forward to Lorna the email that Peter had prepared for FVA for her to forward to the potential Independent Reviewer.

(For her own interest, she would just obtain costs from a couple of the Independent Reviewers, although this was not the preferred option).

6. Health & Safety - nothing further to report.

7. Telephone Boxes.

No further update on the Harbour phone box. The book exchange had been installed next to the telephone box and was now full of books.

8. Manx Beauty

We had until 16th November 2023 to put in a NHLF Development Bid, following the successful Expression of Interest. Following this, the bid would not be considered until January 2024, with the Trust not knowing the outcome until March 2024. A lot of work has already been done, but needed to be 'stress-tested', especially as the forms and explanations as to what the NHLF require had altered somewhat. Budgets have to include the costs of volunteers as an example and VAT needed to be removed.

In the interim, Richard had confirm with the NHLF that stabilisation works could be done on the boat as part of the Development phase - as long as it was work that did not commit the organisation to doing additional work.

The Trustees approved in principle Richard Wemyss putting in a Development Bid to the National Heritage Lottery Fund, noting that this was for the Development phase to develop a Delivery plan. The estimated cost required for the Development phase was c£10,000.

The Delivery Phase will need the full agreement and understanding of all the Trustees.

9. Sea Queen

Charlotte, the Sea Queen, had wanted to do a community event around Remembrance Saturday, focussing on the needs of young people - with a provisional date of 27th October for a craft afternoon, creating work that could be part of the Remembrance Sunday events.

The Family Ceilidh will be planned around Burns Night in January 2024.

10. Memorial Garden

We had been allocated £15,000 from the Silverdykes Liaison Fund for this project. The funds are held and managed by Fife Council, so no monies have been -or will be - transferred into the Cellardyke Trust account. This was originally Elizabeth's idea, so she will need to be part of the discussion as to what happens to this project going forward.

The oversight of the usage Silverdykes Liaison Committee funds has now passed to the Community Council, which is temporarily in abeyance. At some point, the Community Council may ask about our intentions with this project, given the lack of visible progress.

11. Any other Business

Membership

Richard had investigated the current membership situation and noted a couple of discrepancies which needed further investigation. There had been some confusion about the exact dates of a Membership Year and Trustees confirmed that a Membership Year was 1st April to 31st March - corresponding with the Trust's financial year.

Richard will investigate further.

Fundraising

Ideas were discussed for fundraising, particularly for the Cellardyke Trust's infrastructure costs - although these were small. Trustees wanted something that would bring people in the community together and it was proposed that an event would be held around the Burns Supper that could incorporate a variety of things - a bric-a-brac stall, an exhibition, something that would engage children, etc. etc.

Lorna would discuss this further with Catriona, who also had some ideas

Richard would check Cellardyke Town Hall for a booking on a Saturday nearest Burns Night (? 27th January).

The actual programme for the event would be finalised at the next meeting of the Trustees.

Johnny Brown Bequest

Johnny Brown was one of the founding Trustees of the Cellardyke Trust and his family had raised funds in his memory. They had purchased a bench which was now installed on Cellardyke Harbour and had passed the remaining funds of £2,300 to the Cellardyke Trust, with a request that the Sea Queen group used it to support leadership amongst young people.

Richard would take this forward with the Sea Queen group.

12. Date and Time of Next Meeting : Proposed as either 7th December or 14th December 2023

Nette will check with Elizabeth which of these dates would suit her best and confirm with Trustees.

Nette offered her house as a venue for the meeting. This will be confirmed nearer the time.