

## CELLARDYKE TRUST TRUSTEES MEETING

### Minutes

Trustees meeting 18th April 2024 at 7pm.

Held at 14 Shore Street, Cellardyke.

**Present** : Richard Wemyss (Chair); Nette Carder (Secretary), Lorna Hutcheon; Jessie Barnett; Sandy Wilkie

**Apologies:** Norrie Hutcheon, Catriona MacPherson

#### 1. Minutes of the previous meeting held on 22nd February 2024.

There is no 'S' in Hutcheon as stated in the draft minutes, so this should be amended. With this amendment, the minutes were agreed as a correct record.

#### 2. Matters Arising from the Minutes

There were no matters arising from the minutes that were not covered elsewhere on the agenda.

#### 3. Health & Safety

There were no matters to report regarding health & safety.

#### 4. Treasurer's Report

Richard Wemyss, acting as Treasurer, circulated the latest financial report. The bank balance of the Trust as at 31st March 2024 is £14,376.96. The 31st March is the end of the Trust's financial year.

The Trustees noted and approved the summary final accounts and that the accounts would need to be formally received and approved at the Annual General Meeting. In addition, the accounts would need to be reviewed by an Independent Reviewer.

Nette agreed to ask FVA whether they are now in a position to provide the Independent Reviewer service and to confirm the format for accounts required.

The Trust had received £300 from the Community Council for the Sea Queen Festival and Richard had recently given a talk in St Monans which raised £130 for the Trust's

General Funds. The Sea Queen Day on 20th April will also raise monies for the General Funds.

We are still awaiting further guidance from Elizabeth Dickson and Johnny Brown's family with regard to the bequest. Meanwhile the funds remain the Trust's account.

## 5. Approach to Membership

The Trustees again received the paper prepared by Sandy Wilkie, which covered the issues well. It was again confirmed that the Membership year runs from 1st April to 31st March and that Cellardyke Trust membership needed focus to increase membership. Sandy agreed that he would take on the role of Membership Secretary and keep the Membership records as required by OSCR.

## 6. Update on Projects:

**The Memorial Garden** - there was nothing further to report on this. It was also agreed by the Trustees that the Trust did not have the capacity to progress this project at the current time, particularly with the awarding of Development Fund monies from the NHLF.

**Telephone Boxes** - There is a new artist, Cally Nurse, in the Harbour Phone Box and she will be doing a demonstration of seaweed art at 2pm in the Haven on 21st April 2024.

**Sea Queen Festival** - the date of this year's festival is 22nd June. Jenny Hodge will be this year's Sea Queen and the plan will be to start in St Ayles Park and involve the residents of Harbour Lea.

**Manx Beauty** - the application to the National Lottery Heritage Fund was successful. The Trustees congratulated Richard and Catriona for their hard work on the bid.

We have been awarded £88,000 for a two year Development Fund from the Heritage Lottery fund, commencing on 4th March 2024.

Richard is meeting Anna James, senior fund manager with the HLF, on 22nd April to clarify the work that needs to be undertaken, agree how the project will be managed and set out the NLHF requirements.

One of the key factors in the success of the bid had been the amount of training available as part of the Manx Beauty rebuild. One of the first things that would need doing was engaging a consultant to advise on appropriate governance structures going forward. In addition the process of 'lofting' - making detailed plans of the boat - would need to commence.

Richard circulated a paper setting out the proposed Programme Management Structure for the Development Phase. The management team for the Manx Beauty would report in to the Board of Trustees who would receive regular reports on progress. The Programme Management Structure was agreed by the Trustees, who also requested that any future papers be circulated in advance.

Key would be the advice and support of Fife Voluntary Action - who will be able to provide advice on suitable organisations who may be available to undertake the contract for the Governance Review, which is the major item of expenditure in the Development Phase. We will take advice from FVA on best practice in contractual matters and NHLF requirements

Richard circulated a projected cashflow for the NHLF grant monies. The first tranche of the monies - £42,000 - was projected to be paid in April 2024.

As finding a Treasurer is a recognised imperative for the Trust, Richard is working with Fife Business Gateway to find potential Trustees who will strengthen the Trust. They will circulate their clients with a request for potential Trustees ( including treasurer) for the Cellardyke Trust. This is the first stage to reach out to find business minded individuals who could complement and add to the skill set in our board of Trustees. Fife Voluntary Action will also be approached as well as the local Probus and similar groups.

With the NHLF funding, the question of the ownership of the Manx Beauty was raised. Richard was clear that it was always the intention - before the actual formation of the Cellardyke Trust - that it would become part of the suite of projects run by the Cellardyke Trust and the asset would transfer to the charity. There has been a similar issue with the Telephone Boxes, which had been purchased by the East Neuk Centre on behalf of the Cellardyke Trust before its formation and then handed over to the Cellardyke Trust when it was established. Nette confirmed that the Cellardyke Trust had agreed in May 2020 to take on the Manx Beauty. In order to ensure good governance and clarity, she agreed to review the minutes from this time and establish a clear audit trail of ownership and intent.

All Trustees present were comfortable with the Cellardyke Trust owning the physical asset.

## **7. Any other business**

There was a discussion about the event planned for 20th April.

Lorna also agreed to look into a digital shared repository of files, as the amount of documentation - particularly relating to the Manx Beauty - was too much to be held by one person, but needed to be available to all Trustees. There may be suitable software that would facilitate this.

## **8. Date and Time of next meeting - 7pm on Tuesday 18th June 2024 - to be held at 14 Shore Street, Cellardyke.**

Proposed date for the Annual General Meeting **Tuesday 17th September 2024** - venue and time tbc, but to be in a public venue, so that all members can attend. The Trustees will also hold a meeting after the AGM.