

GRANTOWN INITIATIVE BOARD MEETING

Tuesday 14th February 2023 at 7.00pm at VABS office, The Courthouse, Grantown

DRAFT MINUTES

		Action Points
	<p>Welcome and Introductions</p> <p>Directors Present:</p> <ul style="list-style-type: none">Karen Derrick (Chair)Declan Gallacher (Vice Chair)Karen Martin (Treasurer)Mike Causey (from 8pm)Katy TurtonZoe Laird (by Zoom)Beverley Cartwright <p>Others present:</p> <ul style="list-style-type: none">Louise Gould, Margaret Campbell (Charity Shop item), Ginny Hall (Minutes) <p>KD welcomed all to the first in-person meeting of the year.</p>	
1.	<p>Apologies:</p> <p>Directors: Ingrid Artus, Pete Grant</p>	
2.	<p>Minute of previous meeting held on 10th January 2023</p> <p>The minutes were approved unanimously without amendments. Proposed by BC, Seconded by KT</p>	
3.	<p>Matters arising from the Minute (not otherwise on the agenda)</p> <p>Action: KD to send ZL a link to shared drive, but there are some issues.</p> <p>Action: KD and KM to resolve issues</p> <p>It was agreed that the Shared Drive should be accessed by the whole committee, and the Minutes need to be added to the Shared Drive.</p>	KD, KM
4.	<p>Declarations of Interest on items appearing on the agenda:</p> <p>There were none.</p>	
5.	<p>Membership applications</p> <p>There were none.</p> <p>There was a discussion about providing access to MailChimp (Database of members).</p>	
6.	<p>Insurance</p> <p>KT reported that the insurance for the toilet block may have lapsed. However, Colin Lawson's are insured (3rd party) to do things on site. Insurance will be needed once the builders leave. No kit is left in the building when builders are not on site.</p> <p>Action: KD to forward info to KT</p> <p>Spey Shed: There was a discussion about the YMCA insurance which will cover the activities the Spey Shed are currently doing, but the organisation is keen to float away (sooner than the end of the year). It was noted that Hamish and Gus are away until end February.</p> <p>It was confirmed that no additional insurance was needed for the Festive Lights.</p>	KD
7.	<p>Treasurer's Report (KM)</p> <p>KM presented the Treasurer's Report. The bank balance, at nearly £60k, is healthy. She noted the reimbursement of the float. The match funding from Gordon & MacPhail has raised nearly £27,000. KM may raise the invoice to G&MacP for both 2021 and 2022.</p>	

	<p>Action: KM to have a discussion with Andy from Gordon & MacPhail.</p> <p>1, KM asked whether to make the TITG balance zero. All were content to do this. (There was still £2,700 in the G&MacP fund for events)</p> <p>2. KD stated that the Calendar initiative didn't make money, and conversely lost money. A number have sold from venues around the town</p>	<p>KM</p> <p>KM</p>
	<p>Charity Shop</p> <p>Louise Gould and Margaret Campbell joined the meeting. They discussed their plans to use the old SSE premises in the High Street, and had requested to speak to the owner or agent of the premises. The current price for the SSE was too high, so other possible venues suggested by the Board were:</p> <ul style="list-style-type: none"> • Former ScotMid premises • Ben Mhor (former Po Pia premises) • Basecamp Bikes in the Square <p>However, the old Post Office premises was ruled out as being inaccessible.</p> <p>Louise noted that a charity shop does not have to buy in stock, since the stock is donated. In addition, the shop would be run by volunteers and would not have a paid manager. The SSE premises has a stock room at the back, a basement and a small kitchen. Therefore, the store could avoid having to send any stock to Inverness.</p> <p>Action: Louise Gould and Margaret Campbell to send estimates of start-up costs (capital costs) to the KD and KM. These were estimated to be in the region of £500.</p> <p>Other costs would include::</p> <p>Rent</p> <p>Electricity</p> <p>Insurance (contents, owner, public liability)</p> <p>Internet (needed for card machine, phone and i-Zettle)</p> <p>Unanticipated costs</p> <p>KD stated that she needed to know the outlay at the start. If trading reaches 20% of the income for the year, it would need to be split off as separate company (The GI is not a trading organisation). KM added that forecasts would be needed, as well as a separate bank account).</p> <p>KM to speak to Lindsay at Basecamp Bikes re: premises</p> <p>BC suggested Spey Shed presence or work to assist start up.</p> <p>The working title of the shop would be: Give and Gain</p> <p>KT asked if Louise and Margaret are going to be in the shop 5 days per week. They responded that, if there were enough volunteers, they would be in 6 days.</p> <p>KD asked if either Louise or Margaret could come on to the GI Board.</p> <p>Action: Louise G and Margaret C to consider this proposal</p>	<p>LG</p> <p>KM</p> <p>LG, Margaret C</p>
8. Budgeting for sustainability		
	<p>EVENTS</p> <p>i Festive Lights (IA/KD)</p> <p>KD explained that she, IA and Paul Matheson had met with THC to look at the list of things Paul had put together for them to do. The area the Sylhet Brasserie needs work. New lights have been purchased. A PA system and underground cables require further discussion .</p>	<p>KT</p>

	<p>In terms of Health and Safety, Paul has asked THC for a Risk Assessment template for traffic. His team have qualifications for all aspects where qualifications are required, eg for using cherry pickers to put up lights.</p> <p>Funding: Berryburn have provided £3k. IA is looking to the school to run a competition. Outgoings: Hire of cherry pickers. Donation: Anne Sullivan has donated £800 which was a legacy from Sean Sullivan. Action: IA to draft and send thank you letter.</p> <p>In addition, it is planned to improve the lights at the Craiglynne, and to do fundraising for new lights.</p> <p>Uplighters: The Board agreed with Paul M that uplighters are not preferable, instead lights in the trees are preferred as they are much prettier. Action: KD to get update from Paul M and to send round. Outgoings are £600 per year (cherry picker) but it was agreed that fundraising would be ongoing.</p> <p>ii Grantown Does Christmas (KM)</p> <p>KM had prepared a budget, looking at costs and income from 2022 to prepare a budget for 2023. KM noted that £4k had been received for the Food and Drink Festival. There was a discussion around the structure of this event, with the aim of reducing some of the outlays in future. For example, hired marquees cost £1,657, and Craic Events were hired to manage stallholders. It was agreed that stallholders should be charged more (2022 charges were low in comparison with other events), although it was recognised that stallholders also brought new people into the town. Total costs were £5,380 while profit was £1,510.</p> <p>It was noted that the cost of reindeer is quite high, while reindeer are not central to the event, so there could be a cost saving by omitting reindeer from the event in future.</p> <p>Action: KM to send budget round to the Board</p> <p>KT noted that the Greentown Show includes activities and card-making for children that could replace the reindeer at GDC.</p> <p>There was a discussion about other, and easier, ways to raise money, such as a Quiz, which could replace GDC, as GDC requires a lot of volunteer effort. Other suggestions were:</p> <ul style="list-style-type: none"> • Just have a market, with an event in the evening, possibly with mulled wine. • Music could be provided by the Cairngorms Orchestra • An event around switching on the Festive lights • Have the event on a single day instead of two • Fire baskets in the Square • No marquees • Retailers need to generate their own footfall • Christmas trees • Close the road and put stalls in the High Street • Over the longer term, instead of paying Alba to manage the traffic, pay for someone to do the relevant Certificate <p>Action: KM and MC to have a catch up, to put together a costed plan with various options.</p> <p>BC suggested asking the CNPA to back the event.</p>	<p>IA</p> <p>KD</p> <p>KM, MC</p>
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iii Torchlight Parade (IA)

IA has done costs of the event, with the total being in the region of £2,200. It was proposed that the pipe band would not be needed next year. Total costs without the pipe band and a rolling road closure (which the police can manage) instead of a road closure would be around £1,700.

There was a discussion around the sale of torches, with significant sums being made from the sale of torches at other, similar events elsewhere in the Strath, with the conclusion that more torches need to be sold, and at higher prices.

A further suggestion was to provide mulled wine and mince pies (although this would have to be done via someone with an alcohol licence). In past years, Ashers bakery have donated large numbers of mini-mince pies.

iv Hogmanay (BC)

BC presented her budget, with expenses of £10,547.78 and income of £7,757.90. The budget for 2023 Hogmanay includes:

Fireworks (likely to increase in price)

- Quote for low-noise fireworks
- Portaloos, to increase from 2 to 4 to avoid the safety risk posed by people visiting the loos in Burnfield Car park which are in the vicinity of the fireworks.
- Medical cover has been booked again, with a price increase
- Band costs (increase)
- Bin hire costs
- Road closure (a big cost to hire Alba, although the TTRO itself is free)
- Generator cost
- Catering (no income)

There was a discussion about the bar, with KD suggesting that there was too much choice, and that some drinks could have had a higher price. BC reported that there was a lot of leftover stock, particularly of white wine and prosecco, so it was suggested that an event could be held, perhaps a GI Tombola, in June, to get rid of the stock and raise funds.

At the next meeting of the GI, Clare Thom is due to attend to talk about the Fiddle Festival, so it was suggested this might be an opportunity to discuss a summer event.

KD noted that the Board members should use the Shared G Drive for instant updates on budgets etc.

v Thunder in the Glens (MC)

MC reported that he had spoken to George Maguire (Dunedin Chapter). There are 2,500 riders, but they are not spending money in Grantown at this event. MC suggested taking footage through having one of the riders wear a GoPro, which could be put on a screen in the Square.

There was a discussion about including the following as part of the event:

- Stalls
- Badges (these sell well)
- 2023 is the 25th TITG event
- Insurance
- Prizes (Aviemore already award prizes) KT suggested getting the schoolkids to vote.
- Programme – Local businesses could have an advert in the middle page.
- Flags for children to wave– eg with the banner 'Grantown loves Thunder'.

	<p>MC noted that there are very few, if any, good photos of the event. He suggested hiring a good photographer to take photographs of the bikes in the town which could be used for promotional purposes.</p> <p>There is no money in the budget for closing the road. There was a further suggestion of having a food festival on the day.</p> <p>Overall, TITG is good for the town, but doesn't make money.</p>	
	<p>PROJECTS</p> <p>vi. Burnfield Toilets (KD/ZL)</p> <p>ZL and KD have been working behind the scenes, with work progressing well. Applications for funds have been made but no decisions on funding have been made as yet. Lawsons can spend up to £77k by end March, with the remaining £40/45k to possibly come from Berryburn. An application has also been made to the Community Led Vision (CLV) fund, and another possibility is Reidhaven.</p> <p>KD and ZL wanted to ask the Board about three points:</p> <ol style="list-style-type: none"> 1. Colin Lawson has submitted two invoices so far, for £16,500. In addition, Colin Lawson has to order the paddle gates (as these have a 10 week lead-in), for which 50% has to be paid upfront. <p>The project is short by £4k, so KD submitted a motion to the Board to use GI funds to sub this £4k for a short period of time. This was agreed unanimously.</p> <ol style="list-style-type: none"> 2. THC require a fire alarm system. The toilets will be open all week, but locked by a timer at 10.30pm at night until 6.00am. Consideration was given to the need for someone to switch the alarm off if it goes off at night. MC noted that any alarm system would need to go into a smartphone. <p>Action: KD to check what systems are in place at other toilets in Grantown</p> <ol style="list-style-type: none"> 3. KD sought the Board's approval for entering into an electricity contract. She explained that this was necessary and that she would go with the cheapest supplier. The Board unanimously agreed that KD and ZL could make a decision on the supplier, with either a 1 or 2 year contract. <p>KD stated that she would put the annual running costs of for the toilets on the G drive. A conservative estimate of income was £8,400. There would also be a Motorhome service which people would pay to use and a Highland Council Comfort Scheme. Costs included cleaning, supplies, electricity and insurance with an estimated total of £15,500. It was estimated that the total income per year would be around £16,000.</p> <p>KM suggested that funds from the Charity Shop could go towards the toilets. DG asked if it would have its own Profit and Loss account, and own income stream. KD confirmed that it would. KT suggested that signs be put up to say that money goes to local charities.</p>	<p>KD</p> <p>KD</p>
	<p>vii. Sustainable Strathspey (KT)</p> <p>SS were not charged any additional insurance for the Greentown Show. This event breaks even financially, not costing anything but not making money either. (There are other benefits to the community).</p>	
	<p>In view of the detailed discussion under item 8 (Budgeting for sustainability) , the Sub Group operational updates were omitted.</p>	
15.	<p>AOCB</p>	

	<p>KM informed the Board that Mossie Park would have to remain under the GI, with any funds unavailable to be used for other projects, because it is funded via restricted funding.</p> <p>DG raised the issue of the Cairn being approached for raffle prizes by a group in Dulnain Bridge, and reported that this group had then been directed to the GI. It was agreed that while the GI exists for the clear benefit of the community, this does not extend to providing raffle prizes. KM agreed to mention this to the Cairn at her next meeting with Andy.</p>	
	<p>Dates of 2023 Meetings (all at 7pm)</p> <p>14th March, 11th April, 9th May to include AGM, 13th June, (11th July), 8th August, 12th September, 10th October, 14th November, 12th December</p>	