

GRANTOWN INITIATIVE BOARD MEETING

Tuesday 10th January 2023 at 7.00pm by Zoom

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)Mike CauseyKaty TurtonZoe LairdIngrid ArtusBeverley Cartwright <p>Others present:</p> <ul style="list-style-type: none">Ginny Hall (Minutes) <p>Karen welcomed all to the first meeting of the new year.</p>	
1.	<p>Apologies:</p> <p>Directors: Karen Martin (Treasurer), Pete Grant</p>	
2.	<p>Minute of previous meeting held on 13th December 2022</p> <p>The minutes were approved unanimously without amendments.</p>	
3.	<p>Matters arising from the Minute (not otherwise on the agenda)</p> <p>ZL noted that she requires some assistance to update the database with new members, as she doesn't have access to the shared drive.</p> <p>Action: KD to send ZL a link to the shared drive.</p> <p>KT raised the issue of insurance, which KD agreed to add to the agenda.</p> <p>KD reported that she still has to speak to Louise at the Charity Shop but this is in hand.</p>	KD
4.	<p>Declarations of Interest on items appearing on the agenda:</p> <p>In relation to the application to HIE for funding, for the Burnfield Toilets, ZL has an interest.</p>	
5.	<p>Membership applications</p> <p>There were no new applications in addition to the issue discussed above (Item 3)</p>	
6.	<p>Treasurer's Report</p> <p>MC shared the accounts, which displayed all the fields as green. KD expressed a wish to discuss budget issues at the next meeting. She requested all those responsible for running events and projects to prepare to discuss any issues and to think through their requirements so that every event is in control of its finances.</p> <p>KT noted that SS is not expecting any large outlays. BC reported that there are a couple of payments still to make for Hogmanay, and there was a discussion about 'petty cash'. BC was going to collate the items of petty cash that were needed in the preparations for Hogmanay. KD mentioned that she and KM have debit cards which can be borrowed by the Board and used for small items of expenditure.</p>	
7.	<p>Year End Accounts – scrutiny and signing off</p>	

	<p>The Year End Accounts have to be submitted to Companies House and OSCR by April 2023. The Trustees Report and Financial Statements for the year ended 31st July 2022 had been circulated in advance of the meeting.</p> <p>ZL had a query about the narrative, but agreed to drop KD a note if there was anything in particular that she wanted to mention.</p> <p>The accounts were approved unanimously.</p> <p>Action: ZL and KD to discuss submitting the accounts to Companies House and OSCR.</p>	KD, ZL
	<p>Insurance KT had been working closely with Zurich Insurance, who have now issued a letter to pay. The invoice is for the sum of £1,481.40 and includes insurance for 4 events as well as other liabilities. Action: KT to send the invoice to KD and KM for payment.</p> <p>The Spey Shed and the Burnfield Toilets were outstanding but will be covered once the invoice has been paid. There was a discussion around whether the YM or the GI should be responsible for the insurance of the Spey Shed, as the Shed is on the YM premises although it is leasing the space from the YM. A range of views about this issue were discussed.</p> <p>Action: KD and KT to resolve this issue outside the meeting</p> <p>In terms of insurance for events, KD stated that those in charge of the events should ensure that they have enough in the pot to cover all fixed costs, so that in the event of the event having to be cancelled (for example by poor weather), there will not be a shortfall.</p>	<p>KT, KD, KM</p> <p>KD, KT</p>
Sub Group Reports		
8.	<p>Events</p> <p>i Festive Lights (IA/KD) Discussions between IA and KD with Paul Mathieson are ongoing.</p> <p>Purchase and funding. Paul is looking to purchase new lights for the High Street at a cost of £3912 for 8 or 9 new lights. KD has asked Paul to cost out how much it costs to maintain the lights. She also asked if the GI is happy to spend the funds in the Festive Lights account. Cash from Berryburn needs to be spent.</p> <p>MC asked if the design of the new lights is in keeping with the existing lights. He noted that visitors' first impression of Grantown when they drive in to the town in December is influenced by the lights and he wanted the designs to have been thought through so that they are in keeping. The new designs were shared on Zoom for the Board to see. ZL suggested that older lights could perhaps be grouped at one end of the town with the newer ones grouped at the other.</p> <p>Action: KD to ask Paul Mathieson about the design.</p> <p>The point was made that some people in the town want to ask Paul about the possibility of having a competition for designing new lights.</p> <p>It was agreed unanimously by the GI Board that the funds could be spent on the new lights. If, at a later stage, there are not enough funds, there will have to be fundraising or some of the money from Gordon & MacPhail would be used.</p> <p>Paul has agreed to join a teams meeting next with The Highland Council and the Ward Manager, with KD also attending.</p>	<p>KT</p> <p>KD</p>

<p>Paul, IA and KD are meeting next week (on Monday) to discuss the project plan for the Festive Lights.</p> <p>BC noted that she still has the key to the lock-up where the Festive Lights are stored, and it was agreed that she would keep the key for the time being as others have the keys as well. BC mentioned that the lock-up needed to be tidied up.</p> <p>KT mentioned insurance for people working at height on the Festive Lights. People need to be working according to guidelines. Action: KT to send email about this for next Monday's meeting.</p> <p>ii Grantown Does Christmas (KM) KM was absent so there was no update on GDC. However, MC noted that he had looked into the figures and the only reason that the event made money was because of a £4k grant that had been received.</p> <p>iii Torchlight Procession (IA) IA reported that the event had been a success and that a meeting will be held in February to cover lessons learned (for example, the sound system in the Square did not work very well). Also, there need to be more marshals at any future event.</p> <p>KD thanked Amy Murphie and Sinead Whyte for their work in making the Parade a success.</p> <p>iv Hogmanay (BC) BC reported that the Hogmanay event was successful and made money. A post-event meeting is being held. More marsals are needed. BC mentioned that she had contacted the Fireworks company to ask about low-noise fireworks. She also highlighted the issue that had been posed by ice, with the team having to hand grit the square. The Band was a success and have been contacted with a view to booking them again for next year. The Speysound Radio also went well and have been re-booked for next year.</p> <p>Hot drinks and food were provided by companies that had been invited in. However, this meant that an income stream was unavailable. For next year, the organisers will look into radios and barriers and possibly provide toilets in the Square so that there is less risk of people going near the fireworks if going to the Burnfield Car Park toilets. The possibility of local businesses sponsoring parts of the event is also going to be looked into.</p> <p>On donations, people had been asking how they could donate, so Beverley is going to look into providing a QR code for next year.</p> <p>IA asked if the event had made money because it was the first in 3 years. However, in comparison with 3 years ago, it had made more. On marshalls, the point was made that the need for stewards to volunteer needs to be included in all advertising, as well as the request for donations.</p> <p>IZettle machines at the bar had resulted in people spending much more, so these machines are essential, as well as QR codes and the JustGiving page needs to be used.</p> <p>MC suggested that the organisers should not worry about the noise from fireworks, because it not only happens only once per year, but also helps people remember the event.</p> <p>KD thanked BC for all her work throughout the year. She noted that Hogmanay is the flagship event for the town and had made in the region of £8000.</p> <p>A final point was around incidents with the ambulance. There needs to be an online accident book which can be used for different events.</p>	<p>KT</p> <p>IA/KD PG</p> <p>KD</p>
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	<p>V Thunder in the Glens (MC) MC reported that he needs to speak to George Maguire (Dunedin Chapter) about his plans for this year, as George had concerns about the large number of bikes in the town at this event.</p>	
9.	<p>Burnfield Toilets (KD/ZL) ZL reported that while work has started, she has been trying to contact Mark at Colin Lawsons for discussions. Overall, the project is £17k short, but an application is being made for funding from Berryburn. Colin Lawsons are being asked to proceed with the work with the existing funding which is in place.</p> <p>KD reported that she had got a call from Colin Lawson for the key for the disabled toilet, as the work involves drilling through the concrete floor and putting in new electrics.</p> <p>On due diligence, a contract is not yet in place. Action: ZL and KD will continue to chase Colin Lawson on the contract.</p>	ZL, KD
10.	<p>Sustainable Strathspey (KT) KT reported that an Eco-café is planned soon.</p> <p>The point was made that all GBA groups can use the Zoom account for meetings.</p>	
11.	<p>Grantown Business Association GH reported that the GoCardless system for collecting membership fees via Direct Debit had been set up via Xero, and that invoices had been sent out to most of the local businesses using the Xero accounting system. GH is also updating the contact information for a number of businesses, and new businesses will be added shortly and invited to join the GBA.</p>	
12.	<p>Dulaig Park (IA) There were no items to report on this project.</p>	
13.	<p>Parkrun (MC) MC reported that £4,000 has been paid to Parkrun. There will be one café in town as a meeting point, although there will be a list available with all the cafes, and one of the hotels has offered to host a launch party. Once the event starts, it will drop off the GI.</p>	
Other Matters		
	<p>Spey Shed (PG) Pete had sent an update round, summarising that steady progress had been made with refurbishment of the YM room. Speyshed are due to receive a donation of tools to the value of £1200 from Wickes on Tuesday 10th Jan, and are going to meet as a group on Wednesday 11th, so Pete will update on these events along with other developments at the February GI board meeting.</p>	
14.	<p>AOCB</p> <p>KD reported that Mick Haymer from THC had been in touch with her because someone had bequeathed a tree to replace the one in the Square that had been snapped, with a plaque in memory of that person to be placed at the base of the replacement tree.</p> <p>There was a short discussion around the support to the town from THC, with some members expressing disappointment at the level of support being given over recent months.</p>	
	<p>Dates of 2023 Meetings (all at 7pm) KD stated that the next meeting, on 14th February will be held in person at the Grant Arms, and she would like to look at 4 key events in some detail.</p>	

	14th February, 14th March, 11th April, 9th May to include AGM, 13th June, (11th July), 8th August, 12th September, 10th October, 14th November, 12th December	
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