

FINAL

■ FRIENDS OF GLENAN WOOD TRUSTEES' MEETING – January 2020

- **Date:** January 5, 2020
- **Time:** Midday
- **Place:** Lucy's house
- **Attendees:** Mark Appleton, Heather Cattermole, Andree Hawke, Ian Lindsay, Eve MacFarlane, Lucy Roper, Robin Webster
- **Apologies:** Rob Borusso.

Agenda items

1. Minutes of last meeting. The minutes of the last meeting were signed off and can therefore be posted on the FoGW website. **ACTION: Eve**
2. Treasurer's Report. Lucy informed the group that the capital sum from the Scottish Land Fund for the purchase of Glenan Wood had been paid into and subsequently out of the charity's bank account to Forestry and Land Scotland, as foreseen. The separate payment of £22k for employees' wages has also been received. Lucy explained how the charity's accountant, Richard, would be looking in the requirements of HMRC in terms of payroll transactions and accounting procedures. Lucy also informed the group of the very reasonable fee structure agreed with Richard and his estimation of the number of hours required to set up and subsequently administer payroll arrangements and to compile year-end accounts. It was agreed that the board needs to establish precisely what the charity's obligations are in terms of national insurance and pension contributions for its newly appointed employees.
ACTION: Lucy
3. Update on Tighnabruaich Development Trust funding application Andree informed the group about a £4k grant application to the Tighnabruaich Development Trust, some of which would go towards the more heavy-duty and expensive tools and machinery to be used in forestry operations, with a separate application to be made for events taking place throughout the year.
A further application has also been made to Argyll and Bute's Supporting Communities Fund which can provide up to a maximum of £2.5k of non-capital expenditure grant funding for consumable assets, i.e. goods which are bought, used and replaced, such as office stationery, small tools and equipment. The applications have been put together by Mick Eyre in his new capacity as Development Officer, a role he has already officially begun in order not to miss various grant applications deadlines.
4. Development Officer and Ranger Posts There was some discussion around administrative issues relating to the new appointees and the desirability of a clear set of procedures and policies on a range of issues including time-keeping, travel, expenses, holidays, co-ordination of the roles, communication etc. All were in agreement that a suite of policy and administrative documents should be collated to cover various aspects of the employees' roles. Heather volunteered to coordinate some of them based on existing documentation from her employer while Andree would collate others. It was also

agreed that Rhyddian and Mick should be invited to prepare an informal presentation of their priorities and a rough timetable to present to the trustees on Monday 27th January.

ACTION: Heather, Andree.

5. Fundraising and communication The group was in agreement that there is a pressing need to engage in fundraising activities given the emergence of various future expenditure items not covered by existing grants and finances. These expenses include among others, public liability insurance, employer liability insurance and office space rental. In the absence of an existing set of tools for the Ranger, Kilfinan Community Forest has generously offered the loan of some equipment until such time as FoGW has acquired its own.

Eve volunteered to put together an email campaign seeking donations which would include provision for members to set up standing orders for any sum they wish to commit to on a monthly rolling basis. It was also suggested that we hold some form of open meeting at which charity group members and others could come along to meet the Development Officer and Ranger and hear about their roles and the charity's plans for the next two years. This would also clearly be an opportunity to hear suggestions from the community about how they would like to see the Wood developed in coming years. Dates in February were tentatively put forward with the Kames Village Hall and Church Hall and Portavadie Marina Lodge being suggested as possible venues but it was felt that this event could only be firmed up once Development Officer, Mick and Ranger Rhyddian have had a chance to settle into their new roles. Lucy said she would approach Robbie at the marina to see what scope there is for a fundraising activity at the lodge-sometime in the Spring. **ACTION: Lucy**

6. Any other business In terms of group communication, Heather agreed to set up WhatsApp groups for the Board and the Board plus employees.
7. Next meeting The date of the next meeting, which would take the form of an informal get together for the board with Mick and Rhyddian, was set for 9.30am on January 27 at Lucy's house.

ENDS