

## Tarland Welfare Trust

### Note of Meeting of Trustees held on Tuesday 2<sup>nd</sup> August 2011

**Present;** Pam Blackhall, Justin Irvine, Sarah Leahy, Mike Powell, and Nigel Healey

**In Attendance;** Andrew Keir

**Apologies;** Andrew Robertson  
Gordon Ross not attending due to commercial interest.

**Note of the Trustees Meeting 12<sup>th</sup> July 2011;** approved

#### **Matters Arising;**

##### **Development Project;**

- **Contractor** - The decision, made on 21<sup>st</sup> July following clarification of tender queries, to let the contract to Gordon Coutts Ltd was confirmed. Written confirmation to be issued, including flexibility of the scope of work dependent on the funding being available and work starting from 10<sup>th</sup> Oct. Copy letter to Mike. **Action; Andrew Keir**

#### **New Business;**

##### **1. Development Project**

- **Updated Project Costs** to be aggregated and estimated where needed to clarify total cost. This for cash management and conditional grant offer discussions with LEADER (Vicky Thomson) on 9<sup>th</sup> August, Aberdeenshire Council (Walter Taylor) and Robertson Trust. **Action; Mike/Nigel** with input from; **Andrew K** on under floor insulation; provisional sum (£1,000) floor repairs; architect fees reduced to 2%. Updated cost list to be circulated for checking. **Action; Mike/Andrew K/All**
  - **Contract Management Arrangements** Agreed need for clear communication and authorisation authorities to enable cost control, and decisions of trustees where needed. Monthly meetings between contractor, trustee's rep and AK as contract administrator. Contractor (GC) only to take instruction from AK and AK only to take instruction from Trustees Secretary (MP) on behalf of the Trustees. Trustees to meet two monthly (and as needed to agree changes). All claims for payment to be passed to AK for checking, then to MP for recording, then to treasurer for payment. Management instructions and flowchart to be issued to all involved. **Action: Mike/Justin/Andrew/All**
  - **Meeting between Gordon Coutts, Black Light, AK, NH, MP (?others)** to coordinate and schedule works. (suggest this is stage and general coordination) **Action; Nigel/All**
  - **Kitchen meeting with Sandy Greig** - ?Sunday 7<sup>th</sup> Aug **Action; Pam**
  - **Curtaining** - estimate of costs to be obtained **Action; Pam**
  - **Hall Insurance** – to be notified of contract start date **Action; Mike**
  - **Scope hoist and storage cages** with local fabricator **Action; Justin**
  - **Update Report for MacRobert Trust** by early September **Action; Mike**
2. **AGM 31<sup>st</sup> August 7.30pm** Notices to be displayed (**Pam**). Press release to be issued (**Mike**) Agenda to be prepared (**Mike**) Refreshments to be organised (**Mike**) Mike and Justin to retire, and prepared to be nominated for re-election
3. **Annual Accounts 2010** – agreed subject to clarification and circulation of any issues. Also confirmation of resultant agreement by Email **Action; Sarah/All**
4. **Auction Sale 1<sup>st</sup> Oct** agreed to progress as per last sale with some refinements. Including; Introduce 10% buyers premium, Better advertising, "Man with a van". To prepare action list – **Action; Mike**

**Date of Next Meeting; AGM 31<sup>st</sup> Aug 7 for 7.30**