



Board Minutes – 22 January 2018

1. Present
2. Apologies
3. Matters Arising
 - 3.1 Calendar of meeting dates to be agreed.
 - 3.2 Review of vacant board member positions.
 - 3.3 Review of on-going projects.
 - 3.4 Update on Cumbrae Toilet operations.
 - 3.5 CEO feedback from CEG, CCC and tourist board meetings.
 - 3.6 Garrison development plan.
4. Financial report.
5. CEO report.
6. AOCB.
7. DONM.

Minutes approved by Bryony McLachlan and Davie Stevenson.

1/. Agenda

The Chair confirmed the agenda and that the meeting was quorate.

2/. Present

James Taberner, Bryony McLachlan, Rena McIntyre, Davie Stevenson, Douglas Kerr, Deborah Ferris, Donald Campbell, and CEO, Michael Bertram.

3/. Apologies

Davy Williamson, Douglas Laidlaw, Stewart Kennedy and Robert Pringle sent apologies.

4. Matters arising

December 2017 minutes proposed by Bryony McLachlan and seconded by David Stevenson.

4.1 Calendar of meeting dates to be agreed.

General discussion took place. The aim was to identify if a set regular occurrence would be suitable but due to other board meetings commitments. Directors diaries were consulted for the next best meeting date which would accommodate the majority of them. Further analysis would be done to find a suitable pattern.

Resolution 1:- it was agreed that the next CCDC Board meeting would be held at 5pm on Monday, 26th February 2018.

3.2 Review of vacant board member positions.

Chair advised that we had touched on the subject at the last meeting and opened the floor for discussion.

General discussion took place. We have one current vacancy for an appointed director. There were comments that we should ensure any new members brings suitable skill sets suitable for the roles and projects we will need to tackle in future years.

During the discussion's the selection of an account was discussed. It was agreed that the CEO would approach three parties and ask for quotations for this task.

The requirement for 20 board directors to cover the three boards (some are also on more than one board) was a concern as we have vacant places on them as well. Further discussion took place over the roles of the subsidiary boards [Garrison House, MHAL and Garrison Cafe].

Chair advised that he would like to suggest that we look to rationalize these subsidiary boards (transform into more operational boards] and look at Directors performing a more managerial role dependent on the projects planned by the Board. These sorts of changes would allow those former boards to concentrate on day to day running issues.

Further discussion took place on current and future operations of the Millport Holidays Apartment Limited (MHAL) business and it was recommended that we hold a meeting with the MHAL Board Directors and ask them to advise and report back on their operations to CCDC.

Resolution 2:- it was agreed that a special CCDC Board meeting would be held at 5pm on Monday, 19th February 2018 to discuss the future operations of the Millport Holidays Apartment Limited (MHAL) business.

3.3 Review of on-going projects.

The Chair asked the CEO to take the meeting through the current projects and added that he felt that we needed to focus on core projects and concentrate our energies on fewer initiatives.

CEO stated that we had discussed at the last meeting that GHCL wished to push ahead with the development of the multi-purpose sports/community hall project.

A discussion about the basic sports/community hall revealed that there would be no support from suitable bodies willing to cover or assist with the associated costs of running a swimming pool.

DS added that GHCL had briefed local architect Mr. Ken Robertson who had come up with some conceptual designs. These designs now needed to be altered and finalized before they could be presented to the public for consultation.

Further discussion took place over some small changes to the plans/documents prepared by Mr. Ken Robertson.

Resolution 3:- it was agreed that the CEO shall invite Mr. Ken Robertson to meet with the CCDC and Garrison House to firm up ideas in the planning designs for the multi-purpose sports/community hall project.

It was agreed that Donald Campbell and Davie Stevenson meet with Mr. Ken Robertson with the aim of getting conceptual drawings in place.

CEO also stated that the repairs to the Garrison House windows and fixing the water leaks was also a priority of GHCL and they [GHCL] wanted to also complete the pond redevelopment project.

DS stated that the windows were his number one priority.

The Chair asked the CEO where we were with this matter [windows and leaks].

CEO advised that Mr. Peter Drummond was very close to finalising his report. We had planned to meet with him on Tuesday, 9th January 2018 but he had fallen ill with the flu. CEO added that this was also covered in the CEO report.

CEO also added that we were involved in the management of the Cumbrae Toilets [six in total] and the Millport Visitor Moorings.

3.4 Update on Cumbrae Toilet operations.

Discussion then took place over the costs of managing the toilets so far and where we were with the transfers and grant monies being handed over from North Ayrshire Council.

Concerns were raised at the general running costs.

CEO explained that we had looked at all the water costs, means to reduce flows and some of the queries were still ongoing from the accounts with Anglian Water and North Ayrshire Council.

General discussion took place over the need to minimise costs and how we could generate funds for their upkeep.

Chair indicated that there are other users that may be able to share any services and that this could be looked into more.

CEO replied that he had engaged with Scottish Water [SW] and he believed SW were the service suppliers to the other septic tanks on the island.

CEO added that we cannot use SW as we only have a holding tank at the Slipway and CEO added that they had told him that we could not even qualify for an one-off or an annual service [which is much cheaper at £250.00 per empty].

Further discussion took place over the reasons behind the lack of movement in handing over the cash [£65,000 grant-in-aid].

Resolution 4:- it was agreed that the CEO needs to engage with North Ayrshire Council and secure the remaining funds. He can point out that we cannot keep funding these toilets without the grant funds being handed over to CCDC.

Chair asked if we would not be better seeing if another group on the island could take over the running of the toilets.

The Chair advised that he would look into this matter with local groups with the aim of passing on the task to others.

CEO advised that he had looked into fitting coin operated doors and that we had sourced a supplier in Kilmarnock, and once he had these costs he would circulate these to all the Board Directors.

RM asked if the external contractor [Danfo] was still interested in taking these over.

CEO replied, that they had indicated that if we had a few operations [i.e. Bute and Arran] then it might be worthwhile for them to set-up an operation in the west of Scotland.

CEO added that he had raised this subject at the last Cumbrae Economic Group [CEG] meeting on the isle of Bute and it was agreed that we could also discuss in more detail at the next meeting, which will be held in Millport.

RM asked when the next meeting is.

CEO replied that it was to be hosted by Ms. Alex McFee at the Field Studies Centre on 22nd February 2018.

Chair asked if we can make sure that a good representation is invited to that meeting.

CEO advised that he would pass this onto the CEG Chair, Mr. David Williamson.

Moorings

It was raised that the board had not yet made any agreement to continue the operation of the visitor moorings and therefore no contracts can be signed.

The chair advised that it would most likely be better to approach a combined Pier/Harbour group to see if they would take on the responsibility as that would ensure all maritime aspects are overseen by one group. It was agreed that the chair would talk to other groups and report back.

The chair also asked whether the current workboat that the present moorings committee is using is fit for purpose, this will be investigated further.

Resolution 5:- it was agreed that the CEO would confirm that NAC will fund the maintenance of the moorings for the next two years and also look at the possibility of a grant for a suitable workboat.

3.5 CEO feedback from CEG, CCC and tourist board meetings.

CEO advised that he did not attend Tourism meetings, but through David Williamson he was invited to the last meeting. Regretfully, the CEO could not attend as his meeting the same day with the Chair had run over. He sent apologies to the Tourism Committee for his nonattendance.

CEO added that he had good communication with the Chair of Tourism, Margaret Kennedy. CEO continued that she had raised several questions of clarity on how the Garrison events were run and scheduled over the past few months.

Chair asked questions of clarity on how events were managed and fees charged by Garrison House committee.

CEO advised that the Festivals Committee normally contract certain dates in the calendar of events, and we negotiate fees with them as it's a commercial operation.

RM asked if everyone paid for their events, even if it's a community one.

DS replied 'Yes, now everyone makes small contribution to its overall upkeep and staff wages'.

General discussion took place over events and the allocation of the bars to these events.

DS added that this was an issue for the Festivals Committee and not Garrison House.

5. November Financials.

CEO advised that he did not have financials for this period to hand out.

6. CEO report.

CEO advised that he thinks all the salient points had been covered in the general discussion.

Chair agreed asked if there were any items to be raised under AOCB.

7/. AOCB

Chair stated he had questions he needed to raise regarding the marquee.

Chair asked how the marquee was managed, erected, dismantled and stored off the Garrison House grounds.

CEO replied that the current situation was that Ross Newton erected, dismantled and stored off the marquee for CCDC off site [of the Garrison House grounds].

General discussion took place over the need to cost out these services, and perhaps we should look to pay for these as a separate account and not part of the lease to Ross Newton.

Chair asked if our own staff could erect and dismantle the marquee if they had suitable procedures/instructions.

CEO replied that our staff may need to be trained and then we would need to bring in some extra volunteers to perform this function. This will be investigated.

The CEO will also approach Ross Newton for pricing for erection, dismantling and storage of the marquee.

Further discussion took the future operations of the marquee and if the Festivals Committee had agreed to hand over the new sections of the marquee to CCDC.

CEO replied "Yes, they had been gifted to CCDC".

Garrison

RM asked if any enquiries could be undertaken to see the feasibility of adapting or replacing the museum free standing cabinets, to allow better use of the floor space for small community events. As part of the enquiries the stairway to NHC was asked to be included. The response from MB and DS was, NAC paid rent for the museum space therefore they area did not come under the remit of CCDC or GHC. Likewise NHS paid rent for upstairs which the stairway gave access to the various rooms. it is believed to be too expensive for the removal of the stairs. David Stevenson directed the community to the DA hall for such events.

8/. DONM

Special Board Meeting: - 5pm on Monday, 19th February 2018 to discuss the future operations of the Millport Holidays Apartment Limited (MHAL) business.

Next CCDC Board meeting - Monday, 26th February 2018

Meeting closed 7.20 pm.