

Isle of Bute Trust (IOBT) Trustees Meeting: 19.30 : 20 July 17 (Victoria Hotel)

Record of Decisions

Attendance		
Name	Representing	Role
Alisdair Johnston (ADJ)	IOBT	Chairman
Marlene Hill (MH)	For Bute	Trustee – Small Business
Alasdair Green (AG)	IOBT	Trustee- Secretary
Johanna Schofield (JS)	IOBT	Trustee
Iain Donald (ID)	IOBT	Trustee - Treasurer
Robert McIntyre (RM)	IOBT	Trustee
Kim Findlay (KF)	Self	Potential trustee

Item	Discussion	Decision/Action
1. Introduction		ADJ.
2. Approval of ROD of previous meeting	Minutes JS and ID	JS approved and ID seconded the minutes of the previous meeting.
3. Actions Outstanding		All will be covered in the body of the meeting.
4. Finance	<p>ID informed that balance remained £3877.22.</p> <p>There is one invoice for work completed by Prinpoint to be paid.</p> <p>HMRC continue to delay sending of gift aid form, ID asked whether trustees would agree to joining government gateway site to allow online completion.</p>	<p>Finances were approved by the trustees.</p> <p>ID to review Printpoint invoice.</p> <p>Trustees agreed to applying to joining Government Gateway site.</p>
5. Existing projects		
a. Calendar	Discussed need to improve number of events advertised in calendar.	KF to contact Kez Maloy to discuss possibility to link information from What's on Bute with IOBT calendar.
b. Sunday Market	<p>Permanent licence for market has now been completed.</p> <p>The next Sunday market will have some Syrian residents attending to sell food, discussions with ABC have indicated there may be additional licencing requirements should there be significant numbers of food stalls at future markets.</p> <p>This month's market is expected to have a strong attendance with stallholders coming from as far as Lewis. Some stallholders have paid for their spots in advance.</p>	MH to ensure all is in order.

<p>c. Train on The Prom.</p>	<p>Tables continue to need to be sourced for forthcoming markets. Baillaly Hall tables will not be available due to prior commitments.</p> <p>Discussion regarding progress and any further needs required to run the event,</p>	<p>MH to approach the Young Farmers group, Golf Club and 292 will be approached.</p> <p>Trustees agreed to providing a £50 budget to acquire hi vis vests for stewards. AG to arrange.</p> <p>AG to produce flyer for JS to distribute.</p> <p>AG to produce poster for ADJ/KF to distribute.</p> <p>KF to discuss potential of election poster boards to signpost event.</p> <p>Float money and bags required to collect money from ticket sales.</p>
<p>6. Governance</p>	<p>Discussion regarding KF involvement with IOBT.</p> <p>ID has produced accounts, although these are not due until March.</p> <p>Third party request has been made for a list of trustees and our accounts. Discussion revolved around how to respond to similar requests in future.</p>	<p>KF agreed by trustees to be new trustee. KF accepted role.</p> <p>Accounts to be published along with yearly summary of trust's work. ADJ</p> <p>The trustees of IOBT would like to reiterate that all statements, comments or otherwise made by trustees, represent the personal views of those trustees. They are not intended nor should they be construed to be the IOBT's view on any particular topic. For the avoidance of doubt, should the IOBT have a view on any topic of interest then it will be recorded in the minutes of a meeting, or other officially published document by the IOBT, these will be freely available on the IOBT website: http://www.isleofbutetrust.org.uk/.</p>
<p>7. AOB</p>	<p>a. Date of meeting: 24 August 2017.</p>	<p>All agreed to this date.</p>