

Largs & District Historical Society

Registered Charity
No. SC001454



MINUTES of Trustees Meeting of 22nd August 2023

Minutes taken by: Richard Topping

Attendees:

James Rankin (Chair)	Christine Thomas (Treasurer)	Linda Grieve (Trustee)	Fionna Ferguson (Trustee)
George Newlands (Trustee)	John Riddell (Invited Hist Soc. member)	Richard Topping (Membership Sec.)	

Apologies received from **Anne Cowgill** (Secretary), **Fiona Hamilton** (Invited Hist Soc. member), **Jonathan McLaughlin** (Invited Hist Soc. member).

	Topic	Responsibility	Decision / Action
1	<u>Previous minutes</u> Proposer: Christine Secunder: John	Jim	none
2	<u>Matters arising</u> (From mins of 30/05/2023) Museum Books - Proposals for action. Coffee Morning tickets & posters Activate PayPal account Gift Aid registration Investigate BT costs	George Anne & Richard Christine Christine Christine & Richard	Written proposals that were distributed by George in advance of the meeting were unanimously accepted. George was not included in the voting process. Completed. 150 tickets and 10 posters ready Christine will pursue asap HMRC have been provided with required (hardcopy) documentation. Decision expected very soon. Christine will monitor. After some discussion it was agreed that we do not need a landline phone, and that our BT contract can be terminated immediately without penalty.

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			Richard to contact BT and company which provided recent quote.
Information Boards – update	Linda		<p>A written summary that was distributed by Linda in advance of the meeting was discussed.</p> <p>It was agreed that Linda could assume full control over the selection of text and graphics. The panels will be produced in 2 batches, with the content & sizes of the second batch being decided after we examine the first batch (comprising 3 panels).</p>
Proposed scale of fees for services	Richard		Proposed fees scale was completed some time ago, but it was agreed to defer discussion of this to a future meeting.
North Ayrshire UKSPF Communities and Place Grant	Richard & Anne		<p>Our application has been lodged and we await a decision. Richard will monitor. Trustees are very grateful to Roy for liaising with builders.</p> <p>All documentation will be stored on OneDrive for future reference or re-submission if this application fails.</p>
Paperwork to lawyer for asset transfer to SCIO	Anne, Christine, & Jim		This will be progressed quickly on Anne's return with the aim of completion Aug month end.
Updates to website & cloud storage	Richard		<p>No immediate action reqd.</p> <p>Website has been active since June and was approved by Bryan.</p> <p>Cloud storage is running successfully and will continue to be updated.</p>
Rota for security camera monitoring	Richard		<p>It was agreed that all 5 people with access to the system will continue to monitor, and that a rota is not required.</p> <p>Also agreed that the response to a positive notification of a burglary should be contacting the Police (dial 101, or 999 if personnel safety or fire was an issue).</p>



	<p>Digitisation – possible grant to employ someone (via Bryan Brown)</p> <p>Grant application strategy</p> <p>3-week closure from 23/10/2023 for inventory check. Inform volunteers.</p>	<p>Richard</p> <p>Linda & Richard</p> <p>Anne</p>	<p>Richard to continue working on this with Bryan, to arrange training days for all interested Society members. If possible, an “artifacts handling” session to be arranged prior to the inventory check commencing 23/10/2023</p> <p>Prior to the meeting, a draft proposal for handling Grant applications was distributed to Trustees by Linda but there was very little feedback. It was agreed that this crucial activity needs to be examined asap.</p> <p>After some discussion it was quickly realised that this activity will require careful planning and should be discussed asap.</p>
3	<p><u>Treasurer’s Update</u></p> <p>Note: some items were included in Section 2 (Matters arising).</p> <p>Prior to the meeting, Christine had distributed a spreadsheet of the current Aug 2023 and projected Feb 2024 budgets.</p> <p>Note that although the current budgetary deficit is £1,335, the bank account balance is currently £3,500. The customary “keyholding” payment of £3,000 from Historic Environment Scotland has not been received to date.</p>	Christine	<p>It was agreed that Fundraising needs to be addressed urgently, and that we should make use of our talented Membership to help form a Fundraising sub-committee.</p> <p>Christine will investigate possible electricity payment relief that’s obtainable via CAF (Charities Aid Foundation).</p>
4	<p><u>Secretary’s Update</u></p>	Richard (for Anne)	

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	<p>Note: some items were included in Section 2 (Matters arising).</p> <p>No feedback to date about the Forum Grant Application.</p> <p>Will also confirm Laura Miller's (HES) visit for the 29th August at 10:00am</p> <p>Ladder has been purchased meantime & may be possible to fit end of October.</p> <p>Can we discuss opening times till the end of the year so we can continue with the volunteer rota?</p> <p>Need ideas for Volunteer ThankYou (eg Maritime Museum, Arran Heritage Museum, or a social)</p> <p>Meantime , Anne has cancelled the 2 speakers and Christine was looking into finding an alternate venue for the Family History Research afternoon.</p>		<p>Anne will contact Frank Alexander on her return.</p> <p>Anne, Linda, Christine, George, and Richard also plan to attend this meeting.</p> <p>No further action reqd.</p> <p>All - discuss via email</p> <p>All – discuss via email or WhatsApp</p> <p>No action. Alternative venue identified.</p> <p>Anne to re-arrange talks & reconfirm with the FHS that our members can attend their winter talks too.</p>
5	<p><u>Membership Secretary's Update</u></p> <p>53 members 1 left, 2 added.</p> <p>Awaiting PayPal account to facilitate online Membership Application and general donations via our website.</p>	Richard	

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<p>6</p>	<p><u>AOCB</u></p> <p>Anne left a message for Valerie Campbell regarding the sale of her Brisbane Book.</p> <p>Information panel (to be paid by owner of The Great Outdoors shop.</p> <p>Annual General Meeting</p>	<p>All</p>	<p>Christine will identify money owed to Valerie.</p> <p>It was mentioned that David Muir from the Clem Jones Foundation (Brisbane) intended to digitise Valerie's book for free access on the internet.</p> <p>This is a private matter between Valerie and David Muir, but it was agreed that Valerie should be made aware that it could be difficult for the Museum to sell her book if it's available free of charge via internet. We had a total of 40 copies to sell.</p> <p>At Jim's request, no further action to be taken since the season is almost over.</p> <p>After some discussion regarding timing, it was agreed that the next AGM should take place in the Museum at 2:00pm on Tuesday 3rd October.</p> <p>Richard to email membership at least 2 weeks in advance.</p>
<p>7</p>	<p><u>Next Meeting</u></p> <p>Tuesday 19th September at 10:30 in the Museum</p>		