

Largs & District Historical Society

Registered Charity
No. SC001454



MINUTES of Trustees Meeting of 19th Sept 2023

Minutes taken by: Richard Topping

Attendees:

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

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

| | Topic | Responsibility | Decision / Action |
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| 1 | <u>Previous minutes</u> Proposer: Linda Secunder: Jim | Jim | none |
| 2 | <u>Matters arising</u> | | |
| | Activate PayPal account | Christine | Completed – no further action reqd. |
| | Gift Aid registration | Christine | HMRC have confirmed that the Society is now registered for Gift Aid. Christine to provide Richard with appropriate form for distribution to membership. |
| | Investigate BT costs | Christine & Richard | New contract has been set up, saving £552/yr. Christine to cancel old contracts sometime after 25 th Sept, when a BT Engineer will visit. |
| | Information Boards – update | Linda | Despite a promising start to discussions between Linda and the 6274 Printers, the company has now become non-responsive. Linda will inform Jill McColl, who awarded the work and arranged for pre-payment. |

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| Proposed scale of fees for services | Richard | Proposed fees scale was completed some time ago, but it was agreed to defer discussion of this until after the AGM. |
| North Ayrshire UKSPF Communities and Place Grant | Richard | Unfortunately, our application was unsuccessful, but we were advised to re-submit next year, when a much larger fund will be available. All documentation is stored on OneDrive for future reference or re-submission. |
| Paperwork to lawyer for asset transfer to SCIO | Anne, Christine, & Jim | This has been submitted to the lawyer and is in progress. Anne to monitor. |
| Digitisation – possible grant to employ someone (via Bryan Brown) | Richard | This work item is currently being addressed by Bryan’s manager (Jill McColl), who will meet with the Trustees on 27 th Sept. |
| Grant application strategy & Formation of Fundraising sub-committee | All | The strategy was completed and distributed by Linda & Richard over a month ago. It was agreed that a sub-committee should be set up after the AGM to compile a list of projects that would benefit from grant funding. |
| 3-week closure from 23/10/2023 for inventory check. Inform volunteers. | All | Jim volunteered to set up a sub-committee to plan and undertake the proposed renovations to upstairs. |
| HES visit from Laura Millar & colleagues. | Anne | Very successful visit. |
| Forum grant application. | Anne | Anne & Christine attended recent meeting and will circulate a list of courses that will be funded from the available £9k grant (total). |
| Volunteers’ Thank-you event | All | To take place in the Museum on 21 st Sept. |
| AGM | Anne & Richard | All members notified. 2 Notes of Interest for Trustee position have been received. |



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| <p>3</p> | <p><u>Treasurer's Update</u></p> <p>Note: some items were included in Section 2 (Matters arising).</p> <p>Christine distributed a copy of the current Sept 2023 and projected Feb 2024 budgets. The bank account balance is currently £5,307.</p> <p>The customary "keyholding" payment of £3,000 from Historic Environment Scotland has still not been received to date, possibly because of a duplicate invoicing error by HES.</p> | <p>Christine</p> | <p>Christine to discuss with Laura Millar (HES)</p> |
| <p>4</p> | <p><u>Secretary's Update</u></p> <p>Note: some items were included in Section 2 (Matters arising).</p> <p>New agreement to be drawn up with HES to define payment structure for keyholding on their behalf.</p> <p>The garage has now been cleared of most of the unwanted clutter. The space gained will be needed for storing some items from the upper floors while the new stairway is erected.</p> <p>The new owner of Jean Donaldson's flat has invited the Society to check its contents to see if anything is useful to the Museum.</p> | <p>Anne</p> | <p>Christine & George to handle the negotiations during the meeting.</p> <p>Anne and Fionna will visit the flat</p> |
| <p>5</p> | <p><u>Membership Secretary's Update</u></p> <p>Membership stands at 54 members.</p> <p>A recruitment drive will</p> | <p>Richard</p> | <p>Richard to advertise for members</p> |



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| | take place after the AGM, now that we have a PayPal account | | |
| 6 | <p>AOCB</p> <p>Trespassing 2 boys and a girl gained access to the Museum roof via the graveyard wall. This is thought to be a consequence of the Lade St gate having been removed by NAC. The police attended after being informed.</p> <p>School's Contact Linda had a very successful meeting with Mr J. Doherty (PT, Largs Academy) and Carole Simpson to discuss ongoing project collaboration.</p> <p>Disclosure Scotland PVG (Protecting Vulnerable Groups). Linda advised that we have the opportunity to get free registration, which will be mandatory for Society members entering schools or taking part in other Regulated Work (care homes, etc)</p> <p>Linda recommended the creation of a 'Key holders' list for the premises to ensure that only those with a valid and current reason were given a key.</p> <p>AIM (Association of Independent Museums)</p> <p>Artwork exhibition</p> <p>Museum phone</p> | All | <p>Temporary warning sign to be erected</p> <p>Linda to provide update at next meeting</p> <p>It was agreed that PVG registration should be voluntary and available to all volunteers, not just Trustees. Linda to investigate and advise on how to proceed.</p> <p>To be discussed after AGM</p> <p>To be discussed after AGM</p> <p>Jim to arrange for a mobile phone</p> |

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| 7 | <u>Next Meeting</u> At 7pm on Tuesday 24 th October at Anne's house. | | |
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