

New Luce Community Trust (NLCT) Board Meeting

Thursday, 19 July 2017
New Luce Memorial Hall, Main Street, New Luce

MINUTE of MEETING

In attendance:

Directors: Nigel Forster (Chairman), Lorna Galloway, Alistair McClelland, Eileen McClelland, Neale McQuistin.

Company Secretary - Jak Kane

1) Apologies for absence

There were no apologies for absence.

2) NLCT Development Officer

Jak Kane explained that the NLCT Development Officer would be employed by Machars Action and would support the successful delivery of the New Luce Community Action Plan (CAP). The line manager for the post would be Machars Action but the Officer would also report directly to and be guided by the Board of NLCT.

NLCT would be financially responsible for the direct costs of employing the Development Officer. This would include recruitment costs, salary, pension, National Insurance and expenses including IT, travel and telephone. Machars Action would invoice quarterly in advance for direct salary costs and other costs in arrears as required.

A draft Job Description for the post of Development Officer was distributed and agreed subject to the inclusion of the Development Officer '*supporting the Community Council and other community groups with funding applications*' as one of the tasks related to the delivery of the CAP. It was also noted that the entitlement to annual leave should be marked as 'pro rata'.

A draft advert for the post was also distributed and Jak proposed: press adverts in the Free Press, Galloway Gazette and the Dumfries & Galloway Standard; online with Universal Jobmatch, Senscot, Third Sector D&G and Goodmoves. This was also agreed

3) Any Other Business

There was no other business raised.