



Community
Woodlands
Association

Employment and Governance for Community Landowners

The Mercat Centre
Munro Crescent, Milton, Ross-shire, IV18 0PX

Friday 22nd February 2013



*This training event was funded by Scottish Government Skills Development Scheme
And the Robertson Trust*

Event Report
Rosslyn Mills, CWA Woodland Advisor



Employment and Governance for Community Landowners Event Report

Seminar synopsis:

Owning and managing a community asset can be a daunting experience. Many community landowners / companies / enterprises are managed by a dedicated team of volunteer directors, who may not have the necessary knowledge, skills and experience to successfully manage their asset. This one day session aimed to provide support for volunteer directors, employees and local development officers, by exploring the correct protocol, procedures and guidelines relating to employment, contracting, governance and VAT.

To do this CWA teamed up with An Roth Associates, James Hilder, who used his experience of 15 years of working with and for Boards of Development Trusts, Community Land Companies, village hall committees and community associations to provide a day filled with practical advice on how to manage a clear path through the red tape



Photo left to right: Delegates at the Mercat Centre & delegates gather at Milton Community Woodland for guided tour

Seminar Objectives:

The seminar was aimed at people involved in community woodlands, current and potential community land owners and managers, particularly those wanting to investigate the possibility of enterprise or ownership. The event was also aimed at individuals who wish to learn more, and /or are interested in working with community groups to realise such projects, and those in national or local government who work to support the sector.

Location:

The Mercat Centre is a community building which serves the community of the Kilmuir and Logie Easter parish area. The building of the centre was completed in October 2010 and it is situated next to the Primary School in the village of Milton.

Milton Community Woodland Trust was set up in 1997 and is responsible for the management of Milton Community Woodland, 12 hectares of broadleaved woodland cut through by a meandering river. The woodland is adjacent to the village of Milton and is part owned by the Trust and part rented from a local farmer.

*This seminar was funded by Scottish Government Skills Development Scheme,
and the Robertson Trust,*

Employment and Governance for Community Landowners
Event Report

Those involved:

James Hilder	An Roth Associates
Denise Ross	Milton Community Woodland
Gordon McLennan	Milton Community Woodland
Ian Fosbrooke	Milton Community Woodland
Sheila Waters	Milton Community Woodland
Allan Clelland	Milton Community Woodland
Allan Cooper	Milton Community Woodland
Linda McFadyen	Milton Community Woodland
Jim Barr	Abriachan Forest Trust
George Hawco	Abriachan Forest Trust
Sam Hesling	Abriachan Forest Trust

Course Tutor: James Hilder

James is a Director and consultant for An Roth Associates, a social enterprise consultancy specialising in community development in rural areas. The company operates as a subsidiary of the Mull & Iona Community Trust, which James ran for thirteen years, following his move from a commercial and third sector career in England. He also delivers business support to social enterprises through the Scottish Governments *Just Enterprise* programme.

He is passionate about social enterprise and communities 'doing it for themselves', having developed and run several social enterprises, heritage projects, events, festivals and community fundraising initiatives. He has served on a number of strategic third sector Boards and partnerships and remains one of the founding Directors of the Argyll & Bute Social Enterprise Network. As an Associate Tutor for the Social Enterprise Academy, James delivers 'in-house' and 'open' learning programmes throughout Scotland in leadership and social enterprise business development.

Programme:

9.45am for 10.00am Start

Governance

1. Challenges / Issues / Successes
2. Charities, Subsidiary Companies, Community Interest Companies – how to choose, and what are the consequences!
3. Models – Boards of Directors – Hands on? Hands Off ? Accountabilities.
4. Generating Productive Relationship with Employees
5. Reporting – due you suffer from 'paralysis by analysis' or are your meetings affected by 'coblaboration'

Employment Law

1. The basics
2. Employing volunteers and Directors – issues for charities
3. When is a contractor an employee ?
4. Payroll - some considerations.....

VAT

1. In a nutshell – do I need it?
2. How does it work? Effect on cash flow?
3. Monthly or quarterly returns?
4. What are the thresholds?
5. Tips and techniques

*This seminar was funded by Scottish Government Skills Development Scheme,
and the Robertson Trust,*

Employment and Governance for Community Landowners
Event Report

Photos:



Networking lunch in the Mercat Centre



Discussion and knowledge share in the Mercat Centre



Delegates take in the fresh air over lunch, exploring Milton Community Woodland

More photographs from the day can be found on the CWA Flickr site
<http://www.flickr.com/photos/communitywoods>

*This seminar was funded by Scottish Government Skills Development Scheme,
and the Robertson Trust,*

Employment and Governance for Community Landowners
Event Report

Feedback:

	V.Good	Good	Fair	Poor	V.Poor
Location	9	1			
Organisation	9	1			
Catering	9	1			
Facilities	9	1			

How did you hear about this event?

CWA

Milton Community Woodland Trust

Do you feel this event delivered your expectations?

Yes 10

No 0

Why did you want to take part in this event?

Training and development to assist in directorship and personal development

Was actually advised to do this course by a friend, found it very good, had no knowledge of being a director but this helped

Responsibility as a trustee

To get a better understanding of what is involved in charity work

Need to know we are doing it correctly, or not

Learn more about employment practices for small business

New director

To understand the duties of a trustee

Rules of a trustee / governance for charitable trusts

What benefits do you feel you gained by attending this event?

Increased knowledge

A bit more knowledge

Great info & great networking opportunity

Reassurance

A better insight into charity organisation

Better understanding

Clarified definition for Social Enterprises / Charities etc clarified benefits / pitfalls of various Employment modules

Understand more about the working of charities

Have a better understanding of company structures / reporting requirements

Knowledge

What will you do with the skills & experience you have gained in attendance?

Help out the Abriachan Forest Trust

Hopefully help towards raising funds and getting the community involved

Delegate!

Try and get more involvement for Milton Community Woodlands

Improved management

Consider the implications for our own forest trust

Continue on the Board

Direct the charity

*This seminar was funded by Scottish Government Skills Development Scheme,
and the Robertson Trust,*

Employment and Governance for Community Landowners
Event Report

Improve the way we work as a board, understand our responsibilities

Would you recommend this event to a friend?

Yes 10
No 0

Comments (from yes)

Informative

To give a bit more knowledge

Great info opportunity, lecturer made it interesting - very knowledgeable

Very interesting information, a good clear explanation from James

Good refresher in governance and employment

Experience presenter - able to handle a variety of questions

What other training / seminar opportunities would you like to see organised?

Support with fund raising / community involvement ideas...

Social Enterprise Academy

Funding Sources

Brainstorming - what to do next...

Chainsaw

Path Building

I would welcome any further training opportunities

Skills audit / help work through some of the ideas and suggestions made at today's event

General Comments on this event:

Very pleased with the event, a nice eye opener for me - Thank you.

This could have been a very dry subject, but James brought it to life with pertinent anecdotes and an engaging manner

Very useful information

Very good, well delivered, most effective - just what we needed!

Demographic of those who returned feedback:

Gender

Male 5

Female 4

Age Group

16-39 2

40+ 7

Ethnicity

Scottish 3

White 1

British 1

European 1

*This seminar was funded by Scottish Government Skills Development Scheme,
and the Robertson Trust,*

