**Acharacle Community Company**

**Minutes of meeting**

**21st June 2018**

**Those present**: Jimmy Gillies(JG) / Jane Gaze (JGa)/ Marie Luise MacDonald(MLM)(chair) / Becky Dacre (mins)

1. **Apologies** Heather Findlay (member)
2. **mins from last meeting –** read and approved (prop MLM / Sec JGa )

Appoint a vice chair – see below (7B)

Key issue at tearoom – to ask tenants to get more cut.

1. **Bank accounts info –** As at the end of May 18 - Main account - £8,109.07

& Centre account - £48,932.88

1. **Directors Discussion**

**Centre Cleaner –** closing date to be brought forward to 29th June. Put on Facebook. **Action BD**

**Public arrive – Fiona Cameron / Andrew Green**

**5 Play park**

Fiona Cameron has approached ACC with plans for upgrading the pay park in Acharacle by setting up a sub-committee within ACC. She has approached ACCCouncil and they are keen to support, so council may be on sub-committee. Council may even have a small amount of cash available.

MLM agreed that ACC would be happy to support and will set up a sub-committee. MLM will represent ACC on the sub-committee which will regularly report back to the board of directors.

FC is hoping to start by holding an open meeting and set up a group from that to develop plans for the play park. Plans include extending park back into common grazing land and including new equipment on the site. Crofters have agreed to allow the extension. She was planning on a budget of £30,000 but noted that Ardgour have raised £50,000. Sub-committee to be called play park development. FC is to speak to Highland Council about future maintenance. MLM to check compliance of such a project with memorandum & Articles.

**6 Centre grant**

BD explained that the stage 1 funding application to the Scottish Land Fund has been successful. This means progress can be made with the survey and valuation of the centre (successful quote from Allied Surveyors - £1200+VAT) and the business plan (successful quote from Community Enterprise of £9,954 inc VAT). BD is to arrange a meeting with John MacDonald (HIE advisor) and get business plan and survey underway. Also to arrange a steering group meeting soon.

**7 AOB**

A MLM to get accounts to Sarah Kennedy soon (BD to check all spreadsheets and that info is up to date).

B MLM said we need to appoint a vice chair to take charge of meetings when MLM not here. Appointed Jane Gaze which was proposed by MLM and seconded by JG.

C NOF charge – BD to chase up Gordon Morton from BIG Lottery.

D Work party at centre on Sun 24th June 10-1. BD to remind folk on Facebook.

E Phone box – BD still not made progress with application as trying to get hold of Bo in Strontian to finalise type of defib to be used in the phone box.

F Community Transport Project – BD explained that ACC had been approached by Lara Van de Peer about this project and wanted ACC to be a leading partner in it. It would be run from the centre. An application has just been made to the ‘Aspiring Communities fund’ (see below). Other info couldn’t be printed off before the meeting as the printer failed.

G Events @ wood school – Eilidh-Ann (Council ranger) has sent through a list of summer activities she is organising to be held at the wood school. Also want to organise a bat walk starting from the community centre. This will be Sept. JGa also mentioned doing a Halloween event which we will do jointly with Eilidh-Ann. To be discussed more fully later.

Meeting finished at 8.30pm

Next meeting - 26th July

**Partnership agreement – West Lochaber Community Transport Project**

**(final details to be confirmed)**

**Project partners**

**Care Lochaber**

Care Lochaber are a registered charity (SCI019863) and are governed by OSCR. Care Lochaber have all the relevant policies and procedures in place that are necessary for running large scale projects competently. Their policies include - health and safety, environmental, safeguarding vulnerable people and equal opportunities. The charity will be bringing many years of experience in project management and coordination, as well as financial procedures and administration.

Lara Van de Peer, Care Lochaber Manager, has over twenty years of experience in working for charities or in community based organisations. She has been running Care Lochaber for two years and prior to this worked as a freelance Project Manager. She is a resident of West Lochaber and knows the local area and community very well.

Care Lochaber commit to providing project management, administration (including minuting of meetings), coordination of bookings, financial management and sign posting to this project.

**Scottish Ambulance service**

Scottish Ambulance support this rural community transport scheme for patients of all ages that need to get to and from hospital appointments.

We commit to signposting patients who do not meet the clinical criteria required for an ambulance, but who have a clear requirement for transport for essential hospital appointments or vital treatment, towards this community transport scheme.

**Voluntary Action Lochaber**

Voluntary Action Lochaber (VAL) is the local support body for voluntary and community groups in Lochaber. As a partner within the Highland Third Sector Interface, they are responsible for supporting and developing a strong third sector, supporting volunteering, social enterprise development and building the third sectors relationship with Community Planning. VAL will bring experience in volunteer management and recruitment, knowledge and skills in community development and sign posting of the service, to this partnership.

**Acharacle Community Company**

Acharacle Community Company are the main local partner, based in the project’s social capital. They will be responsible for contracting the researcher for the development phase of the project and providing guidance and local supervision. They also commit to providing access to the local community by way of their involvement in local community groups and issues, as well as local publicity for the project and signposting to the service.

Longer term, it is hoped that management and coordination of the project will be taken on by Acharacle Community Company and that the project will be run from their community owned Centre in Acharacle.

**Loch Shiel Garage**

Loch Shiel garage are a well established local business, based in Acharacle. They will provide a contract for maintenance, valeting and cleaning and will also be able to provide fuel for the vehicle at an agreed pence per litre price. Locha Shiel garage are entering into this partnership with the agreement that the community vehicle will not be hired out locally in direct competition to the car hire service they provide.

**NHS Highland**

NHS Highland commit to providing providing a lease car for this pilot project. All lease car drivers would need to be subject to NHSH checks and require to complete a road risk assessment. They also commit to providing service referrals.

**In short, each partner will bring the following to the project –**

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| **Partner Organisation** | **Commitment** |
| **Care Lochaber** | Project management, administration, accounting and financial management, coordination of bookings |
| **Acharacle Community Centre** | Contracting of Researcher, project host, social capital, community connections, coordination of local publicity |
| **Loch Shiel Garage** | Maintenance, cleaning and valeting of vehicle. Provision of fuel for vehicle. |
| **Ambulance Service** | Signposting and referrals. |
| **NHS Highland** | Lease vehicle, insurance and servicing. Service referrals |
| **Voluntary Action Lochaber** | Signposting and service referrals. |
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