**Acharacle Community Company**

**Minutes of meeting**

19th **July 2019**

**Those present**: Lesley MacMaster (LM) /David John Cameron / Marie-Luise MacDonald(MLM)(chair)/ Jane Gaze (JGa) / Becky Dacre (BD)(mins)

**1 Apologies** Jimmy Gillies(JG)(due to illness)

**2 Minutes from last meeting** Approved by directors present

**3 Bank balances** Main acct £17,666.31

 Centre acct £29,095.63

**4 Shop**

**5 Café** Dishwasher – ACC not fixing as too costly. The parts warranty is not valid as Comcat did not retain the broken parts and did not purchase the new parts through Buzz Supplies. Not aware of these clauses in the agreement at time of purchase. DJ to tell Amie and Ellen. Dishwasher to become their responsibility and they can fix it if they want to.

**6 Centre** LM **-** Room rentals higher this year, so may skew figures over all other years. Business plan revision approved. MLM to look through business plan and check details of M&A’s are correct. Other directors ok’d it. BD to ask surveyors about detailed survey of building and get a price. DJ to ask Fraser (cousin) if he can do a survey.

BD to order centre sign for road end.

 LM – said that more groups are using the building. Hourly rates have gone up. Most folk are happy with the price increase. JG suggested hair dressing and organising pampering events/nails etc. LM to ask friends/family who may be interested in running such events. MLM wondered about getting someone from citizens advice to come to the centre ona monthly or bi-monthly basis? LM to ask CAB. JG asked about possibly legal services drop in. MLM to ask her colleagues. LM wondered about offering Council services/help form filling etc. LM to ask Highland Council.

Car park negotiations – LHA don’t want to sell it, but they will agree to it being used as it is now. To send an agreement – LM to chase up. Agreement needs to include about future maintenance. Maybe LHA should paint lines as they own car park. LM to contact Sean Docherty at LHA.

Lunch club – now not making money as fewer coming, always less in summer, but need to advertise and get more folk interested. Discussion about taking out meals to those who normally come to lunch club, but can’t make it to centre. Thought to be a good idea but not to take over from having lunch at centre.

**7** OSCR have emailed ACC (17th July)

“I am writing to you as principal contact of the above.  We have received a concern regarding the accounts submitted for the year ended 31 March 2018.  We have reviewed the accounts submitted as a result of this concern and would agree that there are some errors which should be addressed.  We would highlight the main areas as follows:-

         There are some arithmetical errors in the accounts, particularly the comparative figures in note 6 do not add.

         It appears that the property known as the Post Office Buildings may be an investment property rather than a functional fixed asset. If this is the case it should be presented as such.

         The transfers between restricted and unrestricted funds in notes 13 and 14 appear to be incorrect,  note 13 does not cross add for the Van, or the Resource Centre, this may have resulted in an incorrect position for the funds at the year end.

         There appears to now be donated items which are resold, if this is the case then there should be an accounting policy note in relation to this.

         Fundraising costs should be shown separately in the Statement of Financial Activities as raising funds.

         The going concern note requires review to ensure it meets the requirements of the legislation.

The concern also alleges that there is personal use of the charity’s property which is not disclosed in the accounts, this should be disclosed if appropriate.

We do not require the accounts for the year ended 31 March 2018 to be amended, however we would expect these matters to be considered during the preparation of the 31 March 2019 accounts.”

Discussion followed and it was agreed it has probably been initiated by Andrew Green

Accounting discrepancy - DJ said this only amounted to £1 only.

Investment property – need to separate into columns. MLM to ask colleague if it is an investment property or not. A grey area.

Cross adding van and centre account – 33106 to offset accounting error - from previous year when it was put in wrongly - transfer column from unrestricted and restricted funds.

4th point – MLM to ask what is meant by ‘donated items’.

Fund raising costs should be separate – expenses?.

Personal use of property? – what is meant by this?

MLM to reply to email asking to clarify points raised.

**8 Produce Markets**

ACC to do refreshments at August market. BD to email members etc.

**9 M&A’s /OSCR** letter has been received from OSCR approving changes. MLM has checked M&A’s and they are ok for Highland Council as they state at least 20 members to approve motions which ACC M&A’s have. MLM to email members to say we need EGM to approve the change.

**10 Defibrillator** Bo/Murray have offered training in cpr for free for public. We have now got enough funding to go ahead with installing defib in phone box.

Funding – donations from:

Moidart Produce Show £250

Apple day/market Oct 18 £295

Jill Gosney (via mkt) £86.23

Acharacle Comm Council £250

Loch Shiel Garage £500

Jill Gosney (via July mkt) £65

TOTAL = £1446.23

BD has purchased cabinet and it has arrived (£485.85). DJ has ordered battery. BD to ask Charlie to install cabinet. DJ to ask first responders if they can do regular checks. Asked IH about painting etc – no response yet. LM asked if we could ask IH about line painting in car park at centre too. To notify SAS once defib installed. Facebook/website.

**11 AOB**

**HSCHT development/Reuse new shed –** need to get John Cameron to organise meeting. BD has spoken to John Forbes from HSCHT who is frustrated by the lack of action from John Cameron. BD has spoken to JC, still no action.

Meeting started 10.15am and closed: 12.10pm