**Trustees (& directors) Meeting 17th December 19:30**

**number 20-21 21**

**Minutes and notes**

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| present |
|  | in person | none |
|  | by electronic means | Agenda issued to Marie-Luise MacDonald (Chair - MLM) / David John Cameron (DJC) / David Kirkham (DK) / Fiona Cameron (FC) |
| In attendance |
|  | in person | none |
|  | by electronic means | Agenda issued to Lesley MacMaster (LM) / Becky Dacre (BD) |
| apologies | Angela Williams (AW) Rodney George (RG) |

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|  |  | Trustees are reminded that this meeting is confidential and may only be recorded with the consent of the chair and in the full knowledge of all participating parties. Any such recordings must be destroyed when no longer required to serve the sole interests of the charity.The meeting was not recorded |  |
| 1 |  | consideration of minutes & notes of last meeting(s) | chair |
|  | a | consideration and formal approval – meeting 20 – 21 20 |
|  |  |  | The formal minutes as presented to and/or modified by this meeting were authorised for publication by the Administrator on the Charity’s website and the combined minutes and notes were approved for internal circulation. |
|  | b | matters arising – not being dealt with hereunder |
|  |  | Upcoming AGM/EGM - dates/details/resolutionBest time end Jan/beg Feb maybe AGM/EGM together. Draft notice to be ready for next meeting. To also include play park for approval at same meeting. MLM to work with DK on wording for AGM/EGM |
| 2 |  | Correspondence (if any) | BD |
|  | a | No new membership applications to be considered 2 new potentially (in progress). DJC to set up google form for online applications. |
|  | b | Email from Andrew Green – DK to liaise with BD about reply. |
| 3 |  | Financial Report | LM/DJC |
|  |  | The most recently available credit bank balances total £39527.17. DJC to do running total of expenditure/income/bank balances for agenda so it can be filled in when agenda is sent out.Van turbo failed and cost is £1675.24 + MOT. Repair work and MOT to be paid for by Covid activities grant reallocated to cover these expenses (including 25% to be paid by Peugeot as turbo failed unusually early).  |
| 4 |  | Donations receivable Conditional offer of £10 from Andrew Green but not accepted. DK doing email. |
| 5 |  | Fixed Asset management | BD |
|  | a | Investment Properties – café: report of planning application for decking (decision date after 3rd Dec), addition/ alteration of lease to include area of car park with new decking.no updateRoof repair progress. - finished |
| 6 |  | Active Projects |
|  | a | Defibrillator – progress report. Agreed to put outside café Tioram in interim until electricity supply in place. BD to email donors to ask if ok. DJC to sort out electrician/means of installation. |
|  | b | Asset transfer from Highland Council of their full legal interest in the Community Centre – Progress with HC / T&C and lottery / John MacDonald from HIEMLM had chat with Terry O’Neill (lottery) As grant is under £50,000 Terry suggested if HC agreement is ready for end of April they would be likely to release grant. Also suggested that new development officer is Self-employed, and to pay them lump sum. Directors not happy with this. Terry thought grant money could be used up to the end of May. DK suggested Escrow account which would allow payment as needed. (An **escrow account** is an **account** where funds are held in trust whilst two or more parties complete a transaction).AW/John MacDonald / BD to chase up about getting job description written.Terry said that lottery would not pay extra for HC to subcontract their legal work as HC had suggested to speed up process. To contact councillors to help. |
|  | c | Asset transfer from Highland Council of their full legal interest in land for the Acharacle Play Park – progress report – BD met on site with FC. Subcommittee liked Scotplay proposal best. BD/FC liaising about emails to Scotplay. FC to write to ACCouncil requesting funding for payment of HC legal fees and also to contact HC about asset transfer. Ewen MacKintosh has suggested purchase for £1 but legal fees will need to be paid.  |
|  | d | Reuse Project – progress report – Risk assessment not complete– BD to work with LM and DJC on re-opening in new year dependent on Covid restrictions. |
|  | ***Subcommittee Reports*** |  |
| 8 |  | Compliance, Governance and Finance (Chair DK, with David Ogg) |
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|  | a | Financial Statements for 2020  |
|  |  | Accounts finalised. Signed off by R A Clements (Andy Newiss). Board approved. To be submitted to OSCR/CH by BD. MLM thanked subcommittee. MLM to scan docs to BD on Mon 21st. BD to work with DK to send them to OSCR and CH. |
|  | b | Pieces of work including: |
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|  |  |  | Strategic Plan - important for continuing recruitment of directors and sub-committee members and for the asset transfer EGM? |
|  |  |  | Draft documentation for the guidance of current, new and prospective directors *including Covid-19 emergency guidance* |
|  |  |  | Review of potential improvements in our Constitution, pending an appropriate opportunity to effect changes – a list of recommended changes is being accumulated for prior approval by the Board & OSCR. |
| 7 |  | Community Centre Operations (Chair DJC, with LM) |
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|  | a | Core operations including catering activities, reuse project, Re-opening the centre for groups – risk assessments / extra PPE and cleaning materials / fogging machine |
|  |  |  | Gaelic tots not using centre as they are involved with a pilot scheme for outdoor play. |
|  |  |  | Brownies – may start back at centre in Feb. MLM to send LM risk assessment from girl guiding. |
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| 8 |  | Acharacle Play Park (Chair FC, with <?>) |
|  | a | Subcommittee membership update (if applicable) |
|  | b | Progress report (see 6c) |
| 9 |  | Grants & Charity Fund raising (Chair AW, with DJC, LM, <?>) |
|  | a | Subcommittee membership update (if applicable) |
|  | b | Progress of Lottery Fund-administered Scottish Land Fund application for the acquisition |
|  | c | Confirmation of potential availability of additional grant aid to cover initial running costs of the Community Centre and to finance alterations to the asset in future |
|  | d | Inviting Gift Aid donations including in conjunction with the upcoming general meetings – AW will help with this |
|  | e | Other potential grant aid |
| 11 |  | Arrangements for next members’ meetings |
|  |  | Ordinary business (14 days notice & simple majority)  |
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|  |  | Special business (14 days notice & passed by at least 75% of voles cast) |
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| 12 |  | Date & time of next Trustees’ meetings |
|  |  | 13.1.21 |
|  | The meeting closed at 9.05 |