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Description automatically generated**Directors Meeting 13.1.21**

**meeting number 21 - 01**

**Minutes & Notes**

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|  | **Present (by Zoom)** |
| **By Zoom** Marie-Luise MacDonald (Chair - MLM) / David John Cameron (DJC) / Angela Williams (AW) (joined at 8.27) / David Kirkham (DK) / Fiona Cameron |
| **In attendance** |
| Lesley MacMaster (LM) / Becky Dacre (BD – minutes & notes) |
|  | **Apologies:** Rodney George |
|  | 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. |

| Nr |  | **Item** | **lead** |
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|  |  | **Approval of minutes & notes of last meeting: 20 27** | **Chair** |
| draft minute - AG – changed to ‘email from Andrew Green’ agreed at this meeting. (MLM approved / FC seconded. The minutes and notes for the meeting were approved for publication. | |
|  |  | **Matters arising & not dealt with below** | **Chair** |
|  |  | **Financial report as at 11.1.21** draft minute - The board received and noted the following summarised financial report: | **DJC** |
| An example above. Figs to be in this format for the next meeting |  |
|  |  | **Correspondence** | **BD** |
| from Mr Andrew Green - BD replies to say rec’d email and no more. DJK drafted full response to protect employees from any harassment. BD to email next Mon. (change to subcommittee). Board does not consider him to be a member. Board all agreed. DK asks for full email response to be published. The board received and approved the recommendations of the Compliance, Governance & Financial subcommittee and instructed the Administrator to respond in their recommended terms. | **BD** |
|  |  | **Membership applications/changes** | **BD** |
| 2 applications received Salen Jetty Shop (associate member) & Anita Borthwick - The Board welcomed and approved the applications for membership. BD has put a link to membership form on website. | **BD** |
| membership subscriptions - The Board reaffirmed its view that it is an inappropriate use of the charity’s limited resources to seek to recover the £1 annual subscriptions that are currently set out in the charitable company’s constitution. It agreed to put the matter beyond all doubt by submitting appropriate draft resolutions to the next general meeting and, at an appropriate time, to seek to amend the constitution appropriately. The Compliance, Governance & Financial subcommittee was asked to recommend the appropriate wording for the meeting notices. Agreed by board. DK proposed / DJC seconded. |  |
|  |  | **Asset management -** Investment Properties  Café – Planning application approved by Highland Council for installation of decking at front of cafe. Grant money from HIE to be used. DJC to check if it can be used to repair car park surfacing too. MLM has not prepared the lease variation yet. Café may have to close due to Covid. It might be possible just do takeaway’s from door? Closed 3 weeks over Christmas – DJC asked if rent relief was applicable? DJC to ask if café is receiving financial support from govt? Rent relief to be considered if no support from govt. Responsibility of café tenants to approach Board. BD to discuss with DJC about possible outstanding debts?  Na’vi & Druim Garbh – nothing to report  Community Garden – MLM and BD to check site January  Wood School – All responsibility is with the Forestry Commission at the present time. BD has offered to clear compost site and salvage any useful items e.g shed for use at Community Garden. This will have to be done in liaison with FC to allow access. | **BD** |
|  |  | **Asset transfer –** progress with the pre-approved asset transfer by Highland Council | **Chair** |
| progress with the pre-approved asset transfer by Highland Council and associated funding -  MLM got back to Ewen Mackintosh suggested to sub-contract legal fees for speed but no extra funding from SLF for this. EM said Highland Council will prepare legal agreement. MLM to keep board updated by email. DK emailed Kate Forbes about guidance for asset transfer. MLM to email EM to confirm we are asking for help from councillors/MSP’s. **Councillors by Ward: 21 Fort William and Ardnamurchan**   * Blair Allan. Ward: Scottish National Party. * Andrew Baxter. Real Independent. * Niall McLean. Scottish National Party. * Ian Ramon. Scottish Conservative and Unionist   Project officer – job description discussed. LM/DJC working on draft. MLM to email Terry to make sure job can be advertised, that funding will not have to be returned if asset transfer does not get through in time for SLF funding. |  |
| nature and timing of presentation to be submitted to the members when seeking approval including operational budget for the first 12 months after transfer – no progress at the moment |  |
| consideration of associated publicity and support-generating initiatives no progress at the moment |  |
|  |  | **Subcommittee Reports** | |
| A | **Compliance, Governance & Financial** | **DK** |
| The Board noted that Andrew Green now asserts that, despite his participation in a meeting and extended correspondence with the subcommittee chairman, he has never been a serving member of this subcommittee. Resolved that Andrew Green should therefore no longer be enabled to have any preferential access to its deliberations and any of the charity’s confidential information. |  |
| Accounts and Report for 2020 - The Board noted that the 2020 annual report and accounts have been signed off by both the Independent Examiner and the Chair, have been lodged at Companies House (but not yet acknowledged that they have been received) and with OSCR online (acknowledged). BD has posted accounts on website. |  |
| Governance & Practice |  |
| Draft documentation for new and prospective directors - DK working on this |  |
| Risk evaluation & monitoring - Needs to be regularly reviewed. DK will provide wording. |  |
| Strategic Plan - to be worked on |  |
| B | **Community Centre Operations** | **DJC** |
| Progress report including building maintenance:  DJC & LM working on risk assessments and policies for the centre. To be ready for beginning of March.  AW joined meeting 8.27pm  DJC found report that there may be asbestos in centre (HC report). Noted.  Reuse project – Van still in Peugeot garage in Glasgow awaiting repair to Turbo. Discussion about cost of keeping van especially as Covid is keeping the Reuse Project closed/barely functioning. Public are finding other ways to sell/swap goods. Possibly sell van as it is deteriorating and full use cannot be made of it. BD to check if ok to sell van re-original funding from Awards for All. Project officer to develop / review Reuse shop. Part of their remit. |  |
| Discussion of proposal to approve an operational budget for the first 6 months of 2021 (prior to asset transfer) |  |
| C | **Play Park project** | **FC** |
| progress report - £947.26 to play park from ACCouncil – can be used for anything within play park, not ring fenced.  Confirmation has been received from HC that they will sell land. T&C include stipulation that access to rear door of toilets to remain free to allow for maintenance. HC will issue offer. MLM happy to do land register. Could cost about £250. FC/MLM to check HC terms & Conditions and process.  FC received further correspondence from Scotplay. BD/FC to progress this. |  |
|  | nature and timing of presentation to be submitted to the members when seeking approval including explanation of the lack of any operational budget for the first 12 months after transfer |  |
|  | consideration of associated publicity and support-generating initiatives |  |
|  |  | **Project – defibrillator**  Scott to fix defib to wall at café. FC to put on Facebook. Rota for checking defib needed / Also need to alert ambulance service with box code. AW to investigate whether SAS know when defib has been used. DK suggested to put out donation box.  SSE progress – SSE now want volunteers to dig up pavement. BD to contact Eenie to see if he can help. | **AW / DJC** |
|  |  | **Grants & Charity Fund raising -** consideration of offers of donations to the charity (if any) & inviting Gift Aid donations. Play park donation £967 received  AW to ring BD Monday to investigate Gift Aid process. | **AW** |
|  |  | **Date of next meeting** |  |
| The next meeting was set for 19:30 on 3.2.21 and the meeting closed at 21.19 |  |

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| **documents to append:** | | |  |
|  |  | copy of AG email & recommended response |  |
| AOB |  | – Minutes and newsletter into de tha dol in future. To help advertise asset transfer |  |

**ongoing action points**

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|  | **item** | **lead** |
| **Financial** | | |
|  | prepare for 2021 accounts | ?? |
| **Constitutional** | | |
|  | Next AGM & EGM | BD |
| **Projects** | | |
|  | Playpark - land transfer progress & funding applications & insurances and risk management | FC |
| **Grants and fundraising** | | |
|  | Gift Aid administration and promotion |  |
| **Assets** | | |
|  | Na’vi lease early termination? | BD |
| **Asset transfer of the Community Centre** | | |
|  | Signage and self-promotion of ACC image ahead of asset transfer and Strategic Plan | BD/DK |
|  | Ownership of car park at centre  Reminded MLM 13.1.21 | MLM |
|  | tie in further donations and gift aid | ?? |
|  | **Potential new projects** | **chair** |
|  | Acharacle toilet / mobile home servicing / recycling / skip | DK |