A picture containing drawing

Description automatically generated**Directors Meeting 27th May 2021**

**meeting number 21-22 03**

**minutes**

Present in person: Apologies:

Marie-Luise MacDonald - Chair (MLM))

Mia Berwick (MB)

Lesley MacMaster – Centre manager (LM)

Present by Zoom: In attendance by Zoom:

David John Cameron (DJC) chair Becky Dacre – Administrator (BD

Angela Williams (AW)

Fiona Cameron (FC)

Tracy Cameron (TC)

The Board is 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. (Quorum is 3 Trustee-Directors).

**Approval of minutes & notes of last meeting(s) chair**

The confidential record of meeting 21-22 01 formal minutes were approved for publication. Publication on website has resumed with read-only docs. Sensitive and personal information to be removed before publication.

1. Matters arising & not dealt with in this agenda Chair

**A** **Trailer / chipper** It was proposed that both items be sold for the offers that have been received. The directors discussed the issue and accepted offers. £200 accepted for the trailer. £450-500 accepted for the chipper.

**B Insurance** Keegan & Pennykid have offered desktop valuation of centre for insurance rebuild purposes (which would be carried out by a 3rd party, not the insurers). Estimated cost is £149.99 inclusive of VAT. The directors considered the offer and decided that BD should get a quote from Andy Gray of Allied Surveyors to compare prices. If nothing forthcoming, the directors will pursue the Insurers offer.

**C Microsoft account** consideration of new account/one drive. TC has applied to Microsoft for new ACC account. The directors decided the offer from Microsoft seemed very reasonable. TC is to share the information with the other directors/administrator to allow directors to decide and confirm the proposal.

**D point of contact for tenants** Item to be added by directors as administrator was not present at discussion.

**E Website access** Director’s discussion about access to certain pages of the website so that individual directors can update their own relevant page. BD to investigate.

**F Policies** consideration by directors of what policies are needed.

Child protection policy – discussion about whether this is needed? Decision made to remove from list of policies. At events children would have to be accompanied.

Other to be included: Equal opportunities / Health & Safety / Environmental / Volunteer / Data protection / Anti bullying & harassment / Finance / Employment procedures.

To be updated annually in the meeting following the AGM. Print off copies for office.

1. Financial report DJC

The Board received and noted the following financial report

1. Correspondence
2. Membership applications/changes / board & officer appointments BD

Approval of new ordinary member: none

Appointment of Company Secretary: ongoing

Note that following 2 members move away from Acharacle they are no longer eligible to continue as Ordinary Members. They have confirmed verbally that each wish to continue as Associate members and it was resolved that their application be approved.

1. This needs formal approval under current M & A’s. Extract from M&A’s:
2. An individual, once admitted to Ordinary Membership, shall automatically cease to be a member if he/she ceases to fulfil any of the qualifications for Ordinary Membership set out in article 17.

21 Ordinary Membership shall (subject to articles 22, 23, and 27) be open to any person aged 18 years or over who:

(a) is ordinarily resident in the Community (as defined in article 4);

(b) is entitled to vote at a local government election in a polling district that includes the Community or part of it; and

(c) supports the objects and activities of the company.

1. Asset management - Investment Properties – café, Na’vi & Druim Garbh and Community Garden.
2. Asset transfer – Community Centre

Project Worker – Pamela King submitted a report.

1. Subcommittee Reports
   1. Compliance, Governance & Financial DJK

Draft documentation for new and prospective directors is in progress.

Strategic Plan ongoing

* 1. Community Centre Operations DJC

Progress report including building maintenance & reuse project.

Proposed developments

HC still paying for fire protection including maintenance of alarms etc until contract ends (another year). DJC noted that the work can be continued by the local fire brigade.

* 1. Play Park project FC

Progress with the pre-approved asset transfer by Highland Council and associated funding.

Publicity & fund-raising initiatives. FC reported that fund raising has started. £900 raised so far including £100 at school and £450 from a cycle ride. Arnold Clark grant applied for. FC has been given list of potential funders. Email to members. Gift aid to be claimed on donations. FC has organised a school logo competition. Also asking businesses for donations. Businesses to be offered chance to be named as donors on the site (plaques etc).

* 1. Project – defibrillator BD
  2. Grants & Charity Fund raising - consideration of offers of donations to the charity (if any) & inviting Gift Aid donations

No progress to report

* 1. Risk evaluation & monitoring

The Board considered that there were no material changes in the circumstances in which the charity is operating and that the current policies remain appropriate and adequate.

1. AOB

A FC asked about grass cutting at the play park when it is completed. Considered. Matting under equipment to allow grass to grow through, so these areas would need to be strimmed. Local contractors to be offered chance to price for work.

B Loch shiel estate land – No progress on this matter. BD to follow up.

1. Date of next meeting

the next meeting was set for 19:30 on June 17th- the meeting closed at 9.15

Documents to append:

none