A picture containing drawing

Description automatically generated**Directors Meeting 18th August 2021**

**meeting number 21-22 05**

**Minutes**

Present in person: In attendance in person:

Marie-Luise MacDonald - Chair (MLM) Becky Dacre – Administrator (BD)

David John Cameron (DJC) Lesley MacMaster – Centre manager (LM)

Tracy Cameron (TC)

Present by Zoom: In attendance by Zoom:

Fiona Cameron (FC)

Angela Williams (AW)

Apologies:

Mia Berwick (MB)

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).

**AGENDA**

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

The confidential record of meetings 21-22 02 & 21-22 03 formal minutes were approved for publication. Meeting 21-22 04 was not quorate, so only staff job descriptions were discussed and no decisions made. Publication on website has resumed with read-only docs.

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

**A Insurance** RebuildValuation for centre of £625,000 plus VAT received from Andy Gray of Allied Surveyors at no cost to ACC. BD has informed the insurers of the valuation which has brought about an increase in the premium of £648.41 and subsequent reduction due to removal of wood school liability/lunch club.

**B Microsoft account** Some directors have taken new email addresses. Notification of these will be shared with members/put on website. BD to change email addresses on correspondence. Gmail forwarding emails will continue indefinitely.

Consideration of One drive file structure and access as suggested by TC. TC to go over with BD and LM

**C Website access** TC/FC & PK now have access to edit the website.

**D Policies** Consideration of policy list for both company and centre

Consideration of updated ones completed so far – Equality & Diversity Policy. Approved by directors present.

Consideration of need for PVG/Disclosure for teenage volunteers/staff/directors for events/activities discussed. Disclosure only needed for directors. Details of what is needed and how this will operate to be investigated. The need for child protection policy agreed by directors present.

Consideration of formal support and monitoring for volunteers. Agreed that procedure is needed to be put in place. Database of volunteers. BD to develop.

**E WLHTP** ACC have made the hard decision that they are unable to continue to be involved with the WLHTP. Reasons for this decision along with other possible community funding sources were given to the project by email.

**F Wood School / Compost Loo etc** Consideration of the future use & access to wood school etc in Salen Woods. Agreed that consultation with members is needed. F&LS have provided a consultation re possible decommissioning of Wood School and compost toilet. It is to be sent to members, advertised in DTD and on website. BD to arrange removal/retrieval of compost site structures for reuse at the community garden.

1. Financial report DJC

The Board received and noted the following financial report

1. Correspondence

The Administrator reported that there was no correspondence to be brought to the attention of this meeting.

1. Monthly Newsletter / De Tha Dol entries

PK has submitted article for inclusion in the DTD. No news for ACC to add to this.

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

No new ordinary members.

Need for recruitment of new directors discussed and agreed.

Consideration of ways of encouraging new members and directors. Increase social media presence.

1. Asset management - Investment Properties – café, Na’vi & house

A The Health & Safety Policy is under review and whilst researching this it has shown some possible omissions

in ACC provisions in café & shop premises. Consideration needed of how these will be addressed.

AW pointed out that these may only apply for domestic property landlords. AW/BD to check out.

B Na’vi tenancy ends 31st October 2021. BD to draft letter to tenant asking for departure date. Tenant has confirmed previous list given to ACC in 2019 of items to remain after their departure is still same.

Options considered for renting out to next tenant discussed. No decisions reached. Building requires maintenance including floor in café kitchen and leaking roof. These items need urgent attention. LM to ask contractor who mended roof last to have a look at leaks.

**C** Monthly check list of building – need to specify what to include for boiler check (DJC to help BD with this). Agreed that a visual check of state of repair of buildings to be made on each visit too. See attached doc.

1. Asset transfer – Community Centre DJC

Details of operational budget for the first 12 months after transfer and associated publicity and support-generating initiatives.

Project Worker - progress so far. DJC updated about grants applied for. Project running well. Project worker making good progress.

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

Draft documentation for new and prospective directors – Director’s handbook is available in shared one drive folder.

No updates on the Strategic Plan

* 1. Community Centre Operations DJC

Progress report including building maintenance. LM updated on new and return of activities – beautician / line dancing / Hire of small office / Sunart Networks rent larger office / knitting group / winter group / lunch club / MacMillan coffee morning.

**Reuse Shop** Discussion about decisions made to reduce size of reuse shop. It was agreed that there was very limited prior consultation with volunteers who had set up the shop. Many items discarded or sent to other charity shops. Some items to be sold on Ebay. Agreed lack of communication so definite need for volunteer support and monitoring to be put in place as discussed in item 1D. MLM to send reply to email from JG & BD.

Proposed developments –

Car charging points. LM said a person from Highland Council had visited the site.

Space marking in car park. DJC to do.

* 1. Play Park project FC

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

Publicity & fund-raising initiatives. – 2 applications made for grant funding. Raffle been very successful.

* 1. 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 Tree pack from Woodland Trust –TC is talking with Acharacle Primary School Eco committee to finalise details of tree planting.

B **Allotment/Path/Parking Proposal** – Further consideration of proposal for use of land between the Triangle & Shielfoot road end for use by glass recycling bins. Not thought a suitable site for this activity. (Loch Shiel Ltd fishing syndicate land). BD to email ACCouncil to ask if they are interested in promoting idea of off-road path between the manse and the bridge.

C Quote from Kinex for water supply (see attached). The board considered it a good option if current contract can be terminated without costs. BD to pursue.

D Defibrillator operating Training – offered by Coastguards. Previously offered by Bo of SAAS. BD to ask Bo if offer still open, but if not, then consider coastguard offer. Residents of Salen have asked about possibility of getting a defib in Salen. To offer help.

Date of next meeting

the next meeting was set for 19:30 on 22.9.21 - the meeting closed at 22.00

Documents to append:

Water charges:

**Post Office, ACHARACLE, PH364JL - 101069430107**

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| |  |  |  |  | | --- | --- | --- | --- | | **Industry Standard**  **(Standard)** | **Kinex**  **Quote** | **Savings** | **Savings (%)** | | **£419.48** | **£353.65** | **£65.83** | **15** | |  |

**Morrison Place, ACHARACLE, PH364JR - 101104470109/206**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Industry Standard**  **(Standard)** | **Kinex**  **Quote** | **Savings** | **Savings (%)** | | **£1,748.50** | **£1,172.54** | **£575.96** | **32** | |  |

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| |  | | --- | |  | | **Acharacle Community Company** | | |
|  | **Monthly Check – Café & Retail unit** | | |
|  |  |  |  |
| **Date Checked:** Monday, 02 August 2021 | | **Checked by:** | Becky Dacre |
|  |  |  |  |
| **Electric Meter Reading** | | | |
| **Location** | **Shop** | **Café toilets** | **Café lounge area** |
| **MPAN no.** | 17 1238 7514 687 |  |  |
| **Meter number** | D01C72982 |  |  |
| **Reading today** | 88384 | 3883 | 18647 |
| **Reading last month** | 86767 | 2437 | 18611 |
| **Units used since last reading** | 1617 | 1446 | 36 |
|  |  |  |  |
| **Boiler Check** | | **Boiler: Grant Vortex Pro External Combi 26e** | |
| **Oil Reading** | 2/3 full | | |
| **Boiler check** |  | | |
| **Actions Taken** |  | | |
|  |
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| **Water Meter Reading** | | | |  |
| **Reading today** | 2524 | **Meter Number** | 07A117213 |  |
| Last actual reading | 2417 | **SPID** | 1010 6943 0107 |  |
| Units used since last reading | 107 | **Customer no.** | 2206237 |  |
| **Defibrillator Check** | | **Defib - Zoll AED Plus serial no. (21)X16A809886** | **cabinet** |  |
| **Unit ready for use** | |  | | --- | | **YES** | | **NO** |  |  |
| **Maintenance needed?** |  | |  |  |
| **Action taken** |  | | |  |
|  |  |  |  |  |
| **Tenants Requests** | | | |  |
|  |  |  |  |  |
| **Action Taken or needed to be taken forward** | | | |  |