A picture containing drawing

Description automatically generated**Directors Meeting 22nd September 2021**

**meeting number 21-22 06**

**Minutes**

Present in person: In attendance in person:

Present by Zoom: In attendance by Zoom:

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

David John Cameron (DJC)

Angela Williams (AW)

Fiona Cameron (FC)

Tracy Cameron (TC)

Mia Berwick (MB)

Apologies:

Lesley MacMaster – Centre manager (LM)

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**

Draft minute: The confidential record of meeting 21-22 05 formal minutes were not approved for publication as some changes needed to be made. Publication on website has resumed with read-only docs.

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

**A Proposal about Shielbridge Hall** from

Joyce Colville (chair of the hall committee) joined the meeting. She explained how they are struggling to get committee members and proposed that they join forces with ACC. The hall constitution states that if a committee fails to exist, the hall should go back to Shielbridge Estate. DJC asked to see most recent accounts. Joyce to contact Shielbridge Estate to see what next steps should be. Also, to ascertain beforehand if David Kirkham has been in touch with the estate.

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

Consideration of ones being updated – Volunteer Policy: TC and BD have been working on this but not ready for discussion yet.

1. Financial report DJC

The Board received and noted the following financial report. Discussion about whether the table (below) is needed. MLM said to leave in for now as gives overview of available finance. More details can be given if needed to members. Decided to invite public to next meeting to encourage more members/directors, but not include detailed agenda in the invitation.

1. Correspondence

Wood School / Compost Loo etc - David Kirkham responded to email with proposal for way forward. (see attached correspondence) Discussion? BD/AD have cleared the compost site as much as possible with a view to using salvaged materials including shed/tools at the community orchard.

1. Monthly Newsletter / De Tha Dol entries
2. Membership applications/changes / board & officer appointments BD

No new ordinary members.

Need for recruitment of new directors/members

Consideration of ways of encouraging new members and directors was given.

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

A BD queried recharge of phone costs to tenants? DJC explained that charges are covered by grant received for tablets at present. This runs until May 2022, so recharging will start again after that.

B Na’vi tenancy ends 31st October 2021. The tenants have confirmed they will vacate the premises by October 31st 2021. BD to place advert for new tenants on social media and website asap. Deadline for interest to be 2 weeks. Lease to be 3 year term.

**C** Update about defib training and access. Salen community would like a defib in the village. Money raised at Fireworks/bonfire to kickstart funding. Possible location is their Phone box. Discussion about need for code on ACC defib. Decision made to remove the need for a code to open it. TC asked BD for costings / contact details for phone contract person at BT. Need for update of signs at defib. Must include ‘Phone 999’.

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

Updates on the Strategic Plan? No updates

* 1. Community Centre Operations DJC

Progress report including building maintenance.

Centre use has increased. LM getting new quotes for blinds.

Project Worker - progress so far. PK is applying for grants. Waiting for quotes for heating / insulation etc. AW asked if PK has applied to CARES as current funding stream open? BD confirmed that she has.

* 1. Play Park project FC

No progress with the pre-approved asset transfer by Highland Council.

Publicity & fund-raising initiatives. £12,563.03 raised so far. Postcode lottery and Ecclesiastical grant applied for.

* 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 Community Orchard. Chance to get a new director to oversee project.

B Woodland trust trees – TC forwarded letter to BD. To be sent out

C FC shared news that there is now a community support co-ordinator, Jane Young, within the Highland Council. FC to share details.

Disclosure –TC created list of who needs disclosure.

1. Date of next meeting

the next meeting was set for 19:30 on 27.October 2021. The meeting closed at 21.00.

FC gave her apologies for next 2 meetings at least.

Documents to append:

Email from David Kirkham (25.8.21):

*In my advisory capacity -*

* *I assume that the ACC has declined the offer of a lease??  - is this what Unfortunately, the Acharacle Community Company are not in a position to take this liability and workload means?*
* *Unless the proposed lease was for anything beyond a peppercorn, then the risk could surely be managed by NFU insurance and the cost of maintenance mitigated and pre-funded by getting the Forestry to pay a reverse premium with the lease equal to the costs that they would incur in demolishing the structures?*
* *exceptional ongoing expenditure could be crowd- or appeal-funded at the time, and the ongoing costs could be covered by in setting an annual subscription to cover it - might bring in new members and make existing ones clearer about what they are supporting.*
* *I would happily inspect and replenish the sawdust - I felt particularly aggrieved when I lost the role of Salen’s Toilet Attendant.*

Email from D Kirkham (6.9.21)

*If you take a tenancy at under the market rate, you pay a premium to the landlord to secure that deal*

*A reverse premium is exactly that - the deal in reverse …*

*If you take on onerous obligations - you will not want to pay an above market rent, perhaps only a peppercorn £1 a year?  But if that is too much, the Forestry would need to pay you - so they pay a reverse premium to encourage you to take on the property.*

*As it is, they will face costs in demolishing the buildings and clearing the site - so it’s going to cost them that anyway - so get them to pay that you as a reverse premium when the £1 peppercorn rent is charged.*

*Can I suggest that you should also get some guarantee that they will continue to maintain the Alphabet Walk - or offer it to you on the same basis?*