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**Directors Meeting 27th October 2021**

**meeting number 21-22 07**

**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)

**Present by Zoom: In attendance by Zoom:**

Tracy Cameron (TC) Pamela King (Centre Project Worker)

Mia Berwick (MB)

**Apologies: Members of the Public:**

Fiona Cameron (FC)David Burgess

Angela Williams (AW) Jane Gaze (ACC member)

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 meetings 21-22 05 and 21-22 06 formal minutes were approved for publication. Publication on website has resumed with read-only docs.

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

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

Consideration of updated ones completed so far – Code of Conduct Policy. Approved

Volunteer policy – Looked at and discussed. Need to simplify the database. Approved. BD to do. Person in charge is PVG member but volunteers don't need disclosure. ACC to work towards having a person able to sign for PVG scheme or VAL could be used? To check. Environmental policy already approved.

**2 Financial report** **DJC**

The Board received and noted the following financial report



**3 Correspondence**

MLM emailed Nic Goddard about ACC involvement with wood school. Meeting at wood school postponed till 14 Nov. No reply from Nic yet.

JG contacted MLM about hospital car project and continued use of car park - cannot approve as ACC doesn't own the area, but no objections from ACC board. Phone number on car to be changed. JG has managed to get funding to continue the project. A local philanthropist has offered to fund for 2 years using same car. NHS are to pay 45p a mile for mileage which they currently do for other hospital transport schemes. Urram are to be the umbrella organisation to take the place of Care Lochaber. Start date imminent, but no date yet.

**4 Monthly Newsletter / De Tha Dol entries**

PK has put in calendar of events into dtd and will do again. Ewen’s room not running a Winter warmer at the centre, but maybe ACC could run similar event. Suggestion made to possibly hold one indoors/outdoors. maybe joint effort with school and council etc. BD to put together newsletter for DTD & members.

**5 Membership applications/changes / board & officer appointments BD**

No new ordinary members.

Need for recruitment of new directors. Consideration of ways of encouraging new members and directors.

**6 Asset management - Investment Properties – café, Na’vi & house**

**(Items discussed after the public left the meeting)**

**A** Na’vi tenancy ends 31st October 2021. Na’vi have confirmed they are to vacate premises by the 31st October. MLM to sort out new tenancy agreement. BD to check state of shop on Monday 1st Nov once Na’vi have moved out. BD to order oil Monday.

**B** Cafe – Graeme Aitken (Graeme Aitken Kitchens) has offered to supply a new kitchen in the cafe. An approved contractor has done roof and in Feb when cafe closed will fit kitchen. New floor needed and this will be extra to work already quoted for. Tenants to be asked to help with costs when detailed quotes have been received.

**7 Community Centre DJC**

Project Worker report - progress so far – A Christmas Fair is being organised (20 Nov) All funds raised to go to centre. CARES application successful - energy saving measures £ 46,505. % to each measure. Make up rest with fundraising and/or a loan. Pay back loan if money is raised in between. Loan total £24,000 over 8 years (£250 a month) MLM asked about risk as far as loan goes. PK can bring details of loan to next meeting.

Coastal Communities fund - Dec/Jan. SSE funding application not till April (for carbon neutral insulation and flooring).

Another community centre sign to go at road end. PK to get quote for it.

**8 Subcommittee Reports**

**8a Compliance, Governance & Financial DK**

No update on the Strategic Plan, or annual accounts.

**8b Community Centre Operations DJC**

Progress report including building maintenance. LM reported that a new ceiling and lights have been installed in the dining room. Organising Xmas fair. The small office by the main door and ‘Birch’ room are both now rented out permanently.

Other activities now happening at the centre include:

Baby massage, First aid for children, Lunch club, fish n chips will be weekly during Dec and including Christmas eve, Line dancing, brownies, knitting group, winter group, yoga, free church. Possibly do Fish n Chips weekly in Jan / Feb if it works well in December.

**Proposed developments** –

**8c Play Park project FC**

Progress with the pre-approved asset transfer by Highland Council and associated funding. No updates. Letters prepared now to go to local businesses asking for sponsorship / help with funding. LM offered to post them.

Publicity & fund-raising initiatives. Progress so far. No updates.

**8d Grants & Charity Fund raising - consideration of offers of donations to the charity (if any) & inviting Gift Aid donations**

no progress to report

**9 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.

**10 AOB**

A Operation Green - 200 trees booked out. Children have pinned the locations on a map. 200 left.

B Orchard – planned activities with Acharacle Primary/public Thursday 28th. BD organising. JG offered to help.

C Reuse - Agreed van is to be sold possibly to Arnold Clark or similar. Money from sale will be not restricted to reuse so could buy a smaller van if felt necessary. BD reported that £275 had been received from The Highland Bookshop for books rescued from the Reuse Project. Use of that money not to be restricted to reuse project.

D phone box – A volunteer has been continuing repainting of the box. No recent communications from the volunteer so MLM is to contact.

**Date of next meeting**

the next meeting was set for 19:30 on 24th November.

 The meeting closed at 9pm (Members of the public left before discussing item 6)

Documents to append:

None