A picture containing drawing

Description automatically generated**Directors Meeting 24th November 2021**

**meeting number 21-22 08**

**minutes**

Present in person: In attendance in person:

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

Tracy Cameron (TC)

Lesley MacMaster – Centre manager (LM)

Present by Zoom: In attendance by Zoom:

Angela Williams (AW)

Apologies:

David John Cameron (DJC)

Fiona Cameron (FC)

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 meeting 21-22 07 formal minutes were approved for publication (TC/MLM). Publication on website continues with approved read-only docs.

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

**A Policies** Consideration of policies for both company and centre

Not considered at the meeting but agreed that BD would not spend admin hours doing them.

**B Financial report** **DJC**

The Board didn’t discuss the financial report at the meeting, but LM stated there were no large expenditure or income items.

1. Correspondence

No correspondence

1. Monthly Newsletter / De Tha Dol entries BD

No news item from ACC for the next edition of the De Tha Dol? News and Christmas greetings submitted for Dec/Jan edition.

1. 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.

AW moving away so BD to find out if still can be member/director. New person interested in becoming a director is to be invited to the next meeting.

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

A Action needed for appointing new tenant. 1st Dec date of entry. Smoke/heat alarm needed in both shop and café. TC to ask Scott. Remind Jemma about removal of Na’vi sign.

Asset transfer – Community Centre PK/DJC

Project Worker report - progress so far. Discussion about grants applied for/gained. To ask PK for details at separate meeting. MLM to discuss CARES offer with PK and will sign it if happy to do so. All other directors give MLM their support. TC to do online diary so we all know who is in centre. Centre project is called ‘New Leaf’

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

Updates on the Annual Accounts? No update yet.

* 1. Community Centre Operations DJC

Progress report including building maintenance. Disabled toilet to be painted and new shower curtain.

Logic alarms came and put in smoke alarms in new ceiling in Rowan and fixed emergency light over double doors in Oak room.

Christmas Fair v successful. Enjoyed by all. MLM thanked all staff and volunteers for their efforts.

LM off for month from Friday 26th Nov. She has put in place arrangements for opening building and getting rooms ready etc. LM happy to take fish and chip orders and will let ACC know if not.

* 1. Play Park project FC

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

Publicity & fund-raising initiatives. Progress so far. Lots of donations coming in.

* 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 Acharacle Operation Green - Half the trees have arrived and school are sorting/looking after.

B Community Garden – planned activities with Acharacle Primary/public – BD has arranged afternoon with 14 children from Acharacle Primary on 25th Nov. More support needed. It was decided to put out a request for more community support and look for a director who would be willing to take the lead with this project.

C Congratulations announced to FC on the birth of Calum.

D Update website? Decided to email amongst directors/staff to maybe change layout.

E Admin hours. ACC cannot afford to pay any extra hours so extra work above specified hours not to be carried out. Ones incurred so far have been approved for payment.

F Youth café / reuse at centre – Discussion about possible use of centre by youngsters in evening. LM would be happy to be present in building. TC to contact VAL re moving forward with PVG checks.

1. Date of next meeting

the next meeting was set for 19:30 on 20th Jan 2022 - the meeting closed at 9pm

Documents to append:

None