A picture containing drawing

Description automatically generated**Directors Meeting 27th January 2022**

**meeting number 21-22 09**

**minutes**

Present in person: In attendance in person:

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

Tracy Cameron (TC)

Fiona Cameron (FC) Gillian King - member

Present by Zoom: In attendance by Zoom:

Apologies:

David John Cameron (DJC)

Lesley MacMaster – Centre manager (LM)

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 08 formal minutes were approved for publication.

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

**A Company Aims and Objectives 2022:**

**1** 21st birthday of ACC – possible centre open day / salmon donation possible from MOWI / to be organised for spring / summer.

**2** TC suggested a coffee morning with defib awareness/training session – TC to contact Bo (paramedic in Strontian) to see if he can run a session this spring – Also raise money for Salen defib at this event.

**3** As Play Park development is part of ACC aims, it is included in list. FC is organising Play Park fundraisers -aiming to have new play park open by Autumn this year.

**4** To get all paperwork/policies up to date. Including disclosures. If adults are disclosure checked then they can look after volunteers e.g. in reuse shop or an after-school type club.

**5** To develop the community orchard / phone box projects.

**B Website update**BD to update and remove wood school section. FC will update play park page. Website needed for posting accounts (OSCR) and useful for general info. BD to help FC with editing website if needed.

**C Community Engagement** TC concerned that ACC needs more engagement with locals, especially those not on social media. To post more posters for events etc around village. Create leaflets explaining what ACC does etc to hand out at events.

**D Phone list** Phone list needs updating but directors all decided that difficult and time consuming to update accurately. Also complications with data protection. Project shelved.

**E Financial report** . **DJC**

The Board received and noted the following financial report

1. Correspondence

A E-bike offer from HITRANS – Board discussed possible involvement with offer of ex hire e-bikes from HITRANS for use in Acharacle (see copy of email at end of agenda). Directors agreed good idea and gave go ahead. BD to chat with Vicky about options – lease or asset transfer of bikes and to chase up funding for running ‘bike hub’ when it becomes available.

1. Monthly Newsletter / De Tha Dol entries

Consideration of news item for the next edition of the De Tha Dol? **Deadline 20th** Feb. Poss summer event for 21st birthday celebration. To put in a ‘save the date’ in next De Tha Dol.

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

AW to step down as director due to relocation, to become associate member if wanted. Note of thanks from directors. BD to send thank you note. BD to terminate appointment with Companies House.

Ordinary members – Gillian King (present) approved as a new member.

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

A New tenant Sunart Networks now in place and tenancy agreement finalised (From 1st Dec 2021). Keys – we have keys but loaned out to contractor who is working in building. Liam Thornton is repairing floor in back doorway.

B Café repairs – All to be completed while café is closed in Feb. Kitchen is to be delivered Tues (1st Feb) Liam fitting it & repairing floor / Scott is doing electrics and Nigel Traynor is doing plumbing. Tenants asked if they could relocate picnic tables on the grass at the front to allow more parking spaces. Approved by directors.

C Fire safety requirements at the PO buildings. BD to do risk assessment but only for fixed alarms etc. BD to check tenancy agreement for whether it’s them to be responsible. Scott to install new fire alarms and whatever is needed while café closed in Feb.

D Communication with tenants. Agreed to give list of trade contacts for emergencies – TC to do.

1. Asset transfer – Community Centre PK/DJC

Project Worker report - progress so far - Pamela not present so report is attached. CARES grant approved for energy saving measures. Sign approved subject to highways approval. BD to ask PK if she has spoken to highways.

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

2021 Accounts filing problems – Fine paid for late filing. £150. Special software needed to convert document into suitable format for filing accounts with Companies House. Check for next year well before end December 2022.

Date set for AGM Wed 9th March 7.30. To get notices out to members by 15-16 Feb

* 1. Community Centre Operations DJC

LM off work. LM contract to be sorted.

* 1. Play Park project FC

Publicity & fund-raising initiatives. Progress so far.

FC – 60-65,000 is the new target as prices of equipment have risen. £45,000 in donations received so far. There is now a 16–18-week lead time for the work. Money pledged too. Asset transfer is not complete yet. No play park maintenance courses yet, but it has been decided to get 2 people trained up for routine maintenance of play park. TC asked for benches from play park for the centre if they are getting rid of them. FC agreed.

Discussion about preferred removal of glass recycling bins away from play park. Progress needed on this.

* 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 - progress – TC reported that it has finished. All trees allocated and planted. Thanks to eco committee at APS.

B Community Garden – no planned activities with Acharacle Primary/public currently.

C No progress with ex phone box, but BD has offered to help CO when asked.

1. Date of next meeting

the next meeting was set for 19:30 on Tuesday March 1st - the meeting closed at 10pm.

Documents to append:

Email from HITRANS:

Hi Becky,

 HITRANS have been running a project in partnership with bike shops in the Cairngorms and Fort William to make e-bikes available for trials.  The funded project is coming to an end now, and we are seeking new homes for the bikes, to continue being used for trials and loans.  We’re not allowed to sell the bikes before 2026 but would propose setting up a lease agreement with community groups interested in taking them on.

 Kate at Lochaber Environment Group thought that you might be interested in having one or more bikes for people to try in Acharacle.   We have a range of different styles and sizes (mountain bikes, hybrids and step-throughs) so let me know if you’re interested.  They would need to go to a constituted community group and insurance and maintenance of the bikes would need to be covered by the group.

 Have a lovely Christmas if I don’t hear from you before then, and I’ll be happy to pick this up in the New Year if you’re interested.

 Kind regards,

*Vikki*

Vikki Trelfer

Active Travel Officer

HITRANS

 2nd Floor/Rear

7 Ardross Terrace

Inverness

IV3 5NQ

Working from home … Tel:  07810 003 646

[www.hitrans.org.uk](http://www.hitrans.org.uk)

Project Update from Pamela – January 2022

Funding for renewables

Things haven’t moved on significantly since December as I am still waiting on one company quoting for the Heat Pump system (Morrisons Plumbing & Heating – Fort William).

CARES have said we can start using the grant as soon as a signed acceptance letter is returned.

The first part, which is the simplest and cheapest, is to install new insulation in the attic spaces. To save costs, I suggest myself and directors do this ourselves.

We’ve been invited to apply for a new HIE fund – Greening Community Assets – which should partly match-fund the CARES grant, up to £30,000.

I will give updated costs as soon as I have finalised prices with the contractors (hopefully by end of Jan)

Other project objectives

The outcome of the National Lottery Community Fund, to support centre core funding and room rentals for charity groups, is expected at the end of Feb.

Sign for road end – could directors have a look at this again and decide if they’d like to go ahead? Cost is £525 including aluminium post. Once we’ve accepted the quote we can look at design options.

New groups – one new rental starting Feb is a massage therapist.

The centre seems to be busy at the moment with a number of groups using the building on a weekly basis and two businesses renting rooms full time.