A picture containing drawing

Description automatically generated**Directors Meeting 28th April 2022**

**meeting number 22-23 01**

**minutes**

Present in person: In attendance in person:

David John Cameron Chair (DJC) Becky Dacre – Administrator (BD)

Fiona Cameron (FC)

Tracy Cameron (TC)

Gillian King (GK)

Apologies:

Marie-Luise MacDonald - (MLM)

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. This meeting was not recorded. (Quorum is 3 Trustee-Directors).

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

The confidential record of meeting 21-22 11 formal minutes were approved for publication after corrections made. To be put on website in June.

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

**A Financial report** . **DJC**

The financial report has not been updated due to staff shortages.

Grants for the centre have now been credited to the centre account. The contractor is ready to start work. Exact dates to be ascertained. One meter at the centre has been replaced with a smart meter. LM not ready to return to work yet.

**B Defib at Salen –** TC updated the meeting with progress. Unknown to Salen residents and ACC the Salen Hotel owner has taken charge of the project and secured a defib for Salen. TC posted update on Facebook to facilitate return of donations if donors want money returning. One cheque received by ACC traced to try to return to donor. Noted that no further involvement by ACC is required on this project, including maintenance.

**C Change of bank account -** Directors agreed that due to inability to be able to bank all amounts of change at the Post Office, a different bank is to be sought where change can be banked easily. Possibly Royal Bank of Scotland as the mobile bank is in Acharacle every week. To be investigated once all centre grant funding has passed through accounts.

**D Monthly updates** - Agreed this is required to try to encourage members to get involved and to get more members. An email to members monthly. History of company – one topic per month.

**E** **Online time sheets** to enable us to build staffing picture for future grant applications. Agreed start May. Timesheet already in ACC docs. TC to look at.

**F** **E-bike** project update. BD has secured quotes for insurance. To add bikes to existing policy which covers theft and also covers accessories, cost would be £152. Agreed ok. Another quote from ETA just for bikes would be £551. BD looking into funding for tools & accessories (cost £635) & repair sessions. MLM still to look over asset transfer agreement and DJC to sign.

1. Correspondence

None this month.

1. Monthly Newsletter / De Tha Dol entries

No news items this time. To ask PK if Including dates for closure of centre for upgrades etc.

1. Membership applications/changes / board & officer appointments None BD
2. Asset management - Investment Properties – café, Na’vi & house

A Café repairs – progress / Fire safety risk assessment to be finished when work on kitchen/alarms complete Scott to complete next week (2-6May). To let tenants have copy of assessment and their responsibilities when complete. No quotes yet for roof. FC to ask contractor for quote. (Quote to include for use of different materials) Discussed whether this would need Planning permission. FC to ask contractor.

B List of contractors for maintenance – TC to do

1. Asset transfer – Community Centre PK/DJC

Project Worker report - progress so far. No report.

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

Board appointments

* 1. Community Centre Operations DJC

New cooker, fryers and worktop installed in kitchen. Wiring had to be altered from 3 phase. Agreed to buy new worktop height fridge.

Proposed developments – Hearing loop? Not discussed.

* 1. Play Park project FC

Progress with asset transfer by Highland Council stalling at the moment. Funding going well and nearly at target. FC wondered if money should be transferred from ‘Go fund me’ into bank account? Agreed to leave as might be better so funds can be transferred direct to Scotplay.

David Lamont – maintenance training progressing. BD to ask members if anybody interested in doing maintenance training. FC to ask if the course could be run in Acharacle? Maybe interest from Kilchoan residents as they are upgrading their play park.

Need to check direction of toilets sewer connection – FC to do.

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

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

Phone box – Cathy has finished most of painting but run out of undercoat. OK for her to get more paint and be reimbursed. BD offered to make shelves if space is used as plant swap. TC offered to paint existing defibrillator signs (for top of phone box) with waterproof chalk paint showing new use of box.

Defib location signs – Quote for £77 for 6 A5 size from All Round Signs. Directors agreed price. Also thought to be needed is a special defib sign at café by roadside. (Green sign with arrows) BD to ask Gavin at All Round Signs.

Garden at centre - Planters have been bought for garden.

Discussion about men’s shed type project at centre to get more men meeting up.

1. Date of next meeting

the next meeting was set for 19:30 on 26.5.22- the meeting closed at 9pm