A picture containing drawing

Description automatically generated**Directors Meeting 25th August 2022**

**meeting number 22-23 04**

**minutes**

Present in person: In attendance in person:

Becky Dacre – Administrator (BD)

David John Cameron Chair (DJC) Lesley MacMaster – Centre manager (LM)

Fiona Cameron (FC)

Tracy Cameron (TC)

Gillian King (GK)

Present by Zoom: In attendance by Zoom:

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. Any such recordings must be destroyed when no longer required to serve the sole interests of the charity. (Quorum is 3 Trustee-Directors). This meeting was not recorded.

**Minutes**

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

The confidential record of meeting 22-23 03 formal minutes were approved and can be published.

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

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

The Board received and noted the following financial report

**B E-bike** project update. BD showed the board the loan agreement forms etc. To make a shareable form to add people to maintenance sessions and bike loans. (Google Forms?) Add a clause about data protection to agreement – that personal details will be destroyed within 2 months of loan. Members only. Check list needed for maintenance between loans.

**C Phone box project update.** Paint to finish. Cash box needs to be removed to fit shelving. Suggested to contact BT engineer.

**D Data Protection Policy & Health & Safety Policy (part)** for consideration by board

Data protection – To include destroying personal details within 28 days. Permission form for photographing family/child adult – to put into single document. Query over lower Age limit on permission form? BD to check. State that registration with ICO not needed but complying with regs.

Policy document management approved by majority directors at least 3. BD to change.

1. Correspondence - None
2. Monthly Newsletter / De Tha Dol entries

Consideration of newsletter for members and the next edition of the De Tha Dol? **Deadline 20th September** for October edition. Not yet. Mid September meeting to approve next item.

1. Membership applications/changes / board & officer appointments

Progress with ideas of benefits for members to get more interest? Discussed but no decisions. BD

1. 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. To let tenants have copy of assessment and their responsibilities. Roof quotes still to come in.

B List of contractors for maintenance – Decision - Scott for electrics / Kenneth Claussen for heating / Nigel Traynor for plumbing / Liam Thornton for building works. BD to ask them if ok.

C boiler service costings – Kenneth Claussen quote approved for boiler service and to be added to call out. BD to get price from him for call out.

D flooring at Sunart Telecom – Suggested using carpet tiles from centre when flooring there is replaced.

1. Asset transfer – Community Centre PK/DJC

Project Worker report - progress so far – see attached report. New groups /sessions being encouraged – some grant funding in for room rental.

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

Accounts are with DK.

* 1. Community Centre Operations DJC

Progress report including building maintenance, ongoing repairs etc

Proposed developments – Hearing loop? PK/LM to look into

* 1. Play Park project FC

Progress with asset transfer by Highland Council and associated funding.

Publicity & fund-raising initiatives – autumn opening – joint ACC 21st celebration.

New play area installation to start on 26th Sept. Asset transfer to be completed before start date.

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

Possible funding available for admin / roofing at PO Building.

* 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

Fundraisers presentation – inspiring Scotland. Got £100 from them.

21st Event in school hols – 15th 16th October at park and centre or evening at hall. Shielbridge Hall - planning to be reopened by then – dance?

1. Date of next meeting

the next meeting was set for 19:30 on 15 September - the meeting closed at 9.30pm