Approved – 27th April 2023

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| **Attendees:-** | | | |
| **Directors:-**  David John Cameron – Chair (DJC)  Tracy Cameron (TC)  Fiona Cameron (FC)  Gillian King (GK)  Karen Macmillan (KM) | | **Staff:-** | |
| **Item** | **Topic** | | **Actions** |
| **1.0** | **Approval Of Minutes** | |  |
|  | Minutes for last meeting not completed – to be approved at next meeting. | |  |
| **2.0** | **Matters Arising and not delt with in Agenda** | |  |
| **2.1** | Formalization of internal paperwork for holidays sick leave etc to be revised. | | FC to look into |
| **2.2** | Staff wages – It was agreed that both members of staff should receive a pay increase from 1st April | | TC to let staff know. |
| **2.3** | Lawn mower for community garden – we have a volunteer looking into this. | |  |
| **2.4** | DJC has spoken to DK re the accounting questions asked at the AGM, all items highlighted are being looked at and will be discussed at the next meeting.  Issue to be added to matters arising at Next AGM | | DJC – to continue talks with DK |
| **3.0** | **Financial Update** | |  |
| **3.1** | No Financial report – this is being worked on as we approach end of year. | |  |
| **3.2** | We will be moving to Quick books in April  Training will be made available to directors if requested.  VAL to be contacted re account. | | DJ to handle this change. |
| **4.0** | **Correspondence** | |  |
| **4.1** | Catherine Anne Macdonald has asked if we would support them to develop the overgrown area near the church.  After discussion it was felt that this is something the company would like to support but would need Catherine Anne to clear any development with the church and highland council and take the lead with this project. ( Run as a sub group) | |  |
| **5.0** | **Monthly Newsletter – De Tha Dol entries** | |  |
| **5.1** | Directors to put something together. | |  |
| **6.0** | **Membership applications/ changes/ board and office appointments** | |  |
| **6.1** | 2 New members have applied – both approved. | |  |
| **7.0** | **Asset Management – Investment Properties – Café , Sunart Networks & house** | |  |
| **7.1** | Sunart Network would still like to leave the shop, we will continue to advertise. | |  |
| **8.0** | **Asset Transfer – Community Centre** | |  |
| **8.1** | No Update | |  |
| **9.0** | **Subcommittee Reports** | |  |
| **9.1** | **Compliance, Governance and Financial** – | |  |
| **9.2** | **Community Centre Operations**  Lesley will be off work for some time, plans discussed on how to keep centre running during tis time.  We will make next Fridays fish and chips the last until Lesley returns to work as this requires time to organise that non of the directors have at the moment.  Regular users to be informed the Lesley will be off for some time.  Phone been transferred to Tracy’s mobile, Tracy will update facebook etc.  List of events that need director support will be sent to all.  Was decided that we would reduce the financial support the company is giving the centre. The centre does have 2 years on lottery funding left and the hope is that by the end of this time the centre will be self-sufficient.  Support of £4000 will be allocated to the centre with £2000 being moved over now and a discussion to be had at a later date re the remaining £2000. | | TC to put together a list  TC to put together a list |
| **9.3** | **Play Park Project** –  Fiona has contacted Scot Play and they are not able to complete install until we have more grass. Fiona to send picturs of park in May and if we have enough grass the install date will be arranged. | |  |
| **9.4** | **Grant and Charity Fundraising – consideration of offers of donations to the charity (if any) and inviting gift aid donations.**  The question was asked if we could claim gift aid on donations made to the centre | | New staff member to look into. |
| **9.5** | **Risk Evaluation and Monitoring – The Board considers that there were no material changes in the circumstances in which the charity is operating and the current policies remail appropriate and adequate.**  No Update | |  |
| **10.** | **AOB** | |  |
|  | A discussion was had on the upcoming interview for new member of staff. | |  |
| **11** | **Date for next meeting** | |  |
|  | To be agreed by email | |  |