A picture containing drawing

Description automatically generated**Directors Meeting 29th April 2021**

**meeting number 21-22 02**

**Minutes**

Present in person: Apologies:

none Mia Berwick (MB)

Angela Williams (AW)

Present by Zoom: In attendance by Zoom:

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

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

Fiona Cameron (FC)

Tracy Cameron (TC)

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**

Draft minute: The confidential record of meeting 20-21 25, 20-21 26, 21-22 01 & AGM formal minutes were approved for publication in due course. Publication on website to resume with read-only docs. BD to remove names before website publication and to verify with MLM before posting.

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

**A** **Allotment/Path/Parking Proposal** – Nick Peake has presented a proposal to create allotments / footpath / parking on land made available by Loch Shiel Ltd, fishing syndicate. The land is between the Triangle & Shielfoot road end.

The footpath and parking proposals were thought to have some merit. Allotments doubtful due to poor land quality and lack of need for them in the area. The board require more detailed information from a member of the fishing syndicate. BD to arrange. **BD**

**B Trailer / chipper** It is proposed that ACC retain the chipper and trailer at present and decide as to the future of each item following correspondence with Lochaber Environmental Group stating this proposal. Board made decision to sell both on response from LEG.

Note:Both items were signed over to LEG as part of Food Lochaber’s machinery ring, but the chipper has never been taken away by them and the trailer upon being used by a member of the machinery ring was found to be completely useless for its purpose. The trailer can be easily fixed but LEG have no funds to carry out maintenance on either machine. **BD**

**C Sharing files online**

**One drive –** To be used to share files. BD to create new folder & send link to all directors. TC noted policies out of date. To collaborate with BD to update. BD to remove policies from website. BD to complete Environmental and financial policies with TC. **BD**

1. Financial report DJC

The Board received and noted the following financial report

1. Correspondence

Letter from Companies House 1.4.21. See appended item. DK to advise on response.

Letter from Highland Council (Non-domestic rates bill) for the garage at Lerona. BD has responded to confirm that ACC has no lease at this address anymore and the owner is responsible for payment of all rates in the future.

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

Approval of new ordinary member: None

Appointment of Company Secretary: Ongoing matter

1. Asset management - Investment Properties – café, Na’vi & Bungalow & Community Garden.

**Na’vi shop** on speaking to tenant, MLM reported that they will not be moving out of shop yet as the new building is not ready.

**Interpretive panels in front of Café Tioram** – BD reported that the signs had all been damaged and removed from site and noted that the posts have just been removed by unknown persons. Board agreed to discuss later in the year with Primary school to see if they might be interested in creating new ones for same location.

1. Asset transfer – Community Centre

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

5 yr EDB agreed with HC – This means if ACC sell within 5 years to give back to HC 85% of value. |f no buyer found; HC buy it back for £30,000. ACC protected. HC agreement will only allow for approved use but very broad definition: ‘For the community’. All directors happy with agreement. DK making timetable for action needed/deadlines etc.

Documents supporting asset transfer relating to:

**Asbestos** in building – this is out of date. New survey needed. (Document in Dropbox). Sheet to be signed if contractors working on roof at centre in interim.

**Fire risk assessment** - new assessment done 26.4.21. Matters arising and action required.

**Fixed electrical survey** – carried out in January 2021. Need to set up new contract for future.

**Energy Performance Certificate** – needed before sale concluded and useful for grants etc. HC will deliver one within 8 weeks. (ACC carry out and HC pay for).

DJC working on job description for Project Worker.

Car park ownership/use to be sorted later with LHA.

MLM to ask for reinstatement/rebuild value for building for insurance purposes.

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

Letter received from Companies House (appended). Response to be discussed.

Draft documentation for new and prospective directors – work in progress

Strategic Plan

* 1. Community Centre Operations DJC

Progress report including building maintenance & reuse project.

Proposed developments

DJC speaking to staff – New cleaner/cook needed. One new post to be created out of both jobs.

* 1. Play Park project FC

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

Publicity & fund-raising initiatives. Just Giving page has been started. FC to put updates on Facebook. Organising Step challenge in May to raise funds.

* 1. Project – defibrillator BD

Adult pads have been replaced. Pedi pads (ones for children are also in defib cabinet.

Possible alternative uses for phone box progress: Seed swap/tourist info/recycling milk bottles/books. MB to forward.

* 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
   1. Reuse/van future. Various proposals but thought there is little need for large van. Suggestions made to sell it and ring fence money to buy new smaller one or keep for project. To organise feasibility study.
   2. Potential conversion to a SCIO – nothing to report from DK. Ongoing.
2. Date of next meeting

the next meeting was set for 19:30 on Thursday 27th May - the meeting closed at 21.15

Documents to append:

