A picture containing drawing

Description automatically generated**Directors Meeting 30th June 2022**

**meeting number 22-23 03**

**minutes**

Present in person: In attendance in person:

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

Fiona Cameron (FC) Lesley MacMaster – Centre manager (LM)

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.

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

The confidential record of meeting 22-23 02 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

Table

Description automatically generated**B E-bike** project update. Still no word from the Cycling Scotland Community grant applied for. No progress with the asset transfer of the bikes.

**C Change of bank account.** To be discussed next month.

**D Electricity contracts pricing** Updated prices have been received from the broker (for both meters at the centre & for the PO building), but no decision can be made for the centre one due to installation of new heating system and solar panels. One meter will be used to take power from the solar panels, but it is not known which meter this will be. So new contract cannot be signed until this is dealt with. New prices from SSE were obtained over the phone and different prices for new contracts by letter (Again for all 3 contracts). The prices received by letter are roughly in between the broker prices and the ones gained from SSE by phone. These are valid till 1 August. Decided to go with the offer by letter if nothing else forthcoming. PK dealing with SSE about meters at centre. Decided not to split contracts for different buildings as very time consuming to deal with them separately.

**E year planner of company jobs** BD has calendar on ‘outlook’ and has deadlines marked on there. This can be viewed by directors. BD will try to complete this before leaving (Date for BD finishing is 31st October 2022).

1. Correspondence

Salen Community Woodland Group – They have requested a letter of support for their feasibility study into buying the Salen woodland and proposals for development of it. Agreed to support at the initial stage. GK to compose letter and forward to other directors for approval. Agreed to offer free room at the centre for their meetings etc (for one year).

Urram (redevelopment of Dal Mhor in Strontian) have asked for a letter of support for their hospital car service / new befriending service. TC to compose letter and forward to other directors for approval.

1. Monthly Newsletter / De Tha Dol entries

Consideration of newsletter for the next edition of the De Tha Dol? **Deadline 20th July** for August edition. FC to do update on play park for De Tha Dol? and newsletter. BD to email members with newsletter and put on website.

1. Membership applications/changes / board & officer appointments

Consideration of benefits for members to get more interest? Discussed possibility of discounts for oil/wood etc if a member of ACC. All to have a think about what might be possible. Standard letter to send out. BD

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

A Café repairs –Fire safety risk assessment to be finished when work on kitchen/alarms complete. Linked fire alarms have been fitted in both halves of PO building. Emergency lighting not complete. Scott to complete in next week or two. To let tenants have copy of assessment and their responsibilities. LM said handrail at Cafe needs repairing. Liam to repair.

Quotes being obtained for new roofing over whole PO building. Planning consent needed if changing roofing material.

B List of contractors for maintenance – not discussed.

C Boiler service costings – Gary Boyd / Kenny Claussen / Nigel Traynor. BD to get prices for annual service. DJC to chat to café staff about storing stuff over boiler.

D Flooring at Sunart Networks – BD to measure. DJC to donate flooring if large enough.

1. Asset transfer – Community Centre PK/DJC

Project Worker report – TC sent report to directors. PK attended for this part of the meeting by Zoom.

Date for new heating / solar panels is now August. Solar to follow on after heat pumps are installed. Insulation – Grant funders now say quotes not needed. PK planning to get local person/volunteer to help install the loft insulation. There is a small budget to pay someone. PK to put dates for centre work and request for help with insulation in De Tha Dol?

Draught proofing – Main issue with draught is from front door. Closes well when on auto so should not be switched off. Not worth applying for separate funding for draught proofing, possibly use SLF money. £2,000.

Windows – main problems are with handles not working, so to see if they can be replaced where an opening window is necessary.

Flooring – quotes in. budget is on one drive.

Grant funding for room rental not used up, so looking for new groups. Lunch club – they have given ideas and they can be helped with room rental.

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

Board appointments. DK has been given info needed for annual accounts.

* 1. Community Centre Operations DJC

Progress report including building maintenance, ongoing repairs etc. Scott to look at outside lights.

Proposed developments – Hearing loop? Not discussed.

* 1. Play Park project FC

Progress with asset transfer by Highland Council and associated funding.

Publicity & fund-raising initiatives. Progress so far.

FC – No dates for start of work yet. Scotplay looking for contractors to take existing equipment out. Their contractors busy. FC to get Scotplay to contact local contractors for this work.

Asset transfer – Directors to email / zoom together next week when MLM back from holiday to discuss details.

* 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 project update – defib signs – TC to paint defib signs (top of phone box) with blackboard paint, so we can add appropriate lettering/words.

1. Date of next meeting

the next meeting was set for 19:30 on 25th August. The meeting closed at 21.30 (proposed that the next meeting could be over 2 weeks in case of lots of items).