

<b>Date and Time</b>	<b>Minute of Meeting</b> Tuesday 23 <sup>rd</sup> January 2018
<b>Location</b>	The Loft, Cannich Hall
<b>Present</b>	Alan Hood (AH), Ian Campbell (IC), Kate McKinley (KM), Nigel Fraser (NF), Ele Forster (EF)
<b>Apologies</b>	Carrie Fraser (CF), David Balharry (DB), Joni Strachan (JS)

Item No.	Details	Action
<b>1.</b>	<b>Welcome and Apologies</b>	
	<ul style="list-style-type: none"> <li>▪ Apologies received from David Balharry, Joni Strachan and Carrie Fraser</li> <li>▪ Carrie Fraser has resigned as a Director – Companies House information to be updated</li> </ul>	<b>KM</b>
<b>3.</b>	<b>Minutes of previous meeting and matters arising</b>	
	<ul style="list-style-type: none"> <li>▪ The minutes of the previous meeting dated Tuesday 19<sup>th</sup> December 2017 were agreed as a true record Proposer – Ian Campbell Seconded – Alan Hood</li> <li>▪ The following matters arising from the previous meeting were discussed               <ul style="list-style-type: none"> <li>➢ Governing Documents – Template had been forwarded by DTAS (see below)</li> <li>➢ Community Mailshot – Mailshot had been distributed prior to Christmas</li> <li>➢ Affric Land Use Prospectus – Feedback had been provide to sub group</li> <li>➢ Cannich Village Hall sub group – More Volunteers to be sought</li> <li>➢ Nurses House Sub Group – Meeting had been arranged 05/02/18</li> <li>➢ Risk Register to be prepared</li> <li>➢ Register of Director Interests to be prepared</li> <li>➢ Website – 3 Glens Internet had been instructed and work was progressing (see below)</li> </ul> </li> </ul>	<b>EF</b> <b>DB</b> <b>DB</b>
<b>2.</b>	<b>Development Trust Association</b>	
	<ul style="list-style-type: none"> <li>▪ KM confirmed that Exemplar Articles of Association had been forwarded by DTAS. Meeting DB had taken place and the draft docusment would be circulated in the next few weeks for comment</li> <li>▪ AH confirmed no response from DTAS in connection with Application for Membership. KM had a number of queries for DTAS and would raise issue when speaking with them</li> </ul>	<b>KM</b> <b>KM</b>

4.	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>▪ <b>Local Development Plan</b> Meeting with Great Glen Consulting to be arranged It was agreed not to meet with any other consultants or Community Groups meantime All directors to review potential funding routes Contact Soirbheas to confirm potential funding availability</li> <li>▪ <b>Cannich Village Hall – Director responsible Ele Forster</b> The hall continued to operate but with only 3 volunteers their ability to manage the day to day operations was restricted. CF continues in role as interim caretaker and alterations to job description were being made to try and reduce the hours with the hope of making the temporary position permanent. The hall had received an unexpected energy bill (circa £1,600) and energy management was being reviewed. It was agreed that more volunteers to be sought</li> <li>▪ <b>Affric Land Use Group – Director Responsible Dave Balharry</b> DB confirmed that final prospectus would be issued following group agreement that a meeting of the group would be scheduled for early in the New Year to move things forward.</li> <li>▪ <b>Nurses House – Director Responsible Alan Hood</b> Meeting had been undertaken with NHS and Asset Transfer discussed. Regional Manager had passed information to NHS Estates Team. A sub group meeting had been arranged for 05/02/18 to work on the Stage 1 Application for Funding and the next SLF Funding application date was April 2018</li> <li>▪ <b>Toilet Block - Director Responsible Alan Hood</b> Nothing to report</li> <li>▪ <b>Resilience Plan – Director Responsible Alan Hood</b> Nothing to report</li> </ul>	<p>AH</p> <p>IC</p> <p>EF</p> <p>DB</p> <p>AH</p>
5.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>▪ The Governance schedule was reviewed as follows</li> <li>▪ It was agreed that the Public Entertainment License Renewal date be altered to July 2020</li> <li>▪ EF to confirm if the Motion Picture License had been renewed</li> <li>▪ EF to pursue Cannich Hall Electrical Inspection which was now overdue by approx. 10 months</li> <li>▪ Contact to be made with Highland Council in connection with imminent renewal of THC Village Hall Policy and if this provided adequate cover as activities widened</li> <li>▪ EF confirmed that Water Rates exemption application had been submitted</li> <li>▪ Annual Accounts – IC confirmed that a meeting had taken place with Carrie and information was being prepared for meeting with Ritsons in early Feb and handover of information to allow preparation of</li> </ul>	<p>AH</p> <p>EF</p> <p>EF</p> <p>AH</p> <p>IC</p>

	<p>accounts.</p> <ul style="list-style-type: none"> <li>It was agreed that Data Protection registration be added to the Governance Schedule with a renewal date of Dec annually and a cost of £35.00</li> </ul>	<b>AH</b>
<b>6.</b>	<b>Finance</b>	
	<ul style="list-style-type: none"> <li>AH shared the Finance spreadsheets maintained by the Hall</li> <li>The income and expenditure spreadsheets were reviewed and the key figures for the period were as follows Expenditure £1,772 Income £1,009 Bank balance as at 31<sup>st</sup> December 2017 was £5,772.00</li> <li>The forecast figures were reviewed and it was agreed that fundraising revenue should be increased to reflect the fact that Strathglass Gala would be undertaken this year (Circa £1,000 income in July)</li> <li>Annual Accounts were discussed (see item 5 above)</li> </ul>	
<b>7.</b>	<b>Funding</b>	
	<ul style="list-style-type: none"> <li>Soirbheas – New Website AH confirmed that he had received verbal confirmation that the application had been successful (£435.00 awarded)</li> <li>Screwfix – New grant scheme opened for housing related grants. Information to be provided to Nurses House Sub Group</li> <li>Your Cash Your Choice – Following potential submissions were discussed. Community Development Costs - was discussed but no volunteer available for application, participatory process PA System Cannich Hall – agreed to make application if volunteer could be found Applications to be submitted by 28/02/18</li> </ul>	<b>EF</b>
<b>8.</b>	<b>Director's Responsibilities</b>	
	<ul style="list-style-type: none"> <li>A draft list of Roles and Responsibilities was circulated and it was agreed that the roles would be allocated at next meeting following review by everyone.</li> </ul>	
<b>9.</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>Companies House re Person of Significant Control Registrar had not been completed. KM confirmed that the issue had been rectified and no further action required</li> </ul>	

<b>10.</b>	<b>AOCB</b>	
	<ul style="list-style-type: none"> <li>▪ Data Protection IC confirmed that SACC now registered and EF was Data Controller. EF to confirm compliance / non compliance with Information Commissioners recommendations (detailed on IC e mail) on handing Personal Data EF to forward copy of payment receipt (payment made by IC) so that money could be reimbursed</li> <li>▪ KM queried correspondence process and it was confirmed that the secretary would be provided access to the Cannich Hall Post box which should be checked (AH to check meantime)</li> <li>▪ Sub Group Terms of Reference – Final Document was circulated at meeting and it was agreed that a draft would be prepared for each sub group prior to next meeting with a view to formal appointment Feb</li> <li>▪ It was agreed that a standard sub group report was required which would assist in information sharing and this would be discussed in more detail at the next meeting</li> </ul>	<p><b>EF</b></p> <p><b>EF</b></p> <p><b>AH</b></p>
<b>11.</b>	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li>▪ Tuesday 20<sup>th</sup> February 2018 20/03/18 17/04/18 15/05/18 19/06/18 17/07/18 21/08/18 18/09/18 16/10/18 20/11/18 18/12/18</li> </ul>	

**Content of Minutes of 23<sup>rd</sup> Jan 2017 agreed as accurate.**

**Proposed:**

**Seconded:**

**Signed:**

**Date:**