



## Minute of Meeting

<b>Date and Time</b>	7.30 Monday 20 <sup>th</sup> Jan 2020
<b>Location</b>	The Loft, Cannich Hall
<b>Present</b>	Alan Hood (AH), Richard Soper, (RS), Nigel Fraser (NF), Alan Speed (AS), Sue Mann (SM)
<b>Apologies</b>	Joni Strachan (JS)

Item No.	Details	Action
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1.	<b>Welcome and Apologies</b>	
	<ul style="list-style-type: none"> <li>Apologies received from Joni Strachan</li> </ul>	
2.	<b>Approval of previous Minutes and Matters Arising</b>	
	<p>Minutes of Meeting dated 18.11.19 were approved by AH and seconded by NF</p> <p>Actions arising from previous minutes were as follows</p> <ul style="list-style-type: none"> <li>RS working on new bank account</li> <li>Financial procedures to be written down</li> <li>Accountants - review and quotation</li> <li>Risk Register – no updates</li> <li>Review of Hall rates to be undertaken – especially commercial rates for business.</li> <li>Service of extractor fan in kitchen to be arranged</li> <li>East / West Project – Obtain update from Trees for Life</li> </ul>	RS RS RS DB AS  AH NF
3.	<b>Treasurers Report</b>	
	<p>Report and statement circulated</p> <ul style="list-style-type: none"> <li>Debits in the period £ 1,714.00</li> <li>Credits in the Period £1,633.44</li> <li>Bank Balance at end of Period £20,927.59</li> <li>Unrestricted Funds at End of Period £9,653.61</li> </ul>	

	<ul style="list-style-type: none"> <li>Two payments approved Alan Hood – Hall Cleaning Consumables £ 78.43 Alan Hood – Hall Cleaning Consumables £ 42.30 Alan Hood – Hall Cleaning Consumables £ 11.47 Alan Hood – Hall Cleaning Consumables £ 68.36 Alan Hood – Hall Cleaning Consumables £ 73.42</li> <li>Information to be passed to Ritsons to complete Accounts and queries to be answered</li> <li>Change of Bank Account Process to be completed (see action above)</li> <li>SACC Financial Procedures to be written down</li> <li>Hall Booking receipts to be updated and report provided</li> </ul>	<p>AH</p> <p>RS</p> <p>RS</p> <p>AH</p>
4.	<b>Risk Register</b>	
	<ul style="list-style-type: none"> <li>No update received from DB with regard to Risk Register.</li> <li>Risk Register complete</li> <li>If no response received by next meeting the matters to be progressed without DB</li> </ul>	
5.	<b>Project Updates</b>	
	<p><b>Community Action Plan – Director Responsible David Balharry</b></p> <ul style="list-style-type: none"> <li>No response had been received from DB in connection with the Project.</li> <li>There was no other Director Volunteer resource available.</li> <li>It was agreed that Kate McKinley would be asked if she would chair initial meeting of interested parties to ascertain if a steering group / committee could be formed.</li> </ul> <p><b>Cannich Village Hall – Director Responsible Alan Speed</b></p> <ul style="list-style-type: none"> <li>Booking Secretary – It was agreed that once Hallmaster up to date then Booking Secretary job description would be completed and position advertised</li> <li>The repair of the broken drain was approved – quotations to be sought</li> <li>The purchase of new Reception Chairs (£750) and Gents Toilet Heater (£150) was approved. Items to be purchased</li> </ul>	<p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>

	<ul style="list-style-type: none"> <li>• Damage had occurred during festive party. Rules surrounding Adult Event Marshals to be reinforced where appropriate.</li> <li>• Formal Letter to be sent to PPL Music re license invoice</li> <li>• Formal Letter to be sent to MPLC re Motion Picture License</li> </ul> <p><b>Nurses House Project – Director Responsible Alan Hood</b></p> <ul style="list-style-type: none"> <li>• Scottish Land Fund Stage 1 Process Complete</li> <li>• Business Plan Completed</li> <li>• Scottish Land Fund Stage 2 Fund Application (£13.5k) submitted</li> <li>• SSE Resilient Communities Fund (£90k) Application submitted</li> <li>• Robertson Trust Fund (£90k) Application submitted</li> <li>• Soirbheas Tier 3 Fund (£30k) Application submitted</li> <li>• Design and Build Tender returns anticipated end Jan 2020</li> <li>• Quaker Housing Trust (£35k) to be submitted</li> <li>• Aviva Fund (£30k) to be submitted</li> <li>• Stage 1 Completion Report submitted and £5,657.00 awarded. Consultants to be paid upon receipt of funds</li> <li>• Smaller funds available and AH requested help submitted Grant Applications</li> <li>• AH reported Problems with obtaining agreement to use grass area adjacent to Nurses House site. Contact to be pursued</li> </ul> <p><b>Affric Land Use Project – Director Responsible David Balharry</b></p> <ul style="list-style-type: none"> <li>• No feedback from DB re e mail from NF and future direction of the group. This was discussed in length and will be reviewed at next meeting</li> <li>• No activity currently but groups previous involvement in 2 main areas             <ol style="list-style-type: none"> <li>1. Increased community involvement in FLS publicly owned land</li> <li>2. Community Involvement in East West Partnership Project</li> </ol> </li> </ul> <p>It was felt that there was no adequate volunteer resource available to pursue item (1) further at this time and the community involvement in Item (2) was further discussed.</p> <p>It was agreed to request an update on the East West Partnership. Following a receipt of this information a vote was to be taken at next meeting to decide if we should be involved</p>	<p><b>AS</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>NF</b></p> <p><b>ALL</b></p>
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	<p><b>Resilience Project – Director Responsible Alan Hood</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
7.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>Governance Schedule was reviewed and no imminent action foreseen.</li> </ul>	
8.	<p><b>Grant Funding</b></p> <ul style="list-style-type: none"> <li><b>Grant Applications Awarded</b> <ol style="list-style-type: none"> <li>Hall - Soirbheas Tier 2 PA System (£3k) awarded. Quotation to be reviewed and contractor appointed</li> <li>Hall - Strathglass Community Fund Hall Painting (£3k) Quotations to be sought and contractor appointed</li> <li>Nurses House - Scottish Land Fund Tier 1 (£7K) – Completion report submitted. Final Award £5,765 anticipated. Payments to be made once funds received</li> <li>Nurses House - Rural Housing Fund Stage 1 (2k) – Submit completion report once Nurses House quotation received</li> </ol> </li> <li><b>Grant Applications Submitted decision awaited</b> <ol style="list-style-type: none"> <li>Nurses House - Scottish Land Fund Tier 2 (£13.5k) – submitted</li> <li>Nurses House - Robertson Trust (£90k) – submitted</li> <li>Nurses House - SSE (£90k) – submitted</li> </ol> </li> <li><b>Grant Applications to be submitted</b> <ol style="list-style-type: none"> <li>Nurses House - Aviva - £30k</li> <li>Nurses House - Quaker Housing Trust - £35k</li> <li>Nurses House - Rural Housing Fund Stage 2 - £198k</li> </ol> </li> </ul>	<p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH via HSCHT</b></p>
9.	<p><b>New Member/Office Bearers</b></p> <ul style="list-style-type: none"> <li>Potential New members – Angus Broomhead to be invited to next meeting</li> </ul>	<p><b>NF</b></p>
10.	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>Letter from PPL re performing rights invoice. Reply to be sent</li> <li>Letter from MPLC re film license. Reply to be sent</li> <li>Various e mails from Scottish Community Alliance</li> <li>Various e mails from DTAS</li> </ul>	<p><b>AS</b></p> <p><b>AH</b></p>
11.	<p><b>AOCB</b></p>	



	<ul style="list-style-type: none"> <li>• Forestry Land Scotland meeting had been undertaken 12/12/19 re community concerns and lack of Liason. Meeting to be arranged for Spring 2020.</li> <li>• Care in the Community - SACC had arranged joint meeting with SCC / NHS Highland / Glenurquhart Care Project / members of public to discuss current care provision and review potential changes. Report to next meeting</li> </ul>	<b>AH</b>
<b>12.</b>	<b>Date of next meeting</b>	
	17 <sup>th</sup> February 2020 @ 7.30pm	

**Content of Minutes 20<sup>th</sup> Jan 2020 to be agreed**

**Proposed:**

**Seconded:**

**Signed:**

**Date:**