



Minute of Meeting

Date and Time	7.30 Monday 18 th February 2019
Location	The Loft, Cannich Hall
Present	Alan Hood (AH), Richard Soper, (RS), Joni Strachan (JS), David Balharry (DB), Nigel Fraser (NF)
Apologies	Alan Speed (AS) John Dyce (JD)

Item No.	Details	Action
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1.	Welcome and Apologies	
	<ul style="list-style-type: none"> Apologies received from Alan Speed and John Dyce 	
2.	Approval of previous Minutes and Matters Arising	
	<p>The minutes of the following meetings still to be approved.</p> <p>11th December 2018 11th January 2019 – Emergency Meeting 21st January 2019 – Review of current financial procedures.</p> <p>Matters arising and actions:</p> <ul style="list-style-type: none"> Bank signatory forms with RS for processing Change of Articles approved at AGM. OSCR (DB) and Companies House (AH) to be notified. Solar Feed Meter – NF has made contact, waiting for response. Preparation of Risk Register. ALL to identify costs against risk and update in terms of recent experiences. RS to send J McAuley Trustee Profile and picture for website. Accounts review required after this set complete DTAS invoice outstanding Hall guttering needs cleaned External lock on hall needs fixed 	<p>Ongoing</p> <p>NF ALL DB RS ALL RS AH</p>
3.	Fraud	

	<p><u>Update, Actions and Members Communication</u></p> <ul style="list-style-type: none"> Formal letter from HSBC stating they cannot process complaint and have been referred back to RBS. The fraud events history was distributed to trustees. Contact Beaulieu Police to update and tie up loose ends. RS to investigate complaint to Ombudsman, Financial Conduct Authority or approach Highland Council discretionary budget. Revise and agree financial procedures. Ask Jim MacAuley to put all minutes on website. Original emails relating to the fraud to be circulated and included with event history. Check that bank signatories are up to date. Trustees agreed that member communication is necessary. Two hard copies of draft letters circulated. To be reviewed by ALL. AH to attend Community Council meeting and give statement regarding the fraud. 	<p>AH</p> <p>RS</p> <p>ALL</p> <p>AH</p> <p>RS</p> <p>ALL</p> <p>AH</p>
4.	Governance	
	<ul style="list-style-type: none"> Treasurer Report distributed for information PRS and PPL (Music performing rights) up to date Buildings and contents insurance due end Feb/March Water rates exemption accepted. Register of Interests. Updated by RS and JS. DB to update and circulate. SACC database has been updated. NF to organize letters to members regarding the fraud. 	<p>DB</p> <p>NF</p>
5.	Treasurers Report	
	<p>Balance at 18.2.19 £5,597.44</p> <p>Carrie Fraser online access frozen.</p> <p>Payments approved by trustees</p> <ul style="list-style-type: none"> Mike Cooper £240 John Dyce £90 Hall consumables - Dimplex Heater timers £111.15 Hall repairs - DP Mackintosh Cistern £84 DTAS Membership Fees 2018 £60 <p>AH to send RS invoices</p>	<p>AH RS</p>

	Payments upcoming Hall Master (approx £180) and Data Protection (£35)	
	<p>Annual Accounts</p> <ul style="list-style-type: none"> Ritsons end of year accounts must be approved by trustees so RS will follow up again. RS to ask RBS if it's possible for an individual to have online viewing access of accounts. RS to investigate other banking possibilities. Contact DTAS for potential recommendations. 	<p>RS</p> <p>RS</p> <p>RS</p>
6.	Risk Register	
	<ul style="list-style-type: none"> Preparation of Risk Register. ALL to identify costs against risk and update in terms of recent experiences. 	ALL
7.	SACC Projects	
	<p>Community Action Plan Nothing to report</p>	
8.	Sub Group Updates	
	<p>Cannich Village Hall – Representatives CF and JD</p> <ul style="list-style-type: none"> Cleaner position filled by Alison Lawrance. Hall bookings running smoothly and facilities kept very clean. Access number codes have been issued to user groups. Most recent hall meeting was very positive and things working well short term with limited volunteers. Maintenance and community communication discussed and meetings planned for future. To be reviewed whether Hall group should remain a sub group or part of SACC. Structures, capacity, risk to be considered. <p>Affric Land Use Group – Responsible Director DB</p> <ul style="list-style-type: none"> Nothing to report. <p>Nurses House</p> <ul style="list-style-type: none"> Email from NHS to confirm timescale of plan or property may be put on the open market. Kate and Paul McKinley have volunteered to get involved. 	ALL
9.	Grant Funding	

	<p>Funding required for –</p> <ul style="list-style-type: none"> • PA System • Decorating and maintenance • Rear external door (delaminating) • Window blinds for main hall <p>(security chains required for gas canisters on grounds of health and safety)</p> <p>SLF RHF funding for Nurse's House project. Highland Council have agreed to pay for housing needs survey</p> <p>Funding details circulated by email from Neil Harrington.</p>	
10.	Correspondence	
	<ul style="list-style-type: none"> • HSBC letter as mentioned in Fraud. • Business stream – charity exemption • Elderly and Youth Forum – Soirbheas • Community Council/Soirbheas Liason meeting invite. 6 monthly meetings from June 2019. Respond to register SACC interested. • Community Council – Resilience in rural communities. Academic survey AH to circulate. • Community Company forward message from BBC Alba – trustees decided to keep as a contact. • SLF – Funding dates, training and workshops. AH to forward emails. • Two emails from hall user groups regarding setting up and access. 	<p>AH</p> <p>AH</p> <p>AH</p>
11.	AOCB	
	<ul style="list-style-type: none"> • Trustees discussed capacity issues and process for appointing new directors - Invitations with Board approval. • Government funding criteria changing. Pilots schemes starting in 2020. DB to keep SACC informed as it might be relative to CAP. • NF to investigate legal requirements regarding data protection. 	<p>DB</p> <p>NF</p>
12.	Date of next meeting	
	18 th March 7.30pm Cannich Hall – The Loft	

Content of Minutes 11th Dec 2018 to be agreed



Proposed:

Seconded:

Signed:

Date: