

Minute of Meeting

Date and Time	Monday 17 th Feb 2020 7.30pm
Location	The Loft, Cannich Hall
Present	Alan Hood (AH), Richard Soper, (RS), Nigel Fraser (NF), Joni Strachan (JS)
Apologies	Sue Mann (SM) Alan Speed (AS),

Item No.	Details	Action
1.	Welcome and Apologies	
	<ul style="list-style-type: none"> Apologies received from Sue Mann and Alan Speed 	
2.	Approval of previous Minutes and Matters Arising	
	<p>Minutes of Meeting dated 20.01.20 were approved by NF and seconded by RS</p> <p>Actions arising from previous minutes were as follows</p> <ul style="list-style-type: none"> RS working on new bank account Financial procedures to be written down Accountants - review and quotation Review of Hall rates to be undertaken – especially commercial rates for business. Hall Booking receipts to be updated and report provided 	RS RS RS AS AH
3.	Treasurers Report	
	<p>Report and statement circulated</p> <ul style="list-style-type: none"> Debits in the period £ 5,596.24 Credits in the Period £ 6,387.00 Bank Balance at end of Period £21,717.75 Unrestricted Funds at End of Period £9,717.35 No Payments to approved E mail received from Ritsons and queries to be answered 	AH RS

	<ul style="list-style-type: none"> • Change of Bank Account Process to be completed (see action from prev meeting above) • SACC Financial Procedures to be written down (see action from prev meeting above) 	<p>RS AH</p>
<p>4.</p>	<p>Project Updates</p>	
	<p>Community Action Plan – Director Responsible David Balharry</p> <ul style="list-style-type: none"> • No response had been received from DB in connection with the Project. • There was no other Director Volunteer resource available. • Kate McKinley could not chair initial meeting • It was agreed that Jim McAuley would be asked if he would chair initial meeting of interested parties to ascertain if a steering group / committee could be formed. <p>Cannich Village Hall – Director Responsible Alan Speed</p> <ul style="list-style-type: none"> • Booking Secretary – It was agreed that once Hallmaster up to date then Booking Secretary job description would be completed and position advertised • The following items had been repaired in the month <ul style="list-style-type: none"> Kitchen Cupboard Door Kitchen Door Handle Community Room Heater Wall Fixings • Painter Quotes to be obtained to allow expenditure of Grant Funds • PA System Quotation to be sent to I Scally for review • Formal Letter had been sent to PPL Music re license invoice • Formal Letter to be sent to MPLC re Motion Picture License <p>Nurses House Project – Director Responsible Alan Hood</p> <ul style="list-style-type: none"> • Scottish Land Fund Stage 1 Process Complete • Business Plan Completed • Scottish Land Fund Stage 2 Fund Application (£13.5k) submitted • SSE Resilient Communities Fund (£90k) Application submitted • Robertson Trust Fund (£90k) Application submitted • Soirbheas Tier 3 Fund (£30k) Application submitted • Quaker Housing Trust (£35k) submitted 	<p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>

	<ul style="list-style-type: none"> • Aviva Fund (£30k) to be submitted • Design and Build Tender returns anticipated end Jan 2020 • Smaller funds available and AH requested help submitted Grant Applications • Meeting with SSE on site 6th February 2020 and they had agreed to transfer of land <p>Affric Land Use Project – Director Responsible David Balharry</p> <ul style="list-style-type: none"> • <i>Increased community involvement in FLS publicly owned land</i> No further action meantime due to lack of volunteer resource • <i>Community Involvement in East West Partnership Project</i> Further to receipt of the update from Trees for Life a vote was taken and it was agreed that we would represent the community at future events. No volunteer was available to attend events and it was agreed that a volunteer would be sought from the existing sub group members • AS had volunteered at last meeting to be director responsible for this sub group. AH to check • Trees for Life to be contacted to confirm our future involvement once situation with DB ascertained <p>Resilience Project – Director Responsible Alan Hood</p> <ul style="list-style-type: none"> • Heather Redmond to be asked if she would like to arrange meeting to refresh Resilience Plan <p>Care in the Community – Director Responsible Alan Hood</p> <ul style="list-style-type: none"> • AH gave summary of meeting dated 27/01/20 with Community Groups, NHS Highland and members of Community. NHS Highland indicated provision of care and support in Strathglass difficult and gave examples of community led schemes elsewhere which would involve the community employing carers. • It was agreed that this was a suitable project and a community update to be circulated requesting sub group members who may be interested 	<p>AH AH AH</p> <p>NF AH AH AH</p> <p>AH</p>
5.	Governance	
	<ul style="list-style-type: none"> • Governance Schedule was reviewed and the following items were imminent • Waste Transfer Contract – Cannich Village Hall • Hallmaster Online Booking License 	<p>AH AH</p>

	<ul style="list-style-type: none"> • Insurances Renewal • Accounts • Latest version of Register of Interests to be updated and draft circulated for approval and uploading to website • Reserves Policy – AH discussed the OSCR Reserves Policy procedure note which outlined the method for preparing a Reserves Policy. RS agreed to produce Draft for discussion at next meeting • Risk Register – latest version to be updated and draft circulated for approval at next meeting 	<p>RS AH NF RS AH</p>
6.	Grant Funding	
	<ol style="list-style-type: none"> 1. Grant Applications Awarded 2. Hall - Soirbheas Tier 2 PA System (£3k) awarded. Quotation to be reviewed and contractor appointed 3. Hall - Strathglass Community Fund Hall Painting (£3k) Quotations to be sought and contractor appointed 4. Nurses House - Scottish Land Fund Tier 1 (£7K) – Completion report submitted. Final Award £5,765 anticipated. Payments to be made once funds received 5. Nurses House - Rural Housing Fund Stage 1 (2k) – Submit completion report once Nurses House quotation received 6. Community Action Plan – Strathglass Community Fund £3k 7. Community Action Plan – Soirbheas £5k <p>Grant Applications Submitted decision awaited</p> <ol style="list-style-type: none"> 8. Nurses House - Scottish Land Fund Tier 2 (£13.5k) – submitted 9. Nurses House - Robertson Trust (£90k) – submitted 10. Nurses House - SSE (£90k) – submitted 11. Nurses House - Quaker Housing Trust - £35k 12. Nurses House - Aviva - £30k <p>Grant Applications to be submitted</p> <ol style="list-style-type: none"> 13. Nurses House - Rural Housing Fund Stage 2 - £198k 	<p>AH AH AH AH via HSCHT</p>
9.	New Directors/Office Bearers	
	<ul style="list-style-type: none"> • Potential New Directors Angus Brumhead had declined invitation to attend meetings Potential new directors to be invited • Existing Directors NF to contact David Balharry to request confirmation of his resignation. 	<p>ALL NF</p>
10.	Correspondence	
	<ul style="list-style-type: none"> • Letter from MPLC re film license. Reply sent 	



	<ul style="list-style-type: none"> • Various e mails from Scottish Community Alliance • Various e mails from DTAS 	
11.	AOCB	
	<ul style="list-style-type: none"> • Forestry Land Scotland meeting had been undertaken 12/12/19 re community concerns and lack of Liason. Meeting to be arranged for Spring 2020. • 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 • AH asked if we could investigate the use of e mail newsletter notifications to members using software such as Survey Monkey or any other . • Registration with the Information Commission in connection with Data Protection had lapsed. Ele was key contact previously and we needed to ask for any previous membership info or updates 	<p>AH</p> <p>AH</p> <p>AH</p>
12.	Date of next meeting	
	Monday 16 th March 2020 @ 7.30pm	

Content of Minutes 17th Feb 2020 to be agreed

Proposed:

Seconded:

Signed:

Date: