

<b>Date and Time</b>	<b>Minute of Meeting</b> 20 March 2018
<b>Location</b>	The Loft, Cannich Hall
<b>Present</b>	Alan Hood (AH), Joni Strachan (JS) Ian Campbell (IC), Nigel Fraser (NF), David Balharry (DB),
<b>Apologies</b>	Ele Forster (EF), Kate McKinley (KM),

Item No.	Details	Action
<b>1.</b>	<b>Welcome and Apologies</b> Apologies from EF and KM.	
<b>2.</b>	<b>Minutes of previous meeting and matters arising</b>  Min of 27 Feb 2018 agreed as true record. Proposed IC. Seconded AH  Actions being carried forward <ul style="list-style-type: none"> <li>• Hall Electrical Inspection</li> <li>• Risk Register</li> <li>• Directors Interests</li> <li>• Public Entertainment License Renewal date to be altered to July 2020</li> </ul>	<b>EF</b> <b>DB</b> <b>DB</b> <b>AH</b>
<b>3.</b>	<b>Treasures Report</b>  IC reported to the Board <ul style="list-style-type: none"> <li>▪ IC proposed to appoint Daniel Palombo at Ristons to audit the accounts. AH seconded.</li> <li>▪ Confirmed that audited accounts would be submitted by 31 March 2018.</li> <li>▪ confirmed OSCR return submitted on 20 March 2018</li> <li>▪ aiming to have accounts for period July 2017 – June 2018 submitted by 31<sup>st</sup> August</li> <li>▪ provided analysis of accounts and demonstrated the oversight benefits for the Board in having regular reports on “forecast expenditure” against “actual expenditure” which IC offered to run until July (in the first instance)</li> <li>▪ highlighted that the Board should be vigilant with regard to debtors, cash flow and potential loss of revenue associated with bookings taken and not paid.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ highlighted the need for Board to satisfy itself the Hall as an asset is valued correctly</li> <li>▪ highlighted that the Hall Committee is compiling a list of aged debtors which it will pass to the Board</li> </ul> <p>The Board appreciated the detailed analysis and thanked IC for his working in bringing SACC finances into formal financial management software and his helpful insights into how best to manage SACC accounts and ensure appropriate Board oversight.</p>	
<b>4.</b>	<b>Governance</b>	
	<p>Articles of Association</p> <ul style="list-style-type: none"> <li>▪ AH confirmed that the modified Articles of Association need to be approved by OSCR following agreement/endorsement at SACC EGM/AGM.</li> <li>▪ AH proposed that the modified Articles of Association be presented at the next AGM. JS seconded.</li> <li>▪ AH to check notice period required</li> </ul> <p>Board agreed to</p> <ul style="list-style-type: none"> <li>▪ adopt the DTAS Code of Conduct and follow the Nolan Principles</li> <li>▪ adopt a common sense approach to ensure that we uphold the Codes of Conduct.</li> </ul> <p>Hall</p> <ul style="list-style-type: none"> <li>▪ renewal of the insurance certificate for SACC to be chased</li> </ul>	<p><b>AH</b></p> <p><b>AH</b></p> <p><b>AH</b></p>
<b>5.</b>	<b>Development Trust Membership</b>	
	<p>KM had submitted request for membership to DTAS and we are yet to hear back.</p>	<b>KM</b>
<b>6.</b>	<b>SACC Projects</b>	
	<p>Local Action Plan</p> <p>KM had circulated list of some community groups in the area. All to feedback any omission to KM.</p> <p>The Board agreed to compile a list of community groups and then identify which Directors would speak to each group. The role of the Directors in these initial meetings is outline the idea and explain what a Local Action Plan might entail. AH offered to produce a brief.</p> <p>Once the idea had been floated with each of the other Community groups SACC was offering to organise a larger meeting of those interested to</p>	<p><b>ALL</b></p> <p><b>AH</b></p>

	discuss how best to progress.	
<b>7.</b>	<b>Sub Group Updates</b>	
	<p><b>Cannich Village Hall – Responsible Director EF</b></p> <ul style="list-style-type: none"> <li>▪ Two new members had joined John Dyce and Alan Speed</li> <li>▪ A job description is being prepared for the role of care taker.</li> </ul> <p><b>Affric Land Use Group (ALUG) – Responsible Director DB</b></p> <ul style="list-style-type: none"> <li>▪ Draft Prospectus was agreed</li> <li>▪ Board noted that ALUG would now be circulating to Community</li> <li>▪ Trees for Life had offered to make a presentation to ALUG regarding an “East West Project”.</li> </ul> <p><b>Nurses House – Responsible Director AH</b></p> <ul style="list-style-type: none"> <li>▪ Presented draft project plan and highlighted the work required before a bid to the Scottish Land Fund could be submitted.</li> <li>▪ Highlighted that the aim is carry out feasibility study to clarify whether this is an income generating opportunity for the Community.</li> <li>▪ Board noted the significant investment of time from AH to make this happen.</li> <li>▪ Deadline for next round of SLF applications is 16 May 2018</li> </ul> <p><b>Toilet Block – Responsible Director AH</b></p> <ul style="list-style-type: none"> <li>▪ Nothing to report</li> </ul> <p><b>Resilience Group – Responsible Director AH</b></p> <ul style="list-style-type: none"> <li>▪ Nothing to report</li> </ul>	
<b>8.</b>	<b>Grant Funding</b>	
	Board agreed to approach DTAS for suggestion on how to fund Community Action Plans	<b>KM</b>
<b>9.</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>▪ Nothing to report</li> </ul>	
<b>10.</b>	<b>AOCB</b>	
	<ul style="list-style-type: none"> <li>▪ Board agreed to request min from AGM of Recreation Playing Field Committee.</li> </ul>	<b>AH</b>

11.	<b>Date of Next Meeting</b>	
	Monday 16 <sup>th</sup> April 2018	

**Content of Minutes of 20<sup>th</sup> March 2018 agreed as accurate.**

**Proposed:**

**Seconded:**

**Signed:**

**Date:**