



Minute of Meeting

Date and Time	7.30 24 July 2018
Location	The Loft, Cannich Hall
Present	Alan Hood (AH), David Balharry (DB), Ele Forster (EF), Nigel Fraser (NF), Richard Soper, Guest (RS)
Apologies	Joni Strachan (JS)

Item No.	Details	Action
1.	Welcome and Apologies	
	Apologies from JS	
2.	Approval of previous Minutes and Matters Arising	
	<p>The minutes of the previous meeting were agreed, proposed by AH and seconded by NF</p> <p>Matters arising and actions:</p> <p>AH proposed RS be confirmed as Director, seconded by DB. AH to ask Kate if she would mind registering RS with Companies House.</p> <p>Bank signatory forms. NF to become signatory. AH to source forms and advise. Bank signatories for SACC would then be AH, Carrie Fraser, DB and NF. AH and Carrie Fraser have access to bank account.</p> <p>DTAS membership. Still no confirmation. DB to speak to Rory and AH to speak to Scottish Land Fund (SLF) official to clarify concerns. Meeting agreed to amend constitution to bring into line with funding requirements of SLF.</p>	<p>AH</p> <p>AH</p> <p>DB AH</p>
3.	Treasurer's Report	

	<ul style="list-style-type: none"> • Balance at end of June: £6762.00. Notable expenditures – electricity bill c£2K. • Cash balance bubbling along at c£5,000.00 • AH commended Ian Campbell for continuing to complete accounts on behalf of SACC. • Meeting agreed that list of debtors be brought to next meeting • RS flagged that the requirement for payment in advance on booking forms may need to be more obvious. EF to check. • DB reminded about SACC BBQ. Agreed to extend to sub groups. EF to provide email contact details for Hall Committee 	<p>EF</p> <p>EF</p> <p>EF</p>
4.	Risk Register	
	<p>Preparation of Risk Register outstanding. DB apologised. Meeting highlighted high level risks as being under the following headings</p> <ul style="list-style-type: none"> • Finance – reserve and operating balance • Community mandate for actions - Toilet • Director capacity and motivation • Governance Structures • Assets • Motivation • Events – Risk assessments • Health and Safety procedures <p>Meeting discussed the financial and social cost of running the facility. Agreed to review after period now that a person had been appointed to clean.</p>	
5.	Development Trust Membership	
	DB to chase Rory Dutton	DB
6.	SACC Projects	
	<p>List of Community Groups has been prepared and a few additional suggestion were provided at the meeting.</p> <p>Meeting agreed the approach to groups would be along the following lines</p> <p><i>“We recognize the need for a Community Action Plan, we propose setting up a steering group, would you be interested in either becoming involved or consulted? Membership of the steering group is open to all and we are approaching our membership, community groups and businesses in the area. This is an open and inclusive process for all those in the SACC</i></p>	AH

	<p>area. Please advise if you think anyone has been missed”.</p> <ul style="list-style-type: none"> Meeting agreed that given the number of groups/individuals involved, SACC’s approach to groups and individuals would be by email in the first instance. AH agreed to draft a flier for discussion at next meeting. 	
7.	Sub Group Updates	
	<p>Cannich Village Hall – Responsible Director EF</p> <ul style="list-style-type: none"> Steve Dickens appointed as cleaner for the Hall. Meeting agreed that the Surgery as a principle user of the Hall should be provided with the code to the key box as a fall back arrangement for accessing a Hall should for whatever reason it be locked on their arrival. All present offered to be on standby as a contact that EF could call for assistance with the Hall. <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"> Highland Small Communities Trust had offered to help progress on a no fee basis. <p>Resilience Group</p> <ul style="list-style-type: none"> Nothing to report <p>Strathglass Gala</p> <ul style="list-style-type: none"> Posters have been posted. Shinty Club doing BBQ. 	EF
8.	Governance	

	<p>AGM</p> <p>Wording for invite to the AGM needs to be agreed at next meeting. Possibility that this might include some form of social component and flag that the big task for the coming year was the preparation of a Community Action Plan</p> <p>OSCR</p> <p>RS offered to look into the requirements with a view to taking on this task.</p> <p>Register of Interests</p> <ul style="list-style-type: none"> To be discussed at next meeting <p>Members Database</p> <ul style="list-style-type: none"> Nothing to report. <p>Insurance</p> <ul style="list-style-type: none"> RS highlighted limitations of existing policy and offered to help find alternatives when it come around for renewal. Capital insurance is £432,600.00 and contents £54,075.00 <p>Office bearers</p> <ul style="list-style-type: none"> Agreed to split secretary role, Ele to do minutes and Nigel to take on correspondence and Companies House liaison. RS volunteered to trial as secretary on a temporary basis 	<p>ALL</p> <p>RS</p> <p>DB</p> <p>RS</p> <p>EF/NF</p> <p>RS</p>
9.	Grant Funding	
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10.	Correspondence	
	None	
11.	AOCB	
	None	
12.	Date of next meeting	



	21st August 2018 - Cannich Hall (Loft)	
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Content of Minutes 19th June 2018 agreed as accurate.

Proposed:

Seconded:

Signed:

Date: