



Minute of Meeting

Date and Time 7.30 Monday 22nd July 2019

Location The Loft, Cannich Hall

Present Alan Hood (AH), Richard Soper, (RS), Joni Strachan (JS), Alan Speed (AS)

Apologies

Item No.	Details	Action
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1.	Welcome and Apologies	
	Apologies received from Nigel Fraser and David Balharry	
2.	Approval of previous Minutes and Matters Arising	
	<p>The minutes of the meeting dated 20th May 2019 were approved by JS and seconded by RS</p> <p>The following were matters arising from that meeting</p> <ul style="list-style-type: none"> Solar feed check – NF having difficulty with response Register of Interests was to be updated and placed on website No response regarding the police position on fraud Financial procedures to be formalised and written down. Banking arrangements to be reviewed and options for transfer to be tabled at next meeting Risk register to take forward to next meeting Hall Booking payment discrepancies to be reviewed (see Cannich Hall Minutes of Meeting below) Members Database to be reviewed and updated 	<p>NF</p> <p>DB</p> <p>RS / DB</p> <p>RS</p> <p>DB</p> <p>NF</p>
3.	Treasurers Report	

	<ul style="list-style-type: none"> Financial summary and bank statements circulated (see attached) Available funds at 22/07/19 £ 1,640.28 Payments to be made approved by all Directors present <ul style="list-style-type: none"> £6.95 Alan Hood Replacement Henry Hoover parts £7.50 Alan Hood replacement hand towel dispenser key £68.00 Carrie Fraser Booking Secretary costs June 2019 £68.00 Carrie Fraser Booking Secretary costs July 2019 £400.00 Hall Cleaner – July 2019 £89.26 Alan Hood Hall Cleaning Materials £148.14 Logic Alarms Routine Maintenance £90.00 Ritsons Preparation of Tax Return It was noted that 2 direct debit payments had been made in the period for <ul style="list-style-type: none"> £97.20 Zurich Insurance Payment £2,602.07 SSE Electricity Bill actual reading was correct and hall sub group to investigate electricity usage 	AS
4.	Risk Register	
	<ul style="list-style-type: none"> Risk register to be reviewed and costed at next meeting 	DB
5.	SACC Projects	
	<p><u>Community Action Plan</u> DB had circulated e mails and was obtaining estimates from consultants with a view to submitting Grant Application to Strathglass Dipper Fund</p>	DB
6.	Sub Group Updates	
	<p><u>Cannich Village Hall</u></p> <ul style="list-style-type: none"> Funding opportunities – Grant Application to be submitted to Strathglass Dipper Fund for redecoration of Hall No meetings have been held for 2 months New volunteers required. Facebook notice to be issued Discrepancies with Hall Booking payments The current outstanding invoice amount indicated on Hallmaster was £4,084.62 	AH AS

	<p>AS / DB had met with Carrie and DB was reviewing procedures and looking at recommendations for future processes RS agreed to review the outstanding invoices with Carrie to ascertain the actual debt and remove any errors</p> <p><u>Affric Land Use Group</u></p> <ul style="list-style-type: none"> • Ongoing <p><u>Nurse's House</u></p> <ul style="list-style-type: none"> • Full Housing Needs and Business Needs survey had been produced. • Grant of £7,350.00 had been awarded by The Scottish Land Fund • Grant of £1,500.00 had been awarded by The Rural Housing Fund • Meeting had been undertaken with HSCHT and actions agreed • Stage 2 expression of Interest to be forwarded to NHS Highland • Progress to be communicated via social media, newsletter etc <p><u>Resilience Group</u></p> <ul style="list-style-type: none"> • Nothing to report <p><u>Newsletter</u></p> <ul style="list-style-type: none"> • Newsletter to be produced and distributed prior to end Aug 2019 <p><u>Other</u></p> <ul style="list-style-type: none"> • Potential Affric Kintail sub group representative to be asked along to next meeting 	<p>DB RS</p> <p>AH AH</p> <p>JS</p> <p>AH</p>
7.	Governance	
	<ul style="list-style-type: none"> • Requirement for Music License (circa £350 pa) to be removed from register following discussions with AS and license no longer required. Thanks to AS for pursuing matter • It was agreed that the Annual General Meeting would be held on Wednesday 11th September 2019 @ 7pm • Confirmation Statement had been submitted to Companies House. Thanks to NF • Tax Return had been submitted on time to HMRC 	<p>AH</p>

8.	Grant Funding	
	<p>Current Grant in process were</p> <ul style="list-style-type: none"> • The Scottish Govt Rural Housing Fund £1,500 Nurses House • The Scottish Land Fund £7,350.00 Nurses House <p>The following Grants were about to be submitted</p> <ul style="list-style-type: none"> • Strathglass Dipper Fund repaint Cannich Hall £9,500 • Strathglass Dipper Fund Action Plan £5,000 • Soirbheas PA System Cannich Hall £3,500 <p>The following items required Grant funding bodies to be identified and costs to be obtained</p> <ul style="list-style-type: none"> • Replace external doors Cannich Main Hall £4 - £5 k • Replace Cannich Main Hall Window Blinds £2k 	AH DB AS / AH
9.	Correspondence	
	<p>28/06 DTAS Bulletin 11/07 DTAS member & Client Webinar 03/07 DTAS Annual Conference 03/06 DTAS Community Woodland webinar 03/06 HMRC Corporation Tax Reminder 07/06 Companies House Confirmation Statement due 26/06 Ritsons letter re Tax Return and invoice 06/06 RBS letter re bank signatories 27/06 RBS letter re European Payment Registration 09/07 Letter re Kate Forbes Surgery</p>	
10.	AOCB	
	<ul style="list-style-type: none"> • Forestry Land Scotland meeting 28/05/18 – AH gave feedback from meeting and issue re FLS attitude to community liason • Forestry Land Scotland Plan – SACC had been invited to field trip to review forestry plan in location on Saturday 31st Aug 10-3. AH asked if anyone else could attend • Soirbheas Transport Feasability Study – AH outlined a number of meetings and workshops he had attended on behalf of SACC 	AH ALL
11.	Date of Next Meeting	
	<ul style="list-style-type: none"> • Monday 19th August 2019 7.30 pm The Loft, Cannich Hall. 	

Content of Minutes 22nd July to be agreed

Strathglass and Affric Community Company Limited

Registered in Scotland No: SC361004

A Charitable Company Limited by Guarantee. Scottish Charity No: SC0040884.

Registered office: Cannich Hall, Cannich, Beauly, Inverness-shire IV4 7LT



Proposed:

Seconded:

Signed:

Date: