



Minute of Meeting

Date and Time	7.30 9 October 2018
Location	The Loft, Cannich Hall
Present	Alan Hood (AH), David Balharry (DB), Nigel Fraser (NF), Richard Soper, (RS), Joni Strachan (JS)
Apologies	Ele Forster (EF),

Item No.	Details	Action
----------	---------	--------

1.	Welcome and Apologies	
2.	Approval of previous Minutes and Matters Arising	
	<p>The minutes of the previous meeting were agreed, proposed by JS and seconded by NF</p> <p>Matters arising and actions:</p> <ul style="list-style-type: none"> • Bank signatory forms with RS for processing • The Article that conflicts with Scottish Land Fund to be reworded (art. 29) and Rory of DTAS informed DB. <i>Article removed and DTAS content. OSCR and Companies House to be notified following approval at AGM.</i> • RS to liaise with Hall treasurer (Carrie Fraser CF) to understand spreadsheets and marry with budget left by IC • The meter used to record the solar feed-in doesn't appear to be changing – possibly faulty. AH to supply details to NF to follow up. • Debtors list is currently at £2500, verbal update from AH suggested this had been reduced to £1500. EF to ask Hall Committee what they think best approach to reducing the debt. <i>The Board discussed the possible options including introducing mandatory payment in advance, no re-bookings if outstanding debt and/or increasing use of voluntary time to chasing debtors.</i> • Preparation of Risk Register. • NF to register on DTAS website 	<p>ongoing</p> <p>DB</p> <p>ongoing</p> <p>NF</p> <p>EF</p> <p>Discharged</p> <p>Ongoing</p> <p>Discharged</p>

	<ul style="list-style-type: none"> • Access available for DTAS portal. AH to share login so all can look at useful information • Updated to be checked by all and feedback given to AH before 18th September • Question raised whether members of subgroups need to be SACC members. <i>Articles silent on this issue</i> • Caretaker role proceeding well. Contractual position to be clarified. • AH has notified Highland Small Communities Trust that their help in reapplication is accepted. AH will contact them before next meeting. • Members need to be recalled before year end and resilience plan reviewed AH. • Data protection policy needs written and added to website before AGM invite goes out. • Agreed to send printing to professional printer rather than us printing. <i>£51.00 to be claimed back.</i> • Enveloping session required – AH to call date • Member details to be sent to Jim McCauley to create MailChimp spreadsheet for emailing AGM details • Name to be changed to SACC with Insurance Provider. <i>Information sent to Jim McAuley but not on website yet.</i> • RS to send J McAuley Trustee Profile and picture for website. 	<p>Discharged</p> <p>Discharged</p> <p>EF</p> <p>Discharged</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>RS</p>
3.	Treasurer's Report	
	<ul style="list-style-type: none"> • New Treasurer awaiting information. AH, RS and CF to meet and discuss transfer. • Position with end year accounts to be clarified. RS to enquire with Accountants • Board reviewed spreadsheets of actual v forecast <ul style="list-style-type: none"> ➢ Income from GP Surgery in 2018 unduly high and April payment out of sequence due to late invoice. Discrepancy between forecast c£790. Suggested reason was ?? xxx catch-up???? ➢ Water rates rebate?? ➢ Whist Club - no hirer charge all proceeds to Hall. ➢ Cannich Market to longer running ➢ Hall gutters blocked and could lead to water getting into the building. Mention to Hall Committee 	<p>AH/RS</p> <p>RS</p> <p>EF</p>
4.	Risk Register	
	<p>Risk register was discussed and agreed. Board agreed to revisit quarterly. Action next time on the Agenda was for Board to consider adding cost estimates to the Risks</p>	AH
6.	Sub Group Updates	

	<p>Cannich Village Hall – Responsible Director EF</p> <ul style="list-style-type: none"> Left to next meeting in Ele's absence <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"> AH met with representatives from the Scottish Land Fund and HSCHT. Highland Council (HC) have given approval to proceed with a Housing Needs Survey. AH to appoint HSCHT formally and agree programme of work. HSCHT will make application to HC on behalf of SACC. <p>Resilience Group</p> <ul style="list-style-type: none"> Nothing to report 	
7.	Governance	
	<p>REGISTER OF INTERESTS</p> <p>Latest information had been circulated all to check content and confirm agreement to post on website.</p> <p>OSCR</p> <p>Will require to be notified of changes to Articles following AGM.</p> <p>Companies House</p> <p>Will require to be notified of changes to Articles following AGM. DB to ask Kate for advice and pass on to AH</p> <p>Members Database</p> <ul style="list-style-type: none"> Nothing to report. 	<p>ALL</p> <p>tba</p> <p>DB</p>
8.	Grant Funding	
	Left to next meeting, where focus would be on needs of Hall Committee.	
9	New Members and Office Bearers	
	?	
10.	Correspondence	



	4 emails from DTAS and 4 from Scottish Land Fund	
11.	AOCB	
	Social event and quarterly news letter to be discussed at next meeting.	
12.	Date of next meeting	
	29 Oct - Cannich Hall (Loft)	

Content of Minutes 4 September 2018 agreed as accurate.

Proposed:

Seconded:

Signed:

Date: