

Date and Time	Minute of Meeting Tuesday 19 th December 2017
Location	The Loft, Cannich Hall
Present	Alan Hood (AH), Ian Campbell (IC), Dave Balharry (DB), Kate McKinley (KM), Nigel Fraser (NF), Joni Strachan (JS), Rory Dutton – Development Trust Association Scotland (RD)
Apologies	Carrie Fraser (CF), Ele Forster (EF)

Item No.	Details	Action
1.	Welcome and Apologies	
	<ul style="list-style-type: none"> ▪ AH welcomed Joni Strachan who was attending a few meetings with a view to potentially becoming a director of the Community Company ▪ Apologies received from Carrie Fraser and Ele Forster ▪ 	
2.	Development Trust Association	
	<ul style="list-style-type: none"> ▪ Rory Dutton gave a presentation on the Development Trust Association Scotland Ltd and the following items were discussed <ul style="list-style-type: none"> ➢ Development Trust Association Role, Structure etc ➢ Current Membership of Development Trust Association ➢ Benefits of becoming a member of the Development Trust Association ➢ Review of Governing Documents – RD indicated that he had undertaken an initial review of our current Governing doc's and there were a number of areas where the doc's did not comply with current funders requirements. It was agreed that Rory would forward a suggested template for new governing docs which could then be personalised to suit our requirements. ➢ Asset Transfer process and advice ▪ A question and answer session was undertaken and RD answered a number of questions posed by the attendees. 	RD
3.	Minutes of previous meeting and matters arising	
	<ul style="list-style-type: none"> ▪ The minutes of the previous meeting dated Tuesday 21st November 2017 were agreed as a true record Proposer - Dave Balharry Seconded – Kate McKinley ▪ The following matters arising from the previous meeting were discussed <ul style="list-style-type: none"> ➢ Director Appointments had been updated by KM with Companies House ➢ Community Mailshot – Amendments had been made and the mailshot 	

	<p>was being printed with a view to delivering prior to Christmas</p> <ul style="list-style-type: none"> ➤ IC had circulated e mail re Data Protection and it was agreed to register with the Information Commissioner and that Ele Forster should be the point of contact ➤ Feedback had been provided to DB re Affric Land Use Sub Group prospectus ➤ Meeting to be arranged to discuss handover of Financial Information for preparation of annual accounts ➤ Grant Application had been submitted by AH to Soirbheas to cover website development costs 	<p>IC</p> <p>CF / IC / AH</p>
4.	Sub Group Updates	
	<ul style="list-style-type: none"> ▪ Cannich Village Hall – Director responsible Ele Forster The hall continued to operate but with only 3 volunteers their ability to manage the day to day operations was restricted. CF continues in role as interim caretaker. Xmas Fayre was a huge success with lots of attendees. It was agreed that more volunteers to be sought ▪ Affric Land Use Group – Director Responsible Dave Balharry DB confirmed that final prospectus would be issued following receipt of comments and that a meeting of the group would be scheduled for early in the New Year to move things forward. ▪ Nurses House – Director Responsible Alan Hood Formal Expression of Interest had been issued to NHS Highland and meeting with NHS had been scheduled for 22nd Jan 2018 Formal registration of the project had been made with the Scottish Land Fund and the Rural Housing Fund via HIE and a Scottish Land Fund Advisor – Claire Munro had been allocated to the project A meeting was to be arranged in the New Year to work on the Stage 1 Application for Funding and the next Funding was available April 2018 ▪ Toilet Block - Director Responsible Alan Hood Nothing to report ▪ Resilience Plan – Director Responsible Alan Hood Nothing to report 	<p>EF</p> <p>DB</p> <p>AH</p>
5.	Governance	
	<ul style="list-style-type: none"> ▪ Due to time constraints the Governance schedule was not reviewed however the pressing issue was the Completion of the annual accounts (see Minute of Meeting 3 above) ▪ It was agreed to fully review the Governance schedule at the next meeting and allocate the responsibility amongst the sub groups and SACC appropriately at the next meeting ▪ It was agreed that a Register of Directors Interests (to avoid any conflict) should be prepared and a Risk Register to manage potential issues. DB confirmed he would prepare a draft for discussion at next meeting 	<p>DB</p>

6.	Finance	
	<ul style="list-style-type: none"> ▪ AH shared the Finance spreadsheets maintained by the Hall ▪ The income and expenditure spreadsheets were reviewed and the key figures for the period were as follows Expenditure £73.00 Income £1,893 Bank balance as at 30th November 2017 was £6,535.00 	
7.	Funding	
	<ul style="list-style-type: none"> ▪ Strathglass Community Council - £100 had been awarded to cover the cost of printing and the directors noted their thanks to the Community Council for this award ▪ Soirbheas – Tier 1 Grant Application had been submitted for £450.00 to cover website development. ▪ The Highland Cross – the application to repaint the hall exterior and interior had been unsuccessful 	
8.	Director's Responsibilities	
	<ul style="list-style-type: none"> ▪ Due to time constraints it was agreed to review Directors Roles and Responsibilities at the next meeting 	
9.	Correspondence	
	<ul style="list-style-type: none"> ▪ No correspondence received 	
10.	AOCB	
	<ul style="list-style-type: none"> ▪ Website – It was agreed that 3 Glens Internet to be instructed to commence preparing the new website and KmCK would be the lead contact for the SACC website and AH for the Hall website. ▪ FCS Liason Meeting – AH provided feedback from recent meeting (minutes were on Hall Noticeboard) ▪ Your Cash Your Choice – The Highland Council Discretionary Budget had opened and applications between £500 - £2,000 to be submitted prior to 28th Feb 2018. Potential Applications to be discussed next meeting 	KMcK / AH
11.	Date of Next Meeting	
	<ul style="list-style-type: none"> ▪ Tuesday 16th January 2018 (it was agreed to start the meeting at 7.30pm with a planned completion no later than 9.30pm) ▪ The dates for subsequent meeting were as follows 20/02/18 	

	20/03/18 17/04/18 15/05/18 19/06/18 17/07/18 21/08/18 18/09/18 16/10/18 20/11/18 18/12/18	
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Content of Minutes of 19 Dec 2017 agreed as accurate.

Proposed:

Seconded:

Signed:

Date: