

Minutes of Fort Augustus and Glenmoriston Community Company
Business Meeting
Held on Tuesday 25th February 2020
In the Resource Room, Fort Augustus Medical Centre

Board Directors Present: Chair - Harry Whiteside (HW), Phil Di-Duca (PD), David Campbell (DC), Jeff Dymond (JD), Felix Paterson (FP), Elizabeth MacEachen (EM), Lorn MacKay (LM), Derek Sumner (DS), Chris Nelson (CN)

Apologies: None

In attendance: Chief Officer – Angela Williams (AW), Administration Assistant - Sam Jones

Minute taker: Karen Edwards (KE), Administrator

Item	Minute	Action
1	Welcome & Apologies The chair opened the meeting welcoming directors and thanking them for attending. There were no apologies for absence. The chair informed Directors that Iain Farmer had resigned from the Board with effect from the 22 nd February 2020. He was thanked for his contributions in the past 5 years.	
2	Minutes from 10th December 2019 Approved by HW, seconded by FP	
3	Matters Arising from previous minutes <ul style="list-style-type: none"> FP advised the Board that he had been unable to contact Mr Girvans to date. HW advised that she had been unable to contact Ronald MacKenzie as he was away but she would do so as agreed. 	
4	Chief Officer and Organisation Priorities <ul style="list-style-type: none"> AW explained the background to the document and the fact that it is intended to be both strategic and operational. She talked through the overall aims of the document and asked Directors for feedback on the headings she had used. HW suggested that all Directors should read the articles of association again as this will help them focus on whether the Operational Plan meets the objectives laid out for the organisation. It was agreed that KE would email a copy of this to all. DS advised that he would want to see risk management as part of the plan. As it is vital that the plan reflects the needs of the Directors and the community it serves, it was agreed that additional meetings would be set up to focus on this document. The first meeting was agreed as Tuesday 17th March at 7pm in the Resource Room at the Medical Centre. This first session would start by focussing on the Community section. AW asked Directors if they felt a facilitator was needed to help with this. All felt that it was unnecessary at this stage but perhaps would be helpful as they work on more strategic aspects later. 	KE

5	<p>Budget 20/21</p> <ul style="list-style-type: none"> • HW and AW took the Directors through each section of the budget explaining many of the items and answering questions from the Board. • Some time was spent explaining the pay increase and changed hours for Community Caretakers for the coming year to allow for the quiet season lull and also what staff time would be dedicated to specific projects and therefore not part of core salary costs. • There will be no hanging baskets this summer as the cost was not reflected in the display around the village. An alternative is going to trialled with planters to create splashes of colour, the effect on these from weather conditions will be less. • As a charity some Directors were not expecting us to pay water rates for the Village Hall however HW explained our income caused the problem and that for VAT purposes we had chosen to opt to tax the building when the extension was built. As the VAT gains offset the cost. • It was anticipated that the rent for 2 Bunoich Crescent would be put up this year in line with Highland Council rent increase %. As the current tenant is due to leave shortly this will be timed for the new tenant. • At this point it was explained that the tenant had recently advised that they would be leaving although a date has yet to be confirmed. The process to obtain a new tenant would be: <ul style="list-style-type: none"> ▪ Advise all who have already expressed an interest in Old Convent housing along with other partners such as Highland Council and Albyn so that can alert interested parties. ▪ All applications will be judged blind. Admin to receive them and allocate a number retaining the top sheet with the name separately. ▪ Criteria to be applied as per the last occasion for the review panel to score against. • HW asked if Directors were happy for the new tenants to be given a budget for paint to be purchased and for them to do their own decorating to their taste as per the previous tenant. Some concerns were raised about the potential quality of workmanship and what personal taste might be. No consensus was reached. • HW proposed that in line with previous year's 25% of income from Stronelaig be moved for future years as designated funds. This has been done in previous years, although the % may differ. It secures the money for use when the current funding model ceases and by transferring it to designated funds it ensures it is available for future use. PD asked if this was allowable given that we have a significant loan for the housing project. HW explained that it was not possible to use this fund for that purpose as we had already drawn down the agreed amount towards the housing. Directors voted to move £99377 for future use. • HW asked if Board were happy to approve the budget. All agreed. 	
6	<p>Housing update</p> <p>It was agreed at the start of the meeting that this item would be moved to after AOCB in order that CN could leave the meeting due to his conflict of interest in relation to this project. CN left the meeting before the update started.</p> <ol style="list-style-type: none"> A. A neighbour's letter was discussed in full by the Directors and actions agreed. B. A report has been done on the wall which is on site and it has been deemed unsafe in its current form. There is an option to reduce the height of the wall to 1.2m and make it safe however the cost is 	

	<p>significant as the measures to make it safe involve pinning sections and replacing capping stones and securing them. The cost to just do this for the section nearest the housing would be £60K however because of the health and safety issues the whole wall would have to be done not just this part. The only exception would be the part nearest the A82. The other option is to remove the wall completely (apart from A82 section) to avoid health and safety issues both now and in the future. It was noted that the Community Caretakers team had removed some sections of the wall to make it safe. The Directors voted for health and safety reasons (7 to 1) to take the wall down. They asked that consideration be given to creating a feature for the housing from part of the wall, if at all feasible.</p> <p>C. It was agreed to hold a Drop-In session in the Village Hall on the 10th March from 3pm to 7pm to update the community on progress, the safety of the wall and other key issues. This would be used as an opportunity to get votes to name the street. Event to be manned by AW, KE and SJ supported by DS (afternoon) and FP (evening). The contractor is to be invited to attend. DS asked how progress would be communicated subsequently and AW explained that there were plans to do a regular newsletter, use of Facebook, website among other things.</p>	AW
7	<p>AOCB</p> <ul style="list-style-type: none"> • The Board discussed paper presented on the use of the School minibus by community groups. It was felt that the community had largely forgotten about it and certainly were unaware of the process to be followed for bookings. It was agreed that the Community Company needed to promote both the use of the bus and also ask for nominations for people to undertake the specialist training necessary. It was agreed that for those undertaking just the MiDAS training there would be no community payback required, however if they were doing D1 training with the associated higher cost then participants would be expected to do up to 4 trips for other groups as requested. Administrator to prepare a poster to be put up and shared on website, Facebook and to be sent to groups directly. • Bookings would be handled by the school with a list of potential drivers to also be held by them. The Administrator would liaise with school for feedback on use by community groups periodically. • It was agreed that Administrator would promote and obtain a current list of names and groups who are interested in undertaking the training then revert to the board for approval on who could go forward within the budget available. The Board were anxious to have a fair spread across the groups rather than it being largely representatives of just one. 	<p>KE</p> <p>KE</p>
8	<p>Date of next Meetings: Tuesday 17th March 2020 Operational Plan meeting Tuesday 31st March 2020 - Grants Tuesday 28th April 2020 Tuesday 26th May 2020 Tuesday 30th June 2020 - Grants Tuesday 18th August 2020</p>	