

# Minutes of Fort Augustus and Glenmoriston Community Company

## Board Meeting

Held on Tuesday 27<sup>th</sup> October 2020

Via Zoom

Board Directors present: Chair - Harry Whiteside (HW), David Campbell (DC), Jeff Dymond (JD), Elizabeth MacEachen (EM), Lorn MacKay (LM), Derek Sumner (DS), Chris Nelson (CN), Ronald MacKenzie (RM)

Apologies: Felix Paterson

In attendance: Chief Officer – Angela Williams (AW),

Minute taker: Karen Edwards (KE), Administrator

Item	Minute	Action
1	<b>Welcome and apologies</b> HW welcomed all to the meeting. Apologies received from Felix Paterson	
2	<b>Minutes from 18<sup>th</sup> August</b> These were both agreed by the Board as correct. Proposed by HW & Seconded by DS	
3	<b>Matters Arising from previous minutes</b> KE confirmed that progress had been made with the Christmas lights and that an order had now been placed for Glenmoriston for the items they required. A plan is in place for Fort Augustus and she is just awaiting the Community Council to confirm that it is as they require.  JD advised that he had updated the Community Council of the Director's decision and suggestions for the digital poster frame. Following that meeting he then advised the donor that the Council were unable to take them up on the offer.  DC was asked if it had been possible to obtain confirmation yet of what the fund from the local police and fire brigade could be used for. He advised that the initial thought had been to buy a further defibrillator for the other end of Fort Augustus. However the Fire Brigade are already committed to getting one for the Fire Station, which is in just the right spot, so there is no point in duplicating. He will revert once a decision has been made. HW requested that consideration be given to using the funds for maintenance on the defibrillators as the pads and batteries are quite expensive when they are needed.	DC
4	<b>Accounts for Year Ending 31<sup>st</sup> March 2020</b>  HW started by emphasising the key points from the Audit Management Report and explained the two adjustments. The summarised income and expenditure for the year were then discussed and explanations given for unusual entries, such as the unusually high rise in rent income for the Village Hall. This related to the fact that the office had been established and paid a rent to the Hall for the use of the room. HW asked all Directors to confirm that they had read the Trustees report. All confirmed that they had and were happy with it.	

	<p>HW then went through the following offering explanations of terms used:</p> <ul style="list-style-type: none"> <li>• Statement of Financial Activity</li> <li>• Balance sheet</li> <li>• Cashflow</li> <li>• Notes to the Financial Statements for support costs &amp; funds</li> </ul> <p>Additional explanations were also given for unusual entries to ensure the Directors understood the commitments of the community company. One item was found to be in error on the restricted funds. This was £208 income for community housing, this should in fact have been allocated to Community Caretakers as it was a payment for maintenance work. Directors were all in agreement that this should be altered before the accounts were signed off. The totals remain unaltered by this.</p> <p>HW proposed adoption of the accounts</p> <p>DC seconded this.</p> <p>DC thanked HW for all her hard work with the accountants in completing the year end.</p>	
5	<p><b>AGM arrangements</b></p> <p>AW asked the Board to consider postponing the AGM until January. The situation regarding the pandemic makes it very likely that this will need to be held via a platform such as Zoom. In order to ensure that we engage with as many people as possible and present in a professional manner this will require a lot of work. Added to which there is staff holiday booked for the next month. The Board were in agreement that this be delayed. HW confirmed that the AGM must be held within 15 months of the previous one which was held on the 19<sup>th</sup> November 2019. HW felt strongly that this should be as early as possible in January and not later. AW agreed to look at dates and revert to the Board.</p> <p>AW explained that this year there will be an Annual Report and would like to send this out to all households in the Community. This would carry a cost and asked for approval from the Directors to incur this. All were in agreement. For the AGM it is necessary that 3 Directors step down, although they may stand for re-election. RM was co-opted on earlier this year and will step down to stand for election. DC and EM both agreed that they were happy to stand down but remain committed to standing again.</p> <p>HW asked that JD &amp; DC review the membership list for changes that they may be aware of. KE to send it out to them.</p>	<p>AW</p> <p>KE/DC /JD</p>
6	<p><b>Glenmoriston Toilets – HW and JD declared a conflict of interest in this discussion</b></p> <p>AW talked through a paper that she had written for the Board. JD advised a correction to the history of the project which was noted.</p> <p>A bid has been submitted to the Rural Infrastructure Fund and Beinneun Fund to upgrade the toilets at the Millennium Hall. Whilst the bid is being submitted by Highland Council (although it has actually been developed by HW and AW) the Trustees of the Hall would be ultimately responsible for the contract and are concerned about the situation should anything unexpected happen that is not covered by the funding requested. HW &amp; AW would like to offer them the safety net of a contingency amount by applying to the Community Company for a grant to cover this eventuality. As the sum requested will be £20K a stage one application has been completed and shared with the board. The Board was asked to approve a move to a stage 2 application which will be sent to SSE.</p> <p>All were in agreement as the current situation is completely unacceptable.</p> <p>HW advised the Board that Highland Council will be taking responsibility for the toilets for a 20 year period. There will be a cost for using them and in the event of a surfeit this would be given to the Millennium Hall.</p> <p>DS asked what the reaction from the hall committee was to the proposal but HW explained that they had not yet been shown it as it was still a work in progress. It</p>	

	<p>would be shared once completed.</p> <p>JD expressed his thanks on behalf of the Community Council to HW &amp; AW for getting so heavily involved and moving this forward.</p> <p>All were in agreement that this should be moved forward to a stage 2 application.</p>	
7	<p><b>Chief Officers Report</b></p> <p>AW went through her report to the Board. She asked that the Lovat Estate be thanked for their help &amp; support with the new deed of servitude. They have been extraordinarily supportive in helping this to happen and kindly not passing on their legal fees. For which the Community Company is very grateful.</p>	
8	<p><b>AOCB</b></p> <p>AW will be setting up the new sub groups for Health &amp; Safety and Finance within the next few weeks and will be in contact with Directors to take on these roles.</p>	
9	<p><b>Date of next Meeting:</b></p> <p><b>Tuesday 8<sup>th</sup> December – Grant meeting</b></p>	