

Minutes of Fort Augustus and Glenmoriston Community Company

Board Meeting

Held on Tuesday 27th April 2021
Via Zoom

Board Directors present: Vice Chair – Felix Paterson (FP), Jeff Dymond (JD), Elizabeth MacEachen (EM), Lorn MacKay (LM), Derek Sumner (DS), Chris Nelson (CN), Vivien Taylor (VT)

Apologies: Harry Whiteside (HW) David Campbell (DC), Ronald MacKenzie (RM)

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

Minute taker: Karen Edwards (KE), Administrator

Item	Minute	Action
1	Welcome and apologies FP welcomed everyone to the meeting and presented the apologies.	
2	Minutes from 30th March 2021 These were approved by the board proposed by VT and seconded by DS	
3	Matters Arising from previous minutes None	
4	Health & Safety – Safeguarding AW explained that as the owners of the Village Hall we have overall responsibility for the safeguarding of children and vulnerable adults that use it. Unlike some halls we do not organise our own events therefore our policy needs to be focussed on those booking the hall having an appropriate policy in place. This came up recently as part of our application for the Public Entertainment License where we now have to provide a copy of that policy. KE then shared the policy which has been created on screen with Directors. She then explained that part of the booking process would now require us to ensure we have a copy of the user's policy and in fact may need to assist some of them in creating it. A copy of the policy will be forwarded to all Directors after the meeting. If any Director has a particular interest in this field it would be really helpful for them to work with the office on this.	KE
5	Housing Update AW explained that the report does not really recognise the large amount of detailed work that the sub-group are doing behind the scenes and thanked them for that. Key points that were explained were: <ul style="list-style-type: none"> The transfer of the SUDs basin to Scottish Water which is done as a land transfer arrangement. Scottish Water will have right of access to the basin for maintenance. She also explained that what you see now is not what it will look like once it is complete, there will be a reinforced grass surface around the top of the basin. The Social Investment Fund grant besides being used towards the overall 	

	<p>cost of the scheme is being used to provide some extras such as flooring in the kitchen and bathrooms of all the homes and also a wooden shed on communal ground which will be used as a communal tool store.</p> <ul style="list-style-type: none"> • There has been a slight change in the way the security (the Old Convent Land) will be used for the loans as this will now be ranked as Social Investment Scotland with Rural Housing Fund taking second place to them. The arrangements for this is currently being sorted out by Solicitors. All funders are in agreement with the plans. <p>CN expressed concern that the shared tools would be problematic and if broken or lost they would be no-one's responsibility. AW agreed that this concept needs more work to agree how it will work.</p>	
6	<p>Chief Officer's Report</p> <p>AW went through the report providing more information. Key points were:</p> <ul style="list-style-type: none"> • Risk assessments for our working practices and use of the Hall are being reviewed to ensure compliance. • Staff now starting to return to the office albeit only one at a time at present but with this changing as we can. The Caretakers are now back full time from this week with no member on furlough. The seasonal Caretaker re-joins in May. • Resilience Group has decided at the end of March to wind up operations. The remaining food was all distributed in a last round of Larder Boxes and the last few grants are just being finalised. • The Hall is still only open for essential things such as training. However the Cadets are now hoping to be back in May. Once restrictions ease more it is hoped that other activities can follow. • Recruitment for the Chief Officer position has started with adverts being placed on the following websites: Goodmoves (Third sector specific), S1jobs (Scotland wide), Hi Jobs. The closing date is the 3rd May for applications. To date there have been just 7 enquiries. <p>The Board discussed whether they should place an advert in a newspaper such as the Press & Journal at a cost of £900 to try and boost this. However it was agreed that those seeking work are far more likely to use websites and it was better to wait and see of those that apply if there was a candidate of the right calibre before exploring other options for re- advertising.</p>	
7	<p>AOCB</p> <p>A. Changes to Signatories on the Bank Account</p> <p>KE shared with the Directors the proposed changes to signatories for the bank accounts. This included adding CN and VT as signatories, removing AW later in May and additionally adding KE as an administrator for RBS and BoS. The Board unanimously approved these changes.</p> <p>B. New Accountants</p> <p>AW explained that following interviews with two potential accountants that the preferred option was for an organisation called Alexander Sloan based in Edinburgh & Glasgow. A copy of the letter detailing terms to be sent to all Directors following the meeting. The Board unanimously approved acceptance of this company.</p> <p>C. Communications Report – supplied in advance</p> <p>AW Explained that SJ had been asked to start looking at potential changes to the Website which is now not as flexible as we would like. However it soon became obvious that a bigger discussion was needed about how the Community Company communicates generally. SJ produced a paper reviewing the current communications and recommending some research to establish a way forward.</p>	AW

	<p>SJ talked through his paper and explained how he wishes to conduct research with the community.</p> <p>The Board were very enthusiastic about the need for this to happen as many felt that times have changed and a review is required to re-engage with the community and look at ways of engaging with those who have not engaged previously. They gave their unanimous approval for Sam to start the research. They also felt that some changes in keeping Directors informed as well would be helpful, now that the office is well established and handling more.</p> <p>D. Update on delayed grants</p> <p>KE provided an update for the Board on grants that had been delayed for a variety of reasons. Mostly these were delayed payments as activities had ceased for Covid in the past year.</p> <p>There were two grants however that required approval to the changes. These were G-122-2019 Kilchuimen Primary Parent Council whose grant which included a residential element has not been able to be completed due to Covid. The Board confirmed that they were happy for this grant to be rolled over until the residential centre re-opens and that should the Parent Council wish to apply for a further grant, whilst this one was still ongoing that would be allowed as an exception.</p> <p>The other was for G-114-2017 Fort Augustus and Glenmoriston Community Council. They had a grant which included £1500 towards a new interpretation board which was to be installed once the car park extension was completed. As this work has been delayed the interpretation has yet to be done. The Council have the funds still and they are protected for this project. The Directors unanimously agreed to this being retained by the Council until the work at the car park is finished although no date is yet known</p> <p>E. Potential apprentice</p> <p>VT asked if a potential apprentice maybe considered. She is studying for her BHS Riding qualifications whilst working at Loch Ness Riding. She is looking for help in paying the course fees. The individuals aim is to qualify and open an equestrian business in Fort Augustus. FP suggested that she looks at the website for more details and the application process but it is worth applying. VT to get more information.</p>	
8	<p>Date of next Meeting:</p> <p>Tuesday 25th May 2021</p>	