

Minutes of Fort Augustus and Glenmoriston Community Company

Board Meeting

Held on Tuesday 25th May 2021
Via Zoom

Board Directors present: Chair - Harry Whiteside (HW), Vice Chair – Felix Paterson (FP), Elizabeth MacEachen (EM), Lorn MacKay (LM), Derek Sumner (DS), Chris Nelson (CN), Ronald MacKenzie (RM), Vivien Taylor (VT)

Apologies: Jeff Dymond (JD)

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

Minute taker: Karen Edwards (KE), Administrator

Item	Minute	Action
1	Welcome and apologies HW welcomed everyone to the meeting. Apologies were received from Jeff Dymond.	
2	Minutes from 27th April 2021 These minutes were approved as a true record. Proposed by FP seconded by CN	
3	Matters Arising from previous minutes 7B - It was noted that the letter had not been sent to Directors. This is to be done now. 7E – AW has spoken to the young person and although the course does not constitute a traditional apprenticeship she is reviewing whether some other help may be possible. She will update Directors via email.	KE AW
4	Management Accounts HW had not had time to review the management accounts however she was able to share the Year End balance sheet with Directors. She explained the entries in full and explained the adjustments that auditors would be making.	
5	Recruitment Update AW explained that as only 2 candidates were suitable for interview the interviews would be postponed whilst the post was re-advertised . The new closing date is the 1 st June 2021. HW explained, to those Directors not directly involved, that a blind scoring process that was being used to determine if an interview was appropriate, As AW will be leaving on the 18 th June there will be a period without a Chief Officer. This is being covered by KE increasing her hours and some responsibilities for the period. Additionally Sharon Ferguson (previous Administrator) will be available for assistance with some project work as necessary.	
6	Housing Update AW went through her report to the Board. The handover is running about 6 weeks behind schedule and is now anticipated for the end of July. Work is ongoing for the Social Investment Scotland grant to get all the legal paperwork in	

	<p>place for the end of June.</p> <p>An application is being made to Nationwide to try and get funding for a housing project officer. This person would not only be responsible for the daily management of the homes but could also offer help and advice to tenants more generally as well as being available to help with any future projects for housing. The funding if successful would be for 2 years.</p> <p>From the pre-applications that were received 23 people were invited to complete a full application. These are now back and some follow up contact has been made by AW & KE to obtain extra information. The housing subgroup will be starting their assessments this week. The aim will be to have all 12 homes allocated to their new tenants by the 9th June.</p> <p>A celebration event is planned to incorporate not only the homes but also the land that was purchased originally. This may need to be split into two events – one for community and one for funders.</p>	
7	<p>Chief Officer Report</p> <p>AW went through her update. The Board were advised that interest was now being expressed in booking the Hall again. To fulfil the obligations only one booking a day is being taken and also ensuring that the cleaner can come in to do essential cleaning between uses. It was suggested that a second cleaner be lined up to cover times when the normal cleaner cannot help.</p> <p>As the extra cleaning required will have a cost impact it was agreed that the prices for irregular corporate use should be increased to allow for this.</p> <p>AW to investigate if there are any small Covid funds available to help with the extra cleaning costs.</p> <p>Invermoriston toilets – It was explained that work has been delayed whilst some issues are being resolved and that a further update will be given to Directors once the position is clearer.</p>	KE
8	<p>Communications survey update</p> <p>SJ shared the community questionnaire that he has devised. This was covered in detail with some minor changes being suggested to encourage more memberships.</p> <p>Initially it was intended to send out to those who have had contact with us, some face to face and some via Facebook posts, however the Board suggested that delivery to every household would be valuable. Some Directors were able to offer help with this. SJ to develop this idea further and adapt the form to reflect the proposed changes.</p>	SJ
9	<p>AOCB</p> <p>As this is the last meeting that AW will attend HW thanked her on behalf of the Board for all her work over the past two years and wished her every success in Langholm.</p>	
10	<p>Date of next Meeting:</p> <p style="text-align: center;">Tuesday 6th July 2021</p>	