

# Minutes of Fort Augustus and Glenmoriston Community Company

## Grant Meeting

Held on Tuesday 28<sup>th</sup> September 2021

In the Resource Room, Medical Centre, Fort Augustus

Board Directors present: Chair - Harry Whiteside (HW), Felix Paterson (FP), Ronald MacKenzie (RM), Vivien Taylor (VT)

Apologies: David Campbell (DC), Elizabeth MacEachen (EM), Lorn MacKay (LM), Derek Sumner (DS), Chris Nelson (CN),

In attendance: Chief Officer – Ian Leaver,

Minute taker: Karen Edwards (KE), Administrator

Item	Minute	Action
1	<p><b>Welcome and apologies</b></p> <p>HW welcomed everyone to the meeting. Apologies had been received from DC, EM, LM, CN and DS. As the meeting was not quorate it was agreed that a number of items would need to be postponed and a new meeting set up to discuss them. This was agreed as Tuesday 5<sup>th</sup> October via Teams, subject to a quorate number being available.</p>	IL
2	<p><b>Minutes from 18<sup>th</sup> August 2021.</b></p> <p>These were agreed as an accurate record. Proposed by FP seconded by HW</p>	
3	<p><b>Matters Arising from previous minutes</b></p> <ul style="list-style-type: none"> <li>• Caledonian Court – Completion Certificates have all been issued and the tenants are all now in possession of their keys, most have moved in. HW has spoken to the Head of Building Control to express concern about some of the issues during the build. They have requested that this be put in writing so that it can be investigated.</li> <li>• HW advised that the audit has been happening over the past few weeks and has taken up a considerable amount of time. She is however very happy at how thorough they are being.</li> </ul>	
4	<p><b>Management Accounts</b></p> <p>HW expressed her thanks to Eastbury Accounting for producing the management accounts. She suggested that the Directors take some time to read them through carefully and she would be happy to answer any questions they might have. She then ran through the highlights for the Directors present. It was explained that the loan made by Highland Council was yet to be repaid because of an administrative delay in the SIS loan being available. This has been extended after discussion with the Council.</p>	

5	<p><b>Grants</b></p> <p><b>a. Student Travel Bursaries</b> 6 student travel grants were approved.</p> <p><b>b. Groups</b></p> <table border="1" data-bbox="236 394 1326 969"> <tr> <td colspan="3">Kilchuimen Primary Parent Council</td></tr> <tr> <td><b>Grant Ref</b></td><td><b>Requested</b></td><td><b>Decision</b></td></tr> <tr> <td>G-139-2021</td><td>£9,669</td><td>Approved for £10,000</td></tr> <tr> <td colspan="3">           Conditions –           <ul style="list-style-type: none"> <li>• Play equipment should be available to all pupils out of school hours</li> <li>• Highland Council must take responsibility for the maintenance and insurance of the play equipment. This must be confirmed in writing by the school.</li> <li>• The Primary Parent Council must undertake some fundraising within the next year.</li> <li>• The school be asked to purchase the play equipment so that the money from the VAT can be saved and put towards repairs to the remaining play equipment.</li> <li>• The Community Company should be credited in any newsletter or promotion of the activity/equipment.</li> </ul> </td></tr> </table> <p>RM, LM &amp; EM had declared a conflict of interest for this grant. CN &amp; DC whilst both unable to attend the meeting had reviewed the assessment and sent supporting emails including suggestions for conditions. There were some minor questions that needed to be asked of the group and in particular if the school, could make the purchase to save the VAT and if Caledonia Play (suppliers of the play kit) could also do some repairs to existing equipment to get it to last longer.</p> <p><b>c. Glenmoriston Hall toilets</b> - item postponed for quorate meeting. See additional minutes below.</p> <p><b>d. Interlinked fire/smoke alarm grant proposal</b> – item postponed for quorate meeting. See additional minutes below</p>	Kilchuimen Primary Parent Council			<b>Grant Ref</b>	<b>Requested</b>	<b>Decision</b>	G-139-2021	£9,669	Approved for £10,000	Conditions – <ul style="list-style-type: none"> <li>• Play equipment should be available to all pupils out of school hours</li> <li>• Highland Council must take responsibility for the maintenance and insurance of the play equipment. This must be confirmed in writing by the school.</li> <li>• The Primary Parent Council must undertake some fundraising within the next year.</li> <li>• The school be asked to purchase the play equipment so that the money from the VAT can be saved and put towards repairs to the remaining play equipment.</li> <li>• The Community Company should be credited in any newsletter or promotion of the activity/equipment.</li> </ul>			
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6	<p><b>Chief Officers Report</b></p> <p>IL gave his first Chief Officers Report to the Board.</p> <ul style="list-style-type: none"> <li>• Caretakers – along with all the usual grass cutting and litter picking they have also undertaken some project work such as placement of new benches. It was agreed that IL would discuss specific placements with the Supervisor.</li> <li>• Weekend litter collection has now been finished for the year. It has been agreed with Monster Fish and chips that they will empty their bins last thing on a Friday and Saturday evening to minimise the issue of overflowing bins at a weekend.</li> <li>• A review of work needed at Old Convent Land was undertaken with particular emphasis on the state of the trees. It was agreed that FP would approach a tree specialist for his opinion on work that needed doing.</li> <li>• It was identified that an issue was developing with the community asking</li> </ul>	<p>IL</p> <p>FP</p>												

	<p>the Caretakers to remove and dispose of waste for them, both garden and household. It was confirmed by the Directors that all requests must be referred to IL. As this waste is the householders responsibility IL would need to establish if the need was genuinely because the applicant was unable to undertake the task themselves.</p> <ul style="list-style-type: none"> <li>• STAR have been commissioned to undertake a review of the Community Action plan which is now 3 years old. IL is in initial discussions to agree how this will be conducted. This will be via a mixture of Zoom and face to face meetings. There will also be an element of postal survey although the details of how to deliver this are yet to be agreed to ensure the highest level of participation possible.</li> <li>• IL has met with the Affric Highland Project to discuss possible areas of mutual benefit in the future.</li> <li>• The office have implemented a new Sharepoint IT filing system. This is not yet complete but will enable easier access to documents for all those who need it.</li> <li>• An expression of interest form has been submitted to NetZero for the Village Hall. The first part of this will be a free energy audit which will hopefully make some recommendations on how to improve electricity costs.</li> <li>• The Annual report is now ready for final approval, but a decision needs to be made on how and to whom it should be dispatched. It was decided to postpone this decision until the Directors were quorate. See extra minutes below.</li> </ul>	
<b>7</b>	<p><b>1 Bunoich Crescent</b></p> <p>HW advised that an application is being made to FERN for £75K towards the possible purchase of 1 Bunoich Crescent. If both funding applications are successful this will limit the funds the company needs to put in to around £23K.</p>	
<b>8</b>	<p><b>Reserves Policy - review</b></p> <p>As the Board is not quorate for this meeting this item was postponed until 5<sup>th</sup> October. See minutes below.</p>	
<b>9</b>	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>• A request has been made to amend the meeting dates to either the 1<sup>st</sup> or 3<sup>rd</sup> Tuesday of each month. This means that the Director representing the Community Council will not need to have meetings two nights in succession. It was agreed to amend this from next month to the third Tuesday.</li> </ul>	
<b>10</b>	<p><b>Date of next Meetings:</b></p> <p style="text-align: center;"><b>Tuesday 19<sup>th</sup> October 2021</b>  <b>Tuesday 18<sup>th</sup> November 2021</b></p>	

# Additional Quorate Meeting

## Held on Tuesday 5<sup>th</sup> October 2021

### Via “Teams”

Board Directors present: Chair - Harry Whiteside (HW), Felix Paterson (FP), Vivien Taylor (VT) David Campbell (DC), Elizabeth MacEachen (EM), Lorn MacKay (LM), Derek Sumner (DS), Chris Nelson (CN),

Apologies: Ronald MacKenzie (RM)

In attendance: Chief Officer – Ian Leaver (IL), Deirdre MacKinnon – on behalf of Community Council (item 5 c only)

Minute taker: Karen Edwards (KE), Administrator

<b>1</b>	<b>Welcome</b> HW welcomed everyone to the meeting and thanked them for attending this additional meeting to discuss items that needed an urgent decision. Apologies had been received from RM.	
<b>5</b>	<p><b>c. Glenmoriston Hall Toilets</b> HW explained to Directors that the Millennium Hall Committee had decided that they did not want to take up the £180K RTIF grant which had been awarded as they were concerned about the restrictions imposed. They had asked the Community Company to consider allowing them to use the previously granted £20K contingency funding for the whole project as funding to specifically replace the septic tank and install pay barriers at the entrance. After extensive discussion the Directors decided that they wished to meet with the hall committee to discuss their concerns and try and find a way to ensure that the toilets were opened and an ELSAN tipping point installed as this was felt to be in the best interests of the community.</p> <p><b>d. Interlinked fire alarm grants – proposal</b> A member of the community had suggested that funding be offered to help householders with the expense of fulfilling this government legislation. The Board discussed this at some length. It was agreed that whilst residents in rented properties would not be affected, as the landlord would be obliged to do this, there were some private homeowners in receipt of Council Tax benefit who would benefit from help. It was agreed that the Community Company would offer a grant to buy the appropriate kit for those in this circumstance who could demonstrate that they were in receipt of full Council Tax benefit and ineligible for support from elsewhere. If applicants have not sought support from elsewhere the Community Company will where appropriate provide advice on where support might be available. This grant would be offered for a limited period only to coincide with the introduction of the legislation.</p>	
<b>6</b>	<b>Annual report</b> The Board were in agreement that they would like the report to go to all households in the Community Company area and not just to members.	
<b>8</b>	<b>Reserves Policy review</b> The existing policy was reviewed by Directors. It was agreed to accept this with the terms as they are, with the exception of a slight change in the wording to make reference to a redundancy fund at bullet point on 6 months salaries. To be reviewed again in 2025, when the Stronelairg funds will be paid annually once more. At this point it may be appropriate to increase the reserve to 30% of income. It was advised whilst reviewing the policy that now we have staff over 5yrs we should have a redundancy policy.	IL