

Minutes of Board Meeting

Held on Tuesday 13th September 2022

At Fort Augustus Village Hall & via Zoom

Board Directors present	Felix Paterson (FP) – Chair, Jeff Dymond (JD), Chris Nelson (CN), Michael Alvey Anderson (MA), David Francis (DF)
Apologies	Elizabeth MacEachen (EM), Lynne West (LW), Fiona MacCormick (FM), Lorn MacKay (LM)
Also in attendance	Ian Leaver (IL) - Chief Officer
Minute Taker	Karen Edwards (KE) - Office Manager

Item	Minute	Action
1.	Welcome and Apologies FP welcomed Directors to the meeting and presented the 4 apologies. It was noted that the Directors present were still quorate.	
2.	Minutes of the meeting held on These were approved as a true record. Proposed by DF and seconded by MA.	
3.	Matters arising from minutes not on the agenda <ul style="list-style-type: none"> KE advised that minibus training had now been organised and it was hoped that the 5 MiDAS drivers would be authorised drivers by the end of November Community Shop in Invermoriston – there is an open event to discuss this being held tonight. Cost of Living Grant – There have been 15 applications in the first 2 days with £7000 already having been awarded. It was noted that some Directors felt low income working people should also have been included. It was agreed that if further funds were to become available or funds were left over this could be re-considered. Student Grants – KE passed on thanks from many of the students to the Board. They are very appreciative of the change made to this award. 	
4.	Chief Officers Report <ul style="list-style-type: none"> A stage 1 application has been submitted for the asset transfer process for both the Memorial Hall and Glentarff House in Fort Augustus . An expression of interest has been submitted to DTAS for a grant from their “Strengthening Communities” Fund. IL sought the board approval to submit a full 	

	<p>application. This would be for the post of a full time Development Officer for 3 years to further develop activities and amenities on the Old Convent Land. This would include infrastructure, development of a growing scheme, potential building to house a Men's Shed and other groups, along with other requirements for this space from the Community Action Plan. The Board supported a full application and it was agreed that MA would be the lead Director for the application.</p> <ul style="list-style-type: none"> • ELSAN Tipping Point – The Lease will be in place from next week and the ground works will start then. • EV Cars – IL is awaiting a date for the chargers to be installed. There is currently no update on the delivery of the cars. • Audit – IL explained that the auditors are currently working on this. Much of the initial work on providing evidence has been done but there may be further follow-on queries. He also explained that on discussions with Finance and the Auditors initial demonstrations had happened for an alternative to SAGE as our accounting system. The auditors are recommending the Xero system which can do everything we require but would be easier for the Directors to view should they wish to. It is written with non-accountants in mind and is also significantly cheaper to use. The Board were in agreement that the change is made to Xero if those involved feel it is a suitable alternative. 	<p>IL</p> <p>IL</p>
5.	<p>Update from Finance & Resources Group</p> <p>Directors had been sent the appropriate documents in advance of the meeting to give them time to read beforehand.</p> <ul style="list-style-type: none"> • The new style management accounts were shared with the Board. It was agreed that these would be shared with the F & R Group quarterly and presented to the whole Board annually at the end of the financial year. • IL explained that currently when processing a grant it has been split between 3 wind farm funds. This is a historic procedure and no-one can explain why it is done that way. The funders do not want it done in this way they would like one grant to one fund. The Board approved the change to one grant to one fund going forward. • IL went through the highlights of the Finance Procedures and Controls & Financial Standing Orders documents. He particularly drew the Directors attention to the limits for approval of unbudgeted spend and went through that in detail. The Board approved these documents for adoption. They will in future be included in the Directors Pack. • IL went through the Scheme of Delegation, he explained its purpose and how it would be used. The Board approved this should be adopted. 	

[illegible]