

Minutes of Board Meeting
Held on Tuesday 17th October 2023
At Memorial Hall, Fort Augustus

Board Directors present	Felix Paterson (FP) – Chair, Helen Clay (HC) – Vice chair, Chris Nelson (CN), Lynne West (LW), Michael Alvey Anderson (MA), Patrick Ungless (PU), Catriona Watson (CW), Frances Mansell (FMM), Kelvin Hill (KH), Lorn Mackay (LM), Fiona MacCormick
Apologies	Elizabeth MacEachen (EM),
Also in attendance	Karen Edwards (KE) - Operations Manager, Donna Green (DG) – Finance Manager
Minute Taker	Simon Canning (SC)

Item	Minute	Action
1.	Welcome and Apologies FP welcomed Directors to the meeting and presented the apologies.	
2.	Minutes of the meeting held on 19th September 2023 These were agreed as a true record. Proposed by CN and seconded by HC.	
3.	Matters arising from minutes not on the agenda. <ul style="list-style-type: none"> The Lunch Club will return to The Lock Inn as its venue from 6th November with limited numbers. Bank signatories paperwork is complete to upgrade LW and MAA to full authorisation powers. It is now with the bank to complete the process. We have been verbally advised that the hospitalised tenant will not be returning to the property. We are awaiting formal notification of this along with proposed date to end tenancy. Key safe at Kilchuimen Academy. The school have confirmed Highland Council have relaxed their position on the key safe location. We are awaiting Highland Council signing off paperwork to confirm we can continue with the installation. Dentist. KE has found a new contact who may be assist with progressing this. KE will arrange a meeting to discuss with the new contact. FM has a possible contact as well and will provide this to the office to follow up. 	

4.	Approval of Year End Accounts FP and DG held a meeting with the F&R subgroup and reviewed the auditors' report. The auditors have found no issues of concern. There were a few small financial amendments which DG has explained is reasonable and to be expected. Board approved the signing of the accounts.	
5.	Glentarff House FP confirmed the Community Company is still in the process of purchasing Glentarff House, which is in the hands of solicitors. He suggested a subgroup should be formed to manage the architect and contractors. It was agreed that the subgroup members are HC, LM, FMM, DG and the chair.	
6.	Memorial Hall – Potential Uses KE advised that Ian Leaver will be applying for a formal Community Asset Transfer for the property but has advised that a new valuation is likely to be required as the original one is now out of date. Given the issues faced with the current application to Scottish Canals the Board may wish to give further consideration to potential uses once the valuation is done. The application will be submitted with the original business plan for an office and meeting room for clubs. However, this can be changed to other community benefit uses later on if required or felt to be more appropriate. KE asked Directors to consider if they had any other suggestions for the use of this building. PU asked if Highland Council have a lease for the Memorial Hall and if so then it may be possible to transfer the lease to the Community Company. HC will investigate this. KH suggested the building could be used for a community gym.	HC
7.	AGM FP stated both he and EM will be standing down and will not seek re-election. FMM (co-opted) and LM are also standing down and will stand for re-election. This leaves one vacancy on the Board and members have been asked for nominations. In the event of multiple applicants a vote will be held at the AGM. KE reminded the board the date is 21 st November 2023 and that the Convent Land Development Officer Chris Rose is holding a community consultation on the potential uses of the land. It was agreed that HC and CN will meet with Chris Rose to discuss how the community consultation will run.	
8.	Position of Chair Post FP will remain as a co-opted Director until the bank signatories processes are completed. He asked the Board who would be prepared to stand as Chair. CW has agreed. No other Directors expressed an interest in standing.	

9.	<p>AOCB</p> <ul style="list-style-type: none"> • KE explained the “What’s On In Your Community” on 13th January 2024 at the Village Hall is an opportunity of promoting local groups. At present invitations are to Fort Augustus groups only however, subject to space this could be extended to Invermoriston/Dalchreichart groups or a similar event organised in Invermoriston. • SC stated a community member had suggested a bench at The Riggs for residents with mobility issues to rest, while on a walk or going to the shop. The proposed location is at the grit bin at the end of the path beside the River Oich. FP suggested the Community Company can investigate buying a job lot. It was agreed that other locations should be looked for first across the three communities. Directors to bring suggestions to the December Board meeting. • FP asked for the board’s agreement for DG to reduce hours to 15 per week, if any extra are needed then it can be paid as overtime. All agreed. • It was also agreed that DG be given full access rights to the bank accounts to reduce the need for Directors to have to spend time on the phone trying to resolve the changes that are approved by the Board. As things stand the bank will not talk to DG about the accounts. • KE has been researching a provider for the Community Action Plan and suggests the Local Place Plan is produced at the same time; and while this may be costly funding might be available. HC confirmed the Community Council are in agreement for this to move forward. • LW stated Invermoriston Community Shop has been shortlisted as a finalist in the national awards run by the Plunkett Foundation, in the category of Rural Vision Volunteering, kindly sponsored by Ansvar Insurance. • LW thanked the board for their support on agreeing for the damaged trees at the St Columba’s Well to be removed. • LW stated the Invermoriston Halloween Night has been cancelled as many of the attendees have opted to attend the Samhain Night at the Convent Land. LW asked if there is a way we can have a centralised calendar system to prevent the three areas having simultaneous events. SC will investigate. • LM has been asked about an apparent bonfire night at the Convent Land but there is no information on it. However, LM stated that holding an event like this may be a worthwhile consideration to bring the communities together. • CN suggested that whilst contractors are working at 6 Riverside Park that the roof insulation is checked to see if that needs upgrading. 	<p>All</p> <p>KE</p> <p>SC</p> <p>KE</p> <p>HC</p> <p>FM</p>
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	<ul style="list-style-type: none"> • HC is proposing re-starting a Soup and Sandwich lunch once a week at the Village Hall. She will be applying for a Community Benefit Grant to do this. • FM has details of a dentist looking for business and will pass the contact details on. • CW has been asked to do a presentation by Trees for Life; they have offered payment to CW who in turn suggested they make a donation. It was agreed that Sunflower Home Care will make a worthy recipient. • CW also suggested that for the Winter months, the monthly meeting days are changed to an alternate evening. This will reduce pressure on board members who volunteer at the Community Tuesdays. It was agreed this would be discussed at the December meeting. The December meeting will be in Invermoriston. • DG suggested CW has full bank signatory power as the incoming chair. All agreed. 	DG
10.	Date of Next Meeting AGM – 21 st November 2023 12 th December - Invermoriston	