

**Minutes of Board Meeting
Held on Tuesday 16th April 2024
At Millennium Hall**

Board Directors present	Catriona Watson (CW) – Chair, Helen Clay (HC) – Vice chair, Lorn MacKay (LM), Chris Nelson (CN), Michael Alvey Anderson (MA), Fiona MacCormick (FM), Patrick Ungless (PU), Frances Mansell (FMM), Kelvin Hill (KH)
Apologies	
Also in attendance	Karen Edwards (KE) - Operations Manager, Donna Green (DG) – Finance Manager, Paul MacIntosh (PM)
Minute Taker	Simon Canning (SC) – Admin Officer

Item	Minute	Action
1.	Welcome and Apologies CW thanked everyone for attending, noting that Felix Paterson has stood down as director with immediate effect. CW introduced and welcomed PM to the board as a guest this month with potential to become a co-opted director.	
2.	Minutes of the meeting held on 20th March 2024 These were agreed as a true and accurate representation of the meeting. Proposed by PU, seconded by MAA.	
3.	Matters arising from minutes not on the agenda None.	
4.	Community Council Assets CW reported the Community Council are preparing a list of assets that they would like the Community Company to take over. They are, in the short term, revising their Public Liability Insurance to an appropriate level. The Community Council have a residue of £1500 from a previous grant. The board agreed the Community Council can use this reserve to meet any legal costs in establishing the details of the assets they hold and any associated burdens. A request for a change in use of the funds will be made by the CC to FAGCC in writing.	
5.	Tarff Trading business structure DG presented a report on Tarff Trading's current structure and the sub-group's recommendation to change the status to Community Interest Company. The last financial year's figures are to be finalised; however, indications show Tarff running at a loss for its first year. The board agreed unanimously to the change of status and that DG should investigate and	

	<p>implement the maximum available rent holiday. This is a common practice in commercial property letting.</p> <p>KE reported Tarff Trading are accepting donations which are transferred into food vouchers redeemable in Tarff Trading only for food, with steps to ensure the vouchers are kept at a local level.</p>	
6.	<p>Apprenticeships</p> <p>KE presented the board with two apprenticeship applications.</p> <p>A-18-2024 CF Electrical - Angus MacKinnon</p> <p>A three-year course with support level of £25,291.04.</p> <p>A-19-2024 Lovat Hotel – Connor Kelly</p> <p>A two-year course with support level of £14,052.</p> <p>KE's assessments recommended both applications are accepted. The board unanimously approved both apprenticeships.</p> <p>KE asked the board for a volunteer for the apprenticeship sub-group. HC volunteered.</p>	KE/SC
7.	<p>AOCB</p> <p>a) Affordable housing and allocations policies</p> <p>KE reported the sub-group recommend the removal of homeowners from the current policies. This was approved by a majority.</p> <p>b) Cairngorm solar panels</p> <p>Cairngorm's response to the Company's correspondence indicates they will not accept responsibility for the leak as the warranty period has expired. The board agreed further legal advice should be sought.</p> <p>c) Resilience meeting update</p> <p>CW reported on the recent resilience planning meeting with SSE and Highland Council. CW and KE are investigating the feasibility of fitting generators to potential hubs. Net-zero grants are available which could potentially be used to prepare the hall for items such as improved insulation.</p> <p>KE and CW will prepare a timeline and continue investigating the resilience planning. A public meeting is to be planned for September.</p> <p>d) Staffing levels</p> <p>KE, DG, PM and SC vacated the room for this discussion. It was agreed by the Board that a review of staffing levels was needed and that this would be left for CW and KE to discuss and develop a proposal which will be taken to the Board for agreement.</p> <p>AOCB round the room</p> <ul style="list-style-type: none"> LM enquired about the use of the empty schoolhouse. The community council are investigating with Highland Council. PU presented an update on the Convent Land development. PU and HC continue weekly meetings with Chris Rose, Convent Land Development Officer. Currently investigating footpath and walkways' locations. Felling licence is progressing with works potentially completed in June. Wildlife Group potentially starting soon. 	<p>SC</p> <p>KE</p> <p>KE/ CW</p>

	<ul style="list-style-type: none"> • KE reported HC plans to continue with Soup and Sandwiches. However, the dishwasher has broken down and the large fridge/freezer has been faulty for some time. KE asked the Board if HC could apply for a grant as the Community Company to continue this popular service though the summer. This application will include a replacement fridge/freezer and a commercial dishwasher. The board approved this in principle and agreed that the dishwasher & fridge/freezer could be purchased now to avoid delay. For further discussion at future meetings, FA Hall should have a contingency fund in line with Millennium Hall and Dalchreichart's Hub. • Operations Manager's report – KE will produce a written report prior to future meetings and will be presented as Q&A to reduce time constraints. • KH explained some difficulties with the recent skip at Invermoriston where inappropriate items had been discarded into the skip. KH and others removed these items; however, it was agreed to produce a laminated sign advising of acceptable items. KH will be responsible for putting this up each time. 	SC
8.	Date of next meeting 21 st May 2024, 7pm at Memorial Hall, FA	