

**Minutes of Board Meeting**  
**Held on Wednesday 16<sup>th</sup> April 2025**  
**At Fort Augustus Village Hall**

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

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies</b> CW welcomed members to the meeting and presented apologies for FM	
<b>2.</b>	<b>Minutes of the meeting held on 19<sup>th</sup> March 2025</b> These were accepted as a true record proposed by PM seconded by FMM	
<b>3.</b>	<b>Matters arising from minutes not on the agenda</b> There were no matter arising from the minutes but further information sought on the Operations Manager report which is sent with the documentation in advance of a meeting. <ul style="list-style-type: none"> <li>Clarification was sought about the impact on 3 Glens of Sunflower Care at Home ceasing to operate. KE explained that the Community Company would continue to support their work through funding for the Co-ordinator and the work they do in running services such as befriending and handy person.</li> <li>Given Glen's recent accident the Board wanted to know what changes had been made to the risk assessments. KE explained it was about ensuring that the team had clear directions on who to call for help in the event that Glen was not available.</li> <li>Concern was raised about the need to close Tarff Trading for a day to undertake Stocktake. DG explained that given the problems we have experienced with the EPOS system the auditors had asked that a full stocktake was done in this way for this year. However she is having conversations with them about an alternate method for the coming year.</li> </ul>	

4.	<p><b>Update from Community Council</b>          HC advised that plans are underway to form a CIC to manage the 3 pieces of land owned by the Community Council. KE added that she had been approached about future funding and had advised that any application would be reviewed by Directors in the normal way. As funding will be needed for Solicitors fees she had also reminded the chair that they cannot appoint a solicitor until funding has been approved as that would make it retrospective which we cannot support. A request was made for an additional grit bin to be placed outside Bruce's Building on the Canalside closed to the bridge. KE to discuss with Caretakers.</p>	KE																														
5.	<p><b>Audit</b>          DG advised that the audit fieldwork would be starting in the middle of May with the plan being to have the draft accounts by the end of July.          She reminded Directors that in the event that they had any concerns which they felt had not been properly addressed by staff they should contact the audit manager directly, Jan Mansfield, her email address was available in the Operations Manager report.</p>																															
6.	<p><b>Grants</b></p> <table border="1" data-bbox="300 999 1198 1301"> <tr><td colspan="3">1<sup>st</sup> Fort Augustus Brownies</td></tr> <tr> <th>Grant Ref</th><th>Requested</th><th>Decision</th></tr> <tr> <td>G-212-2025</td><td>£840.57</td><td>Approved</td></tr> <tr> <td colspan="3"><b>For:</b> A VE Day celebration to be held in Abertarff Place. A family event lead by the Brownies as part of their badge gaining.</td></tr> <tr> <td colspan="3"><b>Conditions:</b> No alcohol to be purchased.</td></tr> </table> <table border="1" data-bbox="300 1339 1198 1603"> <tr><td colspan="3">Fort Augustus and Glenmoriston Community Company</td></tr> <tr> <th>Grant Ref</th><th>Requested</th><th>Decision</th></tr> <tr> <td>G-213-2025</td><td>£7,500</td><td>Approved</td></tr> <tr> <td colspan="3"><b>For:</b> To employ a consultant to design the contemplation garden for the Convent Land.</td></tr> <tr> <td colspan="3"><b>Conditions:</b> None.</td></tr> </table> <p>The Board also approved grant G-210-2025 Kilchuimen Primary Parent Council, which had been previously circulated by email . This is for £2887 towards taking P7 for a residential trip to Edinburgh.</p>	1 <sup>st</sup> Fort Augustus Brownies			Grant Ref	Requested	Decision	G-212-2025	£840.57	Approved	<b>For:</b> A VE Day celebration to be held in Abertarff Place. A family event lead by the Brownies as part of their badge gaining.			<b>Conditions:</b> No alcohol to be purchased.			Fort Augustus and Glenmoriston Community Company			Grant Ref	Requested	Decision	G-213-2025	£7,500	Approved	<b>For:</b> To employ a consultant to design the contemplation garden for the Convent Land.			<b>Conditions:</b> None.			
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7.	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>Directors Surgery – Only 2 people arrived for the surgery this evening. A further surgery will take place in May and June to see if numbers improve to make this worth the investment of Director's time.</li> <li>Skips – It was suggested that signage advising of items that could not be taken was insufficient. It was agreed</li> </ul>	SC																														

	<p>that in order to make the existing signage more obvious in addition a Sandwich Board would be used next time.</p> <ul style="list-style-type: none"> <li>• CW advised the Board that DG would be retiring at the end of 2025. She had been good enough to give plenty of notice for which the Board were very grateful. Following discussions between DG/KE/CW and book keeper CW proposed that we ask the Auditors to take on more work, a preliminary quote had been received so a detailed quote could be requested. In addition to that we seek a second book keeper to work alongside Deborah. The idea being to keep the advert broad in order to get the right person. This person could be partially trained, full time or part time. The Board agreed that the advert should be placed as soon as possible to try and get the person in place as soon as possible. Concern was raised that the Community Company management of the outsourced work needed to be clear.</li> <li>• It was also agreed that the Board would seek professional help from DTAS to review the management structure as the organisation continues to grow.</li> <li>• MA raised the issue of lack of office space. LM is going to look at likely costs to knock through into Cadets room and remove the stage to create more storage in the Hall.</li> <li>• KE advised that Scottish Canals had just told the Community Company Solicitor that they expected the Community Company to be solely responsible for the retaining wall on the shared boundary between their land and Glentarff House. It was agreed that in order to finalise this purchase this would be accepted.</li> <li>• KH asked about progress on a dentist for the area. It was confirmed that whilst a dentist had looked at the Medical Centre the amount of space available was insufficient even if the NHS would agree to sublet. No dentist has yet been found or space available to accommodate the need they have for both NHS and a private clinic. They rely on the private practice to support the NHS.</li> <li>• The Board approved the potential use of the Convent Woods for Bushcraft sessions, if the correct training has been undertaken by the volunteers. This will be assessed more fully once a grant application has been received.</li> <li>• CN asked about progress with the Cross on the Convent Land. PU advised that consultation with the community is taking place but no plan has yet been made.</li> <li>• CN requested that the bins outside the Fort Augustus hall be moved and stored by the Community Caretakers. It was explained that as these do not belong to the hall but to private residences this is not something that we can do. Any issue with bins being left there should be dealt with by the Community Council.</li> <li>• LM asked if any consideration could be given to removing the delivery charge made by Tarff Trading. KE</li> </ul>	<p>DG</p> <p>CW/KE</p>
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	explained that this was not possible. The deliveries are undertaken by one of the 3 staff members, the charge is already low (£5 or £10 depending on distance) it does not cover the costs for using the van or more significantly the staff time.	
8.	<ul style="list-style-type: none"> <li>• <b>Date of next meetings</b></li> <li>• Wednesday 21<sup>st</sup> May in Fort Augustus Village Hall Surgery prior to be with PU and either LM or HC</li> <li>• Wednesday 18<sup>th</sup> June in Millennium Hall, Invermoriston</li> </ul>	