



Minutes of Acharacle Community Company Directors' Meeting 15th June 2023

Meeting held at the Acharacle Community Centre on Thursday 15th June 2023 at 8pm

Attendees: Graham Finegold (GF), Helen MacGillivray (HG)

Directors:

David John Cameron (DJC)
Tracy Cameron (TC)
Fiona Cameron (FC)
Gillian King (GK)

Staff: Aukje Delnooz (AD), Lynn Chantrey (LC)

Minutes: AD

Apologies: Karen MacMillan (KM), Catherine Hay

Item	Topic	Action
1	Approval of minutes	
	Minutes of last meeting approved	
2	Matters arising and not dealt with in agenda	
	It was noted that a Special Resolution Meeting of members of Acharacle Community Company had been held prior to the current meeting to consider a special resolution. The resolution, that Shielbridge Hall should be transferred to Company ownership, had been carried by the ACC members. Completion of the transfer is subject to legal and regulatory work to be undertaken and then a final vote required by the Shielbridge Hall Community, yet to be arranged.	
3	Financial update	
	DJC: Quickbooks is working well and staff are being trained. FC and KM still want to learn as well.	FC & KM to arrange a time for Quickbooks training with DJC
4	Correspondence	
	Urram are applying for funding to do a survey regarding the housing needs of the villages on the Peninsula and have asked ACC to support this application. Everyone present agreed and it was noted that the information obtained would be useful for the Company's own activities.	TC will let Urram know that ACC supports their application
5	Regeneration officer	
	<p><u>Community Garden update:</u> One of our Garden volunteers has requested and received information about the ownership of the land. Some of it belongs to the Estate, some probably to the Council. AD asked if she can order copies of the deeds, but TC informed her that this matter will be sorted out by the Estate.</p> <p>AD has called an informal meeting on Monday 19th June 2023 with some of the Garden volunteers who use the Garden the most, to find out what their needs and wishes are and draw up a sketch of what the Garden could become. This will inform the group as to which tasks can be started during the Work Day on the 25th June 2023 and participants of the Work Day can give feedback and suggestions for further development.</p>	<p>AD to contact Kit to ask for a second quote for the deer fencing for the Community Garden</p> <p>When both quotes for fencing are in, TC to contact Duncan Baird, including AD in it, as a hand over of who's leading project.</p>



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	<p><u>Urram EV charger update:</u> Still waiting for the load check, but this is currently being processed by SSEN. Henry (one of our volunteers) is willing to dig the trench from the building to the location of the charger. (AD will put him in touch with the person who will install the charger, to discuss the requirements). AD has a meeting planned with Louise from Urram on Wednesday 21st June 2023 to talk about this project.</p> <p><u>E-bikes:</u> AD has spoken to Lilia Dobrokhodova at Morvern Community Company to ask how they run their e-bike scheme, which is so successful that it currently has a waiting list. Their members can use the bikes for £25/month. AD has created a new Facebook post and asked teenagers how they get information: Insta, Tiktok, Snapchat, so we can get younger community members involved as well.</p> <p><u>Communication:</u> In order to reach younger audiences (ages 15-30), not just to promote the e-bikes, but also for other activities, AD needs requested a work mobile. She wants to be able to join work related Signal/WhatsApp groups with a professional phone number.</p> <p>AD has created a new Facebook account ("Regeneration Officer") and is waiting to be made an admin for the ACC Facebook page.</p> <p><u>Other:</u> AD also asked about remote working and would like to work 2-3 days from the office and 3-2 days from home (depending on appointments and activities that require her presence at the Centre of course). AD is happy to use her own laptop, but will need access thorough Microsoft online portal.</p>	<p>AD to contact the tenants and inform them of installation date and location.</p> <p>AD to find out prices for simple mobile and contract</p> <p>DJC to make AD admin on the ACC Facebook page</p>
6	Monthly newsletter – Dè Tha Dol entries	
		<p>AD to draft write up of Special Resolution Meeting and short introduction of herself and LC to send round for approval in time for Dè Tha Dol deadline of 20th June 2023</p> <p>LC to check if Centre activities are listed correctly in Dè Tha Dol and update if necessary by 20th June</p>



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7	Membership applications / changes / board and office appointments	
	<p>One new membership application has been received and approved</p> <p>One new office appointment: Lynn Chantrey is Community Centre Admin Support for the next 3 months, 8 hrs/week</p> <p>Graham Finegold and Helen MacGillivray co-opted onto the board: Helen: DJC proposed and FC seconded; all in agreement. Graham: GK proposed and TC seconded; all in agreement.</p>	
8	Asset Management – Investment properties – café, Sunart Networks & House	
	<p>Directors confirmed that a feasibility study for the future of the building and sounding area should be progressed.</p> <p>Noted that the PO Building roof to be inspected.</p>	<p>AD to find someone to do a feasibility study for the building (look up who did the feasibility study for the Centre). Two strands: what could it be used for/what does the community want? And: what refurbishments are needed to make the building sustainable?</p> <p>AD to get 2 quotes for the roof of the PO Building to be looked at and repaired if necessary.</p>
9	Community Centre	
	<p>FC has created a digital booking form for the Centre, this is to be sent to all directors for review by email.</p> <p>The question of whether Food Hygiene Certificates are needed by those organising activities at the Centre, but it was agreed that this was not necessary.</p> <p>PAT testing: LC noticed not all appliances at the Centre have been PAT tested. Centre Manager was going to look in to get training and buy a PAT testing machine for trained people in the community to use. Meanwhile some appliances needed testing immediately.</p> <p>Hearing loop to be purchased for use in the Centre. TC currently looking at 2 models.</p>	<p>FC to resend the booking form to everyone and link the booking form to the Community Centre email account.</p> <p>LC to arrange for someone to PAT test appliances at the Centre (incl. e-bikes)</p>
10	Subcommittee reports	



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	<p>Play Park: FC reports that the grass has grown enough for company to install play equipment. Provisional date set for 10th July 2023. Two men will come to install most of the equipment and come back at a later date with an extra person to install the biggest piece. (In the meantime, it will be safe to use the other equipment).</p>	
	<p>Reflection Garden: It was agreed to try to establish ownership of the ground before progressing the project with a subgroup.</p>	<p>AD to look through emails to find Highland Council email regarding who owns the land by the church and pass on information about the ownership to Catherine Anne MacDonald, who will then lead Reflection Garden sub committee</p>
11	AOB	
	<p>DJC has got a quote from a company to create a new website (for £300?).</p> <p>AD and LC asked for clarification about their roles, e.g. organising the Craft Market is Lynn's task, but doing a survey/community consultation at the Craft Market is part of Aukje's remit. Any activities that will take place in the Centre (e.g. bingo, line dancing) will be organised by Lynn/Lesley.</p> <p>AD and LC also asked whether they should check any questions with one or all of the directors, as not everyone is in a position to answer emails promptly. For most issues it will be fine to have 1 or 2 directors' approval. If anything is urgent, flag the email as important and ask directors to reply within a set time frame (suggestions: 2-3 days – 1 week).</p> <p>It was confirmed that there is currently no communications budget but that this might be useful.</p> <p>LC also asked if she needed to be present at the Craft Markets. Agreed that it doesn't have to be LC, as long as someone from the Board or staff is present.</p>	<p>DJC to contact Becca Newbould at the Kilchoan Centre to enquire about who created their new website</p> <p>DJC to look into possible communications budget.</p>
12	Date for next meeting	
	<p>Thursday 17th August 2023</p>	