



## Applecross Community Company AGM

**Date:** 9th May 2018, 7.30pm  
**Venue:** Applecross Community Hall  
**Attendees:** Phil Buckley, Gordon Cameron, Roslyn Clarke, Ewen Gillies, Nick Goldthorpe, Valerie Hodgkinson, Lesley Kilbride, Owen Kilbride (Chair), Thomas Kilbride, Jacqueline Liuba, Megan MacInnes, Alison MacLeod, Jack Marris, Aron Paramor, Sarah Paramor, Henry Robertson, Saara Viitanen, Zuzana Vojackova.  
**Minutes by:** Roslyn Clarke

No.	Item
1	Welcome from Chair
1.1	Owen Kilbride started the meeting at 7.40pm by welcoming the attendees.
2	Apologies
2.1	Apologizes were received from the following people: Fiona MacKenzie, Daniel McCowan, Jill Olsen, Chris Ward and Frankie Ward.
3	Approval of minutes of previous AGM on 28 <sup>th</sup> March 2017
3.1	The previous AGM's minutes were approved: Proposed: Ewen Gillis Seconded: Alison MacLeod
4	Chair's report
4.1	Owen Kilbride presented his annual report: It has been just over one year since the last Applecross Community Company (ACC) AGM. It has been a very difficult year in Applecross. Ali Macleod was lost last year and he was a very large part of both ACC and Applecross Community Trading (ACT). We would like to carry on with the enthusiasm and belief that Ali had. He is sorely missed. Thank you Alison for continuing in ACC. Ali's efforts are eclipsed by Alison's efforts. ACC would not be where we are today without them.
4.2	The good news is the ACC are solvent. Accounts were in on time and LDO funding has been approved for another year. The bad news is lifeline services have only marginal profit. Highland Council are threatening to cut funding for the toilets. They are only marginally commercially viable with the aid of donations. They are critical to the health and viability of the community. The AppleJuice Hydro scheme, which has been developed by Alison and Ali, is going well. Soon this will feed money back into the ACC parent company and be able to help fund these community services. We have future plans to develop a company office and possibly a company manager position.
4.3	ACT - Broadband AppleNet The network upgrade is now complete. It took longer than anticipated and caused issues for many customers. Sean's workload has increased from 2 to 3 days to keep on top of maintenance and housekeeping (documentation and network mapping). Radio based networks need to be constantly maintained, especially in Scottish weather. Our monthly price has increased to £25 to cover the increased wages. Sean is an asset to the company and has a good knowledge of our specific system. ACT is vulnerable as we would find it hard to replace Sean. BT has offered a new high speed broadband service, however it is only to a limited area at Camusterrach and Milton. This could be problematic for financial viability of AppleNet. SSE are to install a fibre-optic cable over the hill. We don't know what this will mean for AppleNet yet. It is not clear if/when this will happen.

4.4

ACT - Filling Station.

The filling station is working well since the pump upgrade a couple of years ago. This year we have had touch screen replacement and a change in card processing company. We are trying to make enough profit to cover long term maintenance. We have increased the fuel markup in the summer to take advantage of NC500 trade; and a lower markup in winter. Many thanks to Jim for his help doing the fuel dips.

4.5

ACC Board

It has been a busy year for the ACC Board. There was a large turnover of Directors last year, with Judy and Elodie stepping down; and Henry, Roslyn and Valerie joining the Board.

This year we undertook a "Board Health check". The board was assessed by HISEZ and received a number of recommendations, including:

- Update articles
- Adopt company policies and procedures
- Training opportunities - Good governance and finance.

We now have a new financial procedure and finance sub-committee in place. We have also upgraded to an online accounting system (Quickbooks) which allows multiple access for administrator and accountant. We have developed our community survey with the help of SCDC and we are launching this today.

Board Directors have taken on the following roles:

Nick Finance

Valerie Communications

Henry Line management/HR

Ros Energy use/policies and procedures, Admin role

Jill and Daniel are stepping down from the board. Thank you both for your time and hard work. The retention of Board Directors is a hard task and is a vulnerability of ACC. We welcome anyone who would like to join us as a Board Director.

Thanks to Zuzu who is stepping down as our Company Administrator. She has been doing this role for the last few years and her contribution to the company has been invaluable. Amazing job, thanks very much Zuzu.

4.6

Valerie Hodgkinson spoke about ACC Communications:

This year we have produced a new logo and tried to improve our communication with the community. We have produced our ACC Newsletter this year and aim to produce more frequent updates. Next year we are hoping to redesign the company website, improve the structure, graphics and provide more information.

The General Data Protection Regulation (GDPR) comes into place at the end of May. ACC are adopting policies in line with this and will be sending out emails with regards to this. Members will need to opt in to be able to receive communications from us in the future. If you don't reply we cannot contact you in the future.

We have also designed some new signage and information boards for the Community Toilets and Filling Station, which we aim to put up soon.

4.7

Henry Robertson spoke about Line management and Contracts:

The ACC employee contracts have been the same for 7 years. The HISEZ Board Health Check advised us to review and update these, which we have.

I have taken over line management responsibilities for Alison. Alison reports to HIE account manager and is in regular contact with him. HIE are under scrutiny of LDO function. It is probable that funding may finish at the end of this year.

Roslyn has taken over the Administrator Role from Zuzu. There is a conflict of interest as Ros sits on the Board of Directors. We sought advice on this conflict and we were advised that this is practical on this role. Roslyn also waited until after the first round of advertisement – of which no one applied.

4.8	<p>Roslyn Clarke spoke about Policies and Procedures: The HISEZ Health check advised for company policies and procedures to be put into place. HTSI kindly provided us with templates for policies, and these have been adapted for ACC. These are currently ready for Board review and aim to be in place later this year.</p>
4.9	<p>Alison MacLeod spoke about her LDO role: LDO funding HIE currently fund the LDO position and it is their expectation that in time the community would take on the continuation of this LDO position. This is very challenging, as the AppleJuice hydro scheme is the only significant income. HIE require monthly reporting. Future funding requires project information and planning etc. There are funding applications and benefits to be made.</p> <p>Survey It is 10 years this week since ACC was formed in 2008. HIE conducted a survey 7 years ago, which highlighted housing and employment needs and outlined the role of the LDO. Tonight we are launching the ACC survey. This is specific to Applecross. The Board has generated this survey with the help from Scottish Community Development Centre (SCDC). ACC was selected for this free help. The survey meets the National Standards for Community Engagement and covers a range of topics and future planning. There are a number of reasons why we are undertaking this survey:</p> <ol style="list-style-type: none"> <li>1. The ACC is now 10 years old and moving into a second phase. The survey results will help direct ACC.</li> <li>2. The Applecross Trust survey was undertaken to generate their 10yr plan. Our response is for a 5 year plan.</li> <li>3. Survey results are key for funding applications.</li> </ol> <p>The survey is available online or in paper copies. The results will be analyzed by SCDC and the information provided back to the Board and community.</p> <p>Housing at the Surgery There is housing proposed beside the GP surgery. The feasibility work has been undertaken and there were no issues highlighted. We are submitting a funding application for architect fees and building application. It is anticipated that HSCHT will manage the houses and the allocation of housing.</p> <p>Feasibility work</p> <ul style="list-style-type: none"> <li>• Highland Council Carpark and Community Toilets The Community Toilets are currently subsidized from the Highland Council. There is a high demand for them with large numbers of tourists. They require regular maintenance and improvements. We are conducting an investigation into a larger building with more facilities; including an office, toilets and waste disposal unit (campervans).</li> <li>• Feasibility Toscaig pier. ACC will consider these areas.</li> <li>• Energy Use There is excess energy from the hydro scheme – we can only export 50KW, but we generate 90KW. Local use would be preferred as it could provide cheap electricity for locals and make more profit for ACT. M&amp;S fund could pay for feasibility study of this energy use.</li> <li>• Transport There is the possibility of an EV charging point. There is funding available, however we were unsuccessful at the last application.</li> <li>• Active Travel There are funding possibilities – eg. planning for paths/cycle routes.</li> </ul> <p>Survey will be able to highlight our priorities and will focus our project planning for next 5 years.</p> <p>Planning Aid Scotland The previous Housing Needs survey highlighted a lack of affordable housing in Applecross. In the past, Applecross Trust have offered sites which are not suitable for development of</p>

	<p>affordable housing. Funding for Planning Aid Scotland has been requested. PAS are volunteer planners. We would like PAS to highlight:</p> <ul style="list-style-type: none"> <li>• Available land</li> <li>• Feasible land</li> <li>• Land suitable for Highland Council planning permission</li> </ul>												
5	Proposed changes to ACC articles												
5.1	<p>Owen proposed two changes to the ACC articles:</p> <p>Removal of “associated” from Item 4.1:</p> <table border="1"> <tr> <td>4.1</td> <td><i>To manage community land and <b>associated</b> assets for the benefit of the Community and the public in general.</i></td> </tr> </table> <p>Is to be changed to:</p> <table border="1"> <tr> <td>4.1</td> <td><i>To manage community land and assets for the benefit of the Community and the public in general.</i></td> </tr> </table> <p>This was approved by vote.</p>	4.1	<i>To manage community land and <b>associated</b> assets for the benefit of the Community and the public in general.</i>	4.1	<i>To manage community land and assets for the benefit of the Community and the public in general.</i>								
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5.2	<p>Change of age limit from 18 to 16 years. This is detailed in Items 8.1, 8.2 and 36.2:</p> <table border="1"> <tr> <td>8.1</td> <td><b>Ordinary Members:</b> <i>those individuals aged <b>18</b> and over who: (a) are ordinarily resident in the Community; and (b) are entitled to vote at a local government election in a polling district that includes the Community or part of it; and (c) who support the Objects; declaring that, if an Ordinary Member ceases to comply with any of these criteria, he or she will be obliged to inform the Company and will thereafter be reclassified as an Associate Member, and that if the Company becomes aware of this itself it will so reclassify the member and notify him or her accordingly.</i></td> </tr> <tr> <td>8.2</td> <td><b>Junior Members:</b> <i>those individuals who are aged between 12 and <b>17</b> who support the Purposes. Junior Members are neither eligible to stand for election to the Board nor to vote at any General Meeting.</i></td> </tr> <tr> <td>36.2</td> <td><i>Annually after each AGM, the Board will seek to co-opt a Co-opted Director, who is aged between <b>18</b> and 25 years, with the specific role of representing the interests of young people in the Community.</i></td> </tr> </table> <p>This is to be changed to:</p> <table border="1"> <tr> <td>8.1</td> <td><b>Ordinary Members:</b> <i>those individuals aged <b>16</b> and over who: (a) are ordinarily resident in the Community; and (b) are entitled to vote at a local government election in a polling district that includes the Community or part of it; and (c) who support the Objects; declaring that, if an Ordinary Member ceases to comply with any of these criteria, he or she will be obliged to inform the Company and will thereafter be reclassified as an Associate Member, and that if the Company becomes aware of this itself it will so reclassify the member and notify him or her accordingly.</i></td> </tr> <tr> <td>8.2</td> <td><b>Junior Members:</b> <i>those individuals who are aged between 12 and <b>15</b> who support the Purposes. Junior Members are neither eligible to stand for election to the Board nor to vote at any General Meeting.</i></td> </tr> <tr> <td>36.2</td> <td><i>Annually after each AGM, the Board will seek to co-opt a Co-opted Director, who is aged between <b>16</b> and 25 years, with the specific role of representing the interests of young people in the Community.</i></td> </tr> </table> <p>This was approved by vote.</p>	8.1	<b>Ordinary Members:</b> <i>those individuals aged <b>18</b> and over who: (a) are ordinarily resident in the Community; and (b) are entitled to vote at a local government election in a polling district that includes the Community or part of it; and (c) who support the Objects; declaring that, if an Ordinary Member ceases to comply with any of these criteria, he or she will be obliged to inform the Company and will thereafter be reclassified as an Associate Member, and that if the Company becomes aware of this itself it will so reclassify the member and notify him or her accordingly.</i>	8.2	<b>Junior Members:</b> <i>those individuals who are aged between 12 and <b>17</b> who support the Purposes. Junior Members are neither eligible to stand for election to the Board nor to vote at any General Meeting.</i>	36.2	<i>Annually after each AGM, the Board will seek to co-opt a Co-opted Director, who is aged between <b>18</b> and 25 years, with the specific role of representing the interests of young people in the Community.</i>	8.1	<b>Ordinary Members:</b> <i>those individuals aged <b>16</b> and over who: (a) are ordinarily resident in the Community; and (b) are entitled to vote at a local government election in a polling district that includes the Community or part of it; and (c) who support the Objects; declaring that, if an Ordinary Member ceases to comply with any of these criteria, he or she will be obliged to inform the Company and will thereafter be reclassified as an Associate Member, and that if the Company becomes aware of this itself it will so reclassify the member and notify him or her accordingly.</i>	8.2	<b>Junior Members:</b> <i>those individuals who are aged between 12 and <b>15</b> who support the Purposes. Junior Members are neither eligible to stand for election to the Board nor to vote at any General Meeting.</i>	36.2	<i>Annually after each AGM, the Board will seek to co-opt a Co-opted Director, who is aged between <b>16</b> and 25 years, with the specific role of representing the interests of young people in the Community.</i>
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6	Election of new directors												
6.1	<p>Owen outlined the following changes to the ACC board this year.</p> <p>Two Board Directors are stepping down: Daniel McCowan and Jill Olsen. Owen thanked both of them for their time and hard work on the ACC Board.</p>												

6.2	<p>For the past year Henry Robertson has been a Board Director as a nominated representative from the Applecross Community Council. As he is no longer in this nominated role, he has requested to join the Board as an ordinary ACC member.</p> <p>Proposed: May McCuish  Seconded: Alison MacLeod</p>
6.3	<p>The Board has one new Director: Saara Viitanen.</p> <p>Proposed: Jack Marris  Seconded: Judy Fish</p> <p>Owen welcomed Saara to the Board. Owen noted that this appointment is in line with our articles which aims to have a Board Director aged between 18 and 25 years, with the specific role of representing the interests of young people in the Community.</p>
6.4	<p>Owen highlighted that a Board Director may be appointed by the Applecross Community Council. This has not yet been put into place this year, but we welcome someone to join our Board.</p>
7	Approval of accounts
7.1	<p>The 2016-17 accounts were approved.</p> <p>Proposed: Nick Goldthorpe  Seconded: Henry Robertson</p> <p>No questions were asked on the accounts.</p>
8	Appointment of accountant
8.1	<p>Owen said ACC uses accountancy services from Voluntary Action Lochaber (VAL). This year our previous accountant from VAL has retired and a new accountant, Sarah Kennedy, from VAL has been put in position. Owen asked for approval of this appointment. There were no objections.</p>
9	AOB
9.1	No comments received.
9.2	<p>Surveys were distributed.</p> <p>Meeting closed: 8.35pm</p>