



Board Meeting

DATE: 12th June 2018

VENUE: Hartfield House

Attendees: Owen Kilbride (OK), Valerie Hodgkinson (VH), Henry Robertson (HR), Roslyn Clarke (RC), Nick Goldthorpe (NG)

In attendance: -

Apologies: Alison Macleod (AM)

Minutes by: Roslyn Clarke

No.	Item	ACTION
1	Previous minutes	
1.1	RC checked about using a PO Box as company address. This is possible, we just need to include the physical address and postcode of the box. The filling station kiosk could also be used, but it needs a letter box on the door. OK said the filling station kiosk is more appropriate unless a potential office is secured within the next few months. OK to inquire with Applecross Trust and board to discuss at a later date.	OK
1.2	VH noted that the GDPR email was successfully sent out, but not that many "opted in". VH suggested this could be added to the ACC website. A privacy policy is required for the ACC website. VH has re-contacted Emma with regards to the website upgrade.	
1.3	Previous meeting minutes were approved. Proposed: Nick Goldthorpe Seconded: Valerie Hodgkinson	
2	Survey	
2.1	The ACC survey was discussed. Approx 75 completed online and an estimated 50 paper copies were collected, totaling 125 surveys. OK suggested we encourage people with housing needs to complete the survey.	
2.2	The survey data entry was discussed. It is important that this is completed by someone who is impartial and also competent. OK said Robin (SCDC) is able to do the data entry, but it would not be until next month. The board agreed this needs to be done asap. VH to ask if there is anyone suitable at Sabhal Mor Ostaig who would be interested in doing this. It is estimated approx. 12hrs work and a rate of £10/hour was agreed.	VH
3	Planning Aid Scotland	
3.1	OK discussed the email from AM with regards to the PAS brief. The scope of the work was discussed and drafted. RC to send draft Scope of Work to all board directors for review and approval.	RC

3.2	<p><i>Planning Aid Scotland Scope of Work</i></p> <ol style="list-style-type: none"> 1. <i>Identify land suitable for housing (individual houses)</i> 2. <i>Identify land for purchase for community housing</i> 3. <i>Identify land for self-build housing (plots)</i> 4. <i>Identify potential areas for commercial development</i> 5. <i>Identify potential areas for multi-purpose facility</i> 6. <i>Review of Steading area and near the hydro facility</i> 7. <i>Review of areas for paths and allotments.</i> 	
3.3	<p>PAS meeting to be arranged at earliest opportunity (mid-July). OK to confirm. It was agreed that a Forum representative was not required at this stage, however a representative from Applecross Trust to be invited. OK to contact Archie and invite to the PAS meeting.</p>	OK
4	LDO	
4.1	<p>OK discussed the LDO meeting with Ian Philips (HIE) which was held the previous week. The importance of project reporting and expense claims was highlighted.</p>	
4.2	<p>LDO key projects were outlined:</p> <ul style="list-style-type: none"> • Planning Aid Scotland • GP Housing • Survey Analysis 	
4.3	<p>HR and VH to meet this week with AM with regards to LDO expenses. It was noted that expenses are required by 22nd June. To allow time for processing by admin and HIE, they need to be submitted asap.</p>	HR/VH
5	Finance	
5.1	<p>RC and NG had a review of ACC books prior to the meeting. It was noted that the accounts are slightly off. RC believes this is due to data input errors from TSB account. The TSB connection to Quickbooks was offline for approximately 6 weeks, and items had to be added manually. When it came online again, items were doubled up.</p>	
5.2	<p>NG said the books are too far off to be easily recovered and recommends starting again from the start of the financial year (31st March 2018). The extra work is estimated at approx. 20hrs. The board agreed to this additional admin work to be completed by RC.</p>	RC
5.3	<p>The following items were requested for the accounts:</p> <ul style="list-style-type: none"> • Download a backup of existing books • Call QuickBooks to correctly “close year end” 31st March 2018 • Delete books until start of April 2018 • Set up chart of accounts and email to NG for approval • Re-enter all transactions to date. 	
5.4	<p>RC provided an overview of ACC transactions for May:</p> <ul style="list-style-type: none"> • Outgoings - Additional costs for admin handover, RC claimed 6 weeks admin and additional payment for Anna holiday cover. VH claimed mileage as well. • Donations - Toilets donations increased significantly compared to May 	

	<p>2017 and suggested signage working well.</p> <ul style="list-style-type: none"> • Large donation from local holiday house. VH and RC to develop a thank you template to be emailed for large donations. 	RC/VH
6	AOB	
6.1	<p>Relationship with Hall Committee: RC said that whilst handing out the surveys, several people have suggested that ACC should investigate the potential of the existing hall. The current relationship with the hall committee was discussed and it was agreed this needs to be improved. OK to discuss with ACT and contact the hall committee.</p>	OK
6.2	<p>ACC membership: VH said Katie Maclennan has asked to become a member of ACC. She lives permanently in Applecross, however is not on the electoral role here as she is not a British citizen. The board agreed this is not an issue and she is welcome to join.</p>	
6.3	<p>Toilet Signage: RC tabled the prices for the toilets signage and additional items. The following items were approved:</p> <ul style="list-style-type: none"> • 2 x vinyl signs (one large, one small) for toilet door • Exterior wood paint, brushes and wall frames. <p>The estimate was £250. New quotes are required and the board has approved up to a maximum of £300.</p>	
6.4	<p>Filling Station Signage: RC to email details to ACT board for their review/approval. This is to be paid by ACT.</p>	RC
6.5	<p>RC noted she is away approx. 24th June - 27th July. RC to continue working admin remotely. VH agreed to collect toilet donations.</p>	VH
7	Meeting closed at 10pm	
7.1	Next meeting date to be arranged.	