



## Board Meeting

**DATE:** 14<sup>th</sup> August 2018

**VENUE:** Hartfield House

**Attendees:** Alison Macleod (AM), Owen Kilbride (OK), Roslyn Clarke (RC), Saara Vitanen (SV), Valerie Hodgkinson (VH)

**In attendance:** -

**Apologies:** Nick Goldthorpe (NG), Henry Robertson (HR)

**Minutes by:** Roslyn Clarke

No.	Item	ACTION
<b>1</b>	<b>Previous minutes</b>	
1.1	Previous meeting minutes were approved. Proposed: Owen Kilbride Seconded: Valerie Hodgkinson	
<b>2</b>	<b>Finance</b>	
2.1	RC provided ACC Profit and Loss for financial year to date.	
2.2	2016-17 Accounts RC to contact accountant to question the £63,119 debt between ACC and ACT which is detailed in the 2016-2017 accounts. ACC would like an explanation for this and if it can be cleared for 2017-2018 accounts.	RC
<b>3</b>	<b>LDO Update</b>	
3.1	Planning Aid Scotland - AM said information has been forwarded to PAS as per the previous minutes, with the exception of the Survey Report. The Survey Report will be forwarded when it is ready. PAS to provide a quote and timeline. AM to forward Housing Needs Survey to Directors.	AM
3.2	Forum - RC to forward next Forum email to Directors. OK asked what would like to be raised at the next forum meeting (scheduled for 12 <sup>th</sup> September). 1. Community Pot - How is this to be accessed, is there a policy defining use and how to access? 2. Housing - ACC are actively working on this.	RC
3.3	Climate Change Fund (CCF) - EOI submitted and accepted.	
3.4	Energy Saving Trust - AM in process of submitting application which includes an EV charger point and electric bikes. AM discussed partial match funding for this project and suggested: - A portion of Ali's Memory fund - Detailing volunteer time.	
3.5	GP Surgery Housing AM asked Directors to submit brief CVs for use in GP surgery project. VH to forward examples/templates.	ALL VH

	AM noted that there are a couple of items yet to be completed by HSCHT (including check legal titles) before they can give us a complete invoice for the work completed on the feasibility study. After which a claim can be submitted to the Scottish Land Fund (SLF). AM to follow up with HSCHT and then submit SLF claim. Next step HSCHT to provide business plan for the Housing, then ACC can prepare application to Rural Housing Fund (RHF).	AM
3.6	Fisheries Local Action Groups (FLAG) - EOI unsuccessful for funding for Toscaig Pier and Shore Street carpark.	
3.7	LDO/Board Meeting - A meeting has been arranged with AM, OK, VH, RC for 7.30pm Thursday 23 August at the Schoolhouse.	AM/OK/ VH/RC
3.8	HR/OK met with Ian Philip. OK said the meeting went well, but highlighted the Board needs to have a better understanding of current projects.	
<b>4</b>	<b>ACT Meeting</b>	
4.1	OK provided a summary of the ACT meeting which was held 13-08-2018.	
4.2	Directors AM has stepped down off ACT Board after 10 years. Duncan Fraser has agreed to join the Board.	
4.3	Filling Station Signage - TBA by VH Sean Kilbride is managing fuel deliveries. Jim O'Hara is volunteering to dip fuel tanks weekly.	
4.4	ACT agreed to change company address to <i>The Filling Station, Shore Street, Applecross, IV54 8LN</i> A letterbox to be fitted to the Fuel Station Kiosk.	
4.5	AppleNet OK noted the survey results show a positive outlook on AppleNet. OK discussed the idea of upgrading to a fibre network distribution. VH suggested visiting/investigating other communities who have invested in this. AM noted there are small funding streams available for learning purposes.	
<b>5</b>	<b>Survey</b>	
5.1	The survey report was briefly discussed. Directors to read full report for next meeting.	ALL
<b>6</b>	<b>AOB</b>	
6.1	OK suggest a change of company address to: <i>The Filling Station, Shore Street, Applecross, IV54 8LN</i> This was approved by the board. Proposed: Owen Kilbride Seconded: Valerie Hodgkinson	NOTE
6.2	LDO Role OK said AM has emailed the board to request a reduction hours of her LDO contract to 2.5days. AM said she is giving 1 month notice from today (14-08-2018). AM noted that approval from HIE would be required for this change. This was discussed by the board and decided the following actions: 1. OK to contact HIE for approval of this change. 2. AM to provide job description of LDO role. 3. OK to email board to discuss. 4. Draft advert to be created.	OK AM OK

6.3	Website Upgrade - VH said the website content needs to be written before getting back to Emma Noble. AM/VH to provide information.	AM/VH
6.4	Thank you letter was prepared by VH/RC to be sent to any large and/or individual donations to ACC. This was approved by the board.	
6.5	Toilets - VH suggested a visual financial summary of the toilets would be beneficial. RC to provide figures to VH.	RC/VH
6.6	Newsletter - AM/SV to write content for next newsletter and VH to put together. OK to contact Robin (SCDC) to select the £50 winner of survey prize draw. LDO advert to also be included.	AM/SV OK
<b>7</b>	<b>Meeting closed at 9.15pm</b>	
7.1	Next meeting date Sunday 9 <sup>th</sup> September @ 7.30pm.	

# Applecross Community Company

## Profit and Loss by Month

1 April - 14 August, 2018

	Apr 2018	May 2018	Jun 2018	Jul 2018	1-14 Aug, 2018	Total
<b>Income</b>						
Comfort Grant	200.00	200.00	200.00	200.00		800.00
Donations						0.00
Ali's memory fund	-3,888.02	100.00				-3,788.02
Broadband Donations	65.00	100.00				165.00
General Donations			1,406.25			1,406.25
Toilets Donations	472.82	521.81	339.95			1,334.58
<b>Total Donations</b>	<b>-£ 3,350.20</b>	<b>£ 721.81</b>	<b>£ 1,746.20</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>-£ 882.19</b>
HIE CAM			-10,566.43			-10,566.43
Sundry Sales	207.40	20.00	10,419.94			10,647.34
<b>Total Income</b>	<b>-£ 2,942.80</b>	<b>£ 941.81</b>	<b>£ 1,799.71</b>	<b>£ 200.00</b>	<b>£ 0.00</b>	<b>-£ 1.28</b>
<b>Gross Profit</b>	<b>-£ 2,942.80</b>	<b>£ 941.81</b>	<b>£ 1,799.71</b>	<b>£ 200.00</b>	<b>£ 0.00</b>	<b>-£ 1.28</b>
<b>Expenses</b>						
Bank charges	5.65			17.80	11.50	34.95
CAM Office	32.40		145.00			177.40
CAM Travel		227.60				227.60
Hall Hire			10.00			10.00
Office expenses		29.95				29.95
Printing, postage and stationery		16.97	39.40	11.00		67.37
Repairs and maintenance		91.60				91.60
Toilet Supplies	83.36		140.96	17.90		242.22
Uncategorised Expense		20.00				20.00
Wages and Salaries	5,603.78	2,293.04	2,584.54	2,601.04	286.00	13,368.40
<b>Total Expenses</b>	<b>£ 5,725.19</b>	<b>£ 2,679.16</b>	<b>£ 2,919.90</b>	<b>£ 2,647.74</b>	<b>£ 297.50</b>	<b>£ 14,269.49</b>
<b>Net Operating Income</b>	<b>-£ 8,667.99</b>	<b>-£ 1,737.35</b>	<b>-£ 1,120.19</b>	<b>-£ 2,447.74</b>	<b>-£ 297.50</b>	<b>-£ 14,270.77</b>
<b>Other Income</b>						
Sundry income	4,131.00					4,131.00
<b>Total Other Income</b>	<b>£ 4,131.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 4,131.00</b>
<b>Other Expenses</b>						
Pensions	71.41	113.83	114.31	114.31	78.74	492.60
<b>Total Other Expenses</b>	<b>£ 71.41</b>	<b>£ 113.83</b>	<b>£ 114.31</b>	<b>£ 114.31</b>	<b>£ 78.74</b>	<b>£ 492.60</b>
<b>Net Other Income</b>	<b>£ 4,059.59</b>	<b>-£ 113.83</b>	<b>-£ 114.31</b>	<b>-£ 114.31</b>	<b>-£ 78.74</b>	<b>£ 3,638.40</b>
<b>Net Income</b>	<b>-£ 4,608.40</b>	<b>-£ 1,851.18</b>	<b>-£ 1,234.50</b>	<b>-£ 2,562.05</b>	<b>-£ 376.24</b>	<b>-£ 10,632.37</b>

Tuesday, Aug 14, 2018 02:46:49 PM GMT+1 - Accrual Basis