



Board Meeting

DATE: 9th September 2018

VENUE: Applecross Hall

Attendees: Henry Robertson (HR), Owen Kilbride (OK), Roslyn Clarke (RC), Saara Vitonen (SV), Valerie Hodgkinson (VH)

Apologies: Alison Macleod (AM), Nick Goldthorpe (NG)

Minutes by: Roslyn Clarke

| No. | Item | ACTION |
|----------|--|--------|
| 1 | Previous minutes | |
| 1.1 | Previous meeting minutes were approved. Proposed: Owen Kilbride Seconded: Saara Vitonen | |
| 2 | Finance | |
| 2.1 | RC provided ACC Profit and Loss for financial year to date. | |
| 2.2 | OK asked for note to be added to -£3,888.02 item in P&L Report. RC said this value is half of Ali's Memorial fund. All the money was put in the ACC account, and half was then transferred to the Scottish Creel Fishermen's Federation as specified by Alison Macleod. | RC |
| 2.3 | Change of address. RC said that no changes have been made yet and that she is not officially on either ACC or ACT bank accounts yet. This is still in progress. OK asked RC to engage Zuzu to help make these changes and for Zuzu to bill accordingly for her time. 1. Zuzu - Update Companies House - New address, remove AM as Secretary, check all director's information is up to date. 2. Zuzu - Update 2 x Bank accounts with new address. 3. RC - Update suppliers on an on-going basis. 4. RC - Update ACC headers etc. | RC |
| 2.4 | 2016-17 Accounts - RC said she has emailed accountant about £63,119 debt between ACC and ACT. She is on leave and we are awaiting a response. | |

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|-----------|---|--------------------------------|
| 3. | LDO Update | |
| 3.1 | <p>Planning Aid Scotland OK said that he contacted Planning Aid Scotland and asked about progress with scope of work and quote. They said they are awaiting information, but will get draft to ACC before the Forum meeting 19/09/2018. RC to collate information and forward to OK:</p> <ol style="list-style-type: none"> 1. Housing Needs Survey 2016 2. ALPS information - "Interpretation of landscape" 3. Pre-working group/survey data, "Dougie Survey Stuff" and Shared Vision Report 4. ACC 2018 Survey 5. Detail of Key Stakeholders | RC |
| 3.2 | <p>GP surgery Nothing to report. OK suggested we invite HSCHT to a board meeting in the future to discuss.</p> | |
| 3.3 | <p>OK said that Alison has now formally emailed her resignation at LDO, giving 1 months' notice and finishing 28th September.</p> | NOTE |
| 3.4 | <p>LDO Replacement OK asked HR to oversee the LDO advertisement and overall process.</p> <ul style="list-style-type: none"> ○ LDO advertisement has been submitted to WHFP 4th September. ○ VH to post LDO advert on Facebook page and on local notice boards. ○ RC to forward Fiona Begg's contact details to VH ○ HR to set up email address to receive LDO applications as well as collect any LDO handover material. (info.applecross@gmail.com suggested) ○ HR to ask AM to forward all emails/applications ○ HR to finalize job description with AM ○ Possible interview date suggested 27th September. | VH RC HR HR HR |
| 3.5 | <p>LDO handover OK suggested a meeting be held with AM to discuss LDO handover. VH to arrange. The following items were highlighted as handover priorities:</p> <ul style="list-style-type: none"> ○ Bank account details - statements, logins etc. ○ GP surgery housing funding details. ○ Key emails/information to be forwarded to generic email | VH |
| 4 | Survey | |
| 4.1 | <p>OK said Robin has sent the final version of the survey report and suggested Robin present the findings to the community at a public meeting. 10th October was suggested as possible date. OK to contact Robin.</p> | OK |
| 5 | AOB | |
| 5.1 | <p>VH said toilets and FS signage has been submitted to sign company.</p> | |
| 5.2 | <p>AppleJuice AGM is scheduled for 19th September. OK and RC to join the board on behalf of ACC.</p> | NOTE |
| 5.3 | <p>SV said she has heard rumors that the Venture Trust are to leave Hartfield House and that ACC are to take over the hostel. OK said ACC has not been approached or had any discussions about this.</p> | NOTE |
| 6 | Meeting closed at 9.45pm | |
| 6.1 | Next meeting TBC | |

Applecross Community Company
Profit and Loss by Month
 April - August, 2018

| | Apr 2018 | May 2018 | Jun 2018 | Jul 2018 | Aug 2018 | Total |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| Income | | | | | | |
| Comfort Grant | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 1,000.00 |
| Donations | | | | | | 0.00 |
| Ali's memory fund | -3,888.02 | 100.00 | | | | -3,788.02 |
| Broadband Donations | 65.00 | 100.00 | 50.00 | 50.00 | | 265.00 |
| General Donations | | | 1,406.25 | | | 1,406.25 |
| Toilets Donations | 472.82 | 521.81 | 339.95 | 700.75 | 457.35 | 2,492.68 |
| Total Donations | -£ 3,350.20 | £ 721.81 | £ 1,796.20 | £ 750.75 | £ 457.35 | £ 375.91 |
| HIE CAM | | | -10,566.43 | | | -10,566.43 |
| Sundry Sales | 207.40 | 20.00 | 10,419.94 | | | 10,647.34 |
| Total Income | -£ 2,942.80 | £ 941.81 | £ 1,849.71 | £ 950.75 | £ 657.35 | £ 1,456.82 |
| Gross Profit | -£ 2,942.80 | £ 941.81 | £ 1,849.71 | £ 950.75 | £ 657.35 | £ 1,456.82 |
| Expenses | | | | | | |
| 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 | | | 15.00 | 35.00 |
| Wages and Salaries | 5,603.78 | 2,293.04 | 2,584.54 | 2,601.04 | 2,375.54 | 15,457.94 |
| Total Expenses | £ 5,725.19 | £ 2,679.16 | £ 2,919.90 | £ 2,647.74 | £ 2,402.04 | £ 16,374.03 |
| Net Operating Income | -£ 8,667.99 | -£ 1,737.35 | -£ 1,070.19 | -£ 1,696.99 | -£ 1,744.69 | -£ 14,917.21 |
| Other Income | | | | | | |
| Sundry income | 4,131.00 | | | | | 4,131.00 |
| Total Other Income | £ 4,131.00 | £ 0.00 | £ 0.00 | £ 0.00 | £ 0.00 | £ 4,131.00 |
| Other Expenses | | | | | | |
| Pensions | 71.41 | 113.83 | 114.31 | 114.31 | 114.31 | 528.17 |
| Total Other Expenses | £ 71.41 | £ 113.83 | £ 114.31 | £ 114.31 | £ 114.31 | £ 528.17 |
| Net Other Income | £ 4,059.59 | -£ 113.83 | -£ 114.31 | -£ 114.31 | -£ 114.31 | £ 3,602.83 |
| Net Income | -£ 4,608.40 | -£ 1,851.18 | -£ 1,184.50 | -£ 1,811.30 | -£ 1,859.00 | -£ 11,314.38 |

Tuesday, Sep 04, 2018 07:56:49 PM GMT+1 - Accrual Basis

RClarke Additional Notes:

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| HIE Claim 14 (April-June) submitted 29-08-2018 | £ 6,872.00 |
| HIE Claim July-Aug not yet claimed | £ 4,485.00 |
| | <u>£ 11,357.00</u> |