

Applecross Community Company Board Meeting

DATE: 26th July 2016

VENUE: Community Hall

Present

Judith Fish (Chair), Tim Daplyn, Nick Goldthorpe, Owen Kilbride, Daniel McCowan

In attendance

Valerie Hodgkinson (graphic designer, first item only)

Alison Macleod (local development officer), Zuzana Vojackova (administrator)

Apologies:

Elodie Matthews, Jill Olsen

Previous Minutes of Meeting 31 st May	ACTION
<p>Minutes proposed by Nick Goldthorpe</p> <p>Minutes seconded by Judith Fish</p>	
Matters arising	
<p>A Report from the board members' training in May provided by Weave was presented again to directors that didn't attend the training. (Several points in the report were referred to during the meeting.)</p> <p>The Chair welcomed new board members. Tim Daplyn was co-opted after the AGM as a Community Council representative.</p> <p>The Annual Return was submitted to the Companies House and all board members are listed within.</p>	

Communications	
<p>Valerie presented options for the new company logo. It was a tough decision as all prints presented were very catching. The board eventually decided to go for the “mountain logo” featuring Bealach na Ba.</p> <p>The trading company logo will be the same logo with the ACT wording underneath.</p> <p>Emma Noble will design the new website with the chosen logo.</p> <p>The setup of Dropbox file for directors was explained and all agreed this is a good way of communicating and sharing files.</p> <p>The board agreed that there will be 7 days of minimum notice for the agenda of next meeting and 4 days for supporting documents.</p> <p>The newsletter was suggested to come out quarterly although this was thought to be a tight deadline. ACC will try for the newsletter to come out quarterly.</p> <p>A query was raised on means of contacting non-members and providing information as some of them don’t have email addresses. It was thought that displaying information on public notice boards, newsletters printed and displayed in public places e.g. shop and minutes on the website is appropriate way of sharing information with all members of public.</p>	All
<p>Suggestion was made by a member of public to make the donation box and the sign at the Public toilets more visible and also to add a sign in different languages. This was noted by the board. Action will be taken by ACT.</p> <p>The board will continue to follow the Action Plan from the training report and aim to fulfill the goals stated.</p>	
Trading Subsidiary Report	
<p>Alison presented (in Elodie’s absence) a report from the last ACT meeting which took place on 12th July and will normally take place a week before the ACC meeting (i.e. third Tuesday every month).</p> <p>Owen asked how to join the ACT board; Alison explained that he could join at any time and would be welcome to do so. She will add his name as a director at Companies House.</p> <p>The filling station is more reliable than in previous years and the rural fuel subsidy allows prices to be more competitive, and sales have increased as a result.</p> <p>The ACT board would like to set up a contingency fund where a reserve of money will be set aside to save for major upgrades/replacements. This decision was supported by the ACC board. Zuzana is to find out information on saving accounts from HSBC.</p> <p>A query was raised by a new board member about the relationship between the two companies.</p> <p>Post meeting note: Zuzana provided the following link which explains the situation. https://www.gov.uk/guidance/charities-and-trading</p> <p>The Comfort Scheme funding re Public toilets has been confirmed but has not yet been paid. The tap outside the Public toilets will be installed by Calum Gibb- <u>Ewen to arrange.</u></p> <p>The development of AppleNet is still underway and a number of issues need to be addressed. The connection to Mallaig is still ongoing.</p> <p>The AppleNet team is still looking for local people who would be interested to join the technical support team and attend training, as the scheme will always be vulnerable as long as it is entirely dependent on Sean’s expertise.</p>	ZV AM EG

Finance Report	
<p>Bank balance: £17,922 Commitments: £6000 Grant Payments Due: £7500 Cash in Hand: £1,005 (calendar sales and broadband donations from the Inn) Total: £20,427 This will be stored on Dropbox as well.</p>	<p>EM ZV (AM)</p>
New Projects	
<p>NHS housing 2 or 3 community owned affordable houses for elderly / disabled personnel being progressed at the moment. Care of elderly being developed alongside this. Alison has attended meetings with Highland Small Communities Housing Trust, NHS Highland local management, Dr Duffy, Highland Home Carers manager, Scottish Land Fund and others. Application for stage one funding is almost complete.</p> <p>Broadband Alison suggested a need for an extra AppleNet manager job to develop the scheme to its full potential. There was no objection to this and LDO will look for funding to cover this. The LDO and Sean met with Calum Stiven, Dan Rose-Bristow (Torridon Hotel) and Alex Gray (Two Lochs Radio) to discuss plans for broadband scheme for Torridon area, using backhaul from Shieldaig via Two Lochs Mast. This is of an interest to AppleNet as it could be an additional source of backhaul for Arrina, Kenmore and possibly Fearnmor, as well as allowing us to add AppleNet customers in Diabaig.</p>	
<p>Toscaig Pier ACC is looking into possible ownership of Toscaig Pier, possible reinstatement of Toscaig Ferry and possible developments on land there (not housing). The LDO has drawn up a draft for a two stage feasibility study for Toscaig Pier with Andrew Prendergast who will carry out the first stage once funding is in place from the Big Lottery Fund's Investing in Ideas programme. The results of the first stage will determine whether we go ahead with the second stage.</p> <p>Local Energy Use LDO has applied for funding to cover cost of installing an EV charging point at the hydro scheme, with a view to applying for funding for a community owned EV. The original private wires scheme which would have allowed the energy which can't be exported to be used locally was deemed to be too complicated. Highland Eco Design have put forward ideas for a simpler solution, but more feasibility work will have to be carried out on this. The simplest way forward would be new developments in the area of the turbine house, but this seems unlikely at the moment.</p>	

AOB	
<p>A board member mentioned the need for documentation of all projects and activities within the company. There are business plans in place for all projects which were created to support funding applications, but these need to be reviewed regularly. The board decided to look into the possibility of setting up and managing a Risk Register. Both would allow more informed management of projects and ensure continuity despite regular changes in board membership and should a member of staff leave.</p> <p>During the last meeting the board considered leaving RBS after ongoing communication and support issues and open an account with HSBC. This would be beneficial as the ACT already holds an account with HSBC and there would be no charges, unlike the RBS. This decision was proposed by Tim and seconded by Judith. Signatories for the account will be Judith, Elodie, Owen, Zuzana and Alison. The account signatories were proposed by Tim and seconded by Judith.</p> <p>Zuzana will obtain an application form from HSBC and will present it to the board on the next meeting.</p>	All (ZV,AM)
Date of next meeting	
30 th August 2016	

The meeting closed at 9.30pm