

Applecross Community Company Minutes

26th April 2016, 9pm Applecross Hall

Present: Judith Fish (chair), Alasdair Macleod, Ewen Gillies, Elodie Matthews, Marion Gilroy, Jill Olsen, Daniel McCowan, Jon Glover

In Attendance: Alison Macleod, Sean Kilbride, Zuzana Vojackova

Apologies: none

Meeting opened at 9pm

Agenda topics

1. Approval of last meeting's minutes (21/03/2016) and matters arising (which are not covered by the agenda)

Minutes approved by Ewen Gillies, seconded by Elodie Matthews

Matters arising:

Concerns were raised over the governance of the company. Some directors weren't happy that they had not been told that the company had been dissolved by those directors who did know. Directors had not received correspondence from Company's House.

Ali has agreed that not letting the whole board know had been a mistake in retrospect but was a decision made by those who did know on the basis that the situation would be remedied within a few weeks.

Alison explained again that the company was dissolved due to not submitting the annual return in 2015.

Concerns were raised about the broadband meeting as some directors felt they haven't been informed thoroughly. All agreed that better communication amongst the directors is needed.

It was suggested that if any director is approached by a member of public questioning any matters regarding the company and they don't feel they know the full and correct answer they should refer it to the board or staff member responsible for that particular area/project or ensure they have the correct answer first before giving out any information. **A Directors' Dropbox folder** will

be created to include all relevant documents to enable better communication and sharing of information.

Ian Philp at HIE has provided requirements to Judith that the board has to meet in order for the funding for a local development officer to continue. These rules are:

- a) The board is to undergo a governance training. (It was agreed that 7th May was the most suitable date. It was also suggested that potential new directors should attend this meeting.)
- b) Claims to HIE for Alison's salary etc for 2015-16 to be submitted by end of April.
- c) Up to date management accounts to be provided

The consequences of not meeting these conditions are that ACC will no longer have funding to employ and LDI and that the LDI salary payment for April and May (as a month's notice required) will have come from Company reserves. *(Note: HIE provides funding for LDO's job. Directors are answerable to HIE and LDO answers to the board of directors)*

Ian Philp (HIE) will be notified about the board's commitment to attending the governance training. Draft accounts and projections are to be sent to HIE.

Marion Gilroy and Jon Glover will be stepping down as directors at the AGM. They would both like to come back on the board at some point in the future.

A complaint has been submitted to OSCR about the Company.

Alison spoke to the officer at OSCR dealing with this, who explained why he had to investigate the complaint. All information required for this will be supplied by Alison and will be held in the directors Dropbox file in the future. All documents are to be provided to OSCR by 6th May (list of members, constitution, copies of minutes etc.) OSCR also welcome any evidence of unfounded criticism of the Company in the past.

It was agreed that **meeting minutes** should go on the website when approved.

Actions:

Personnel responsible

Sharing of a Dropbox file with ACC info,
Directors to set up dropbox

Zuzana and Alison to provide information

Accounts and projections for HIE

Zuzana and Alison

Invoices still to pay

Elodie

Director in charge of AppleNet

Jill

Director in charge of communications	to be decided
Information for OSCR	Alison
Approval of minutes	All directors

2. Finance report

Alison has provided a financial report. It was agreed that a financial report will be provided to the board at each meeting and it will be held in Dropbox as well.

3. Governance

Discussed in no. 1

4. AppleNet

Discussion:

Sean has provided a current update. A trip to Portree has been made and the faulty line has been fixed. Sean thinks that the router on Raasay is possibly overheating and this may be causing the problems. This is to be investigated further. Sean is organizing a trip to Raasay in the next few days as all the equipment needed has arrived.

Sean has also mentioned that he has discovered one of the Portree lines having extra static IP addresses that we don't need and are an extra cost. This is to be cancelled promptly.

James Sweet has got in touch and informed Zuzana about migrating BT lines to Fluency will be possible soon. All lines that are out of contract (with BT) will be migrated to Fluency and the contracts will be on monthly basis. One extra line will be added.

Sean would like to put together a group of about 5 people to be responsible for maintaining and running AppleNet. He would like this group to meet once a week to start with, attend training and explore broadband solutions. AppleNet is in a need of more local expertise to sort out current and on-going problems. Directors agreed that any finance for this should come from AppleNet's income to the trading company.

Visit to the LocheilNet scheme was proposed as it appears there are opportunities to learn from them.

New equipment is to be added at the Campsite, Inn and hostel (VT) for a better management of visitor's broadband usage. The £50 connection fee will stay on but

the £18 will be cancelled. Better donation scheme is to be encouraged at the hostel. An efficient way of charging visitors for broadband is to be explored.

Alison provided directors with a document on possible ways ahead for AppleNet based on discussions with Calum Stiven at CBS (attached to minutes).

5. Communications

- 5.1 Newsletter is to be updated by Alison and sent out to the community.
- 5.2 Valerie has agreed to design a logo for ACC and Emma Noble will then design a new website.
- 5.3 AGM will be held on 31st May at 7.30pm. A short board meeting will be held before AGM at 7pm and after the AGM. Zuzana will book the hall for this.

6. Any other business

Recruitment of potential directors:

Alison will produce a “job description” for director’s position to give new potential directors an idea of what the role requires. At least two potential new directors have been identified.

Gary Williamson offered a **phone box** to ACC again and it has been accepted by the board and will be delivered to Ewen for refurbishment.

We will hear in May if the application for funding towards the costs of affordable housing at the NHS surgery is successful. There has been a lot of interest in the fund. DTAS is providing support to NHS personnel in the property department with the aim that this will result in a straightforward agreement to sell the land to ACC.

The CCF application for a one year long transport related project was withdrawn by Alison due to the lack of board capacity at the moment. It would have been a one year project involving a staff recruitment process almost immediately, had the application been successful. There is likely to be CCF funding available in the future, more likely for a two year project which would be more beneficial.

Alison has discussed a more straightforward way of using energy from the hydro scheme which can’t be exported with Jamie Wallace and Nick Chapman. The energy could be potentially be used at Craite Barn for all electrical requirement, not just heat. It could also be used for heat at the Inn.

Alison suggested that ACC and ACTco should not invoice **Apple Juice** for expenditure on the hydro scheme development because this expenditure had not been included in the AJ business plan and in any case AJ profits eventually come to ACC in any case.

Meeting closed at 10.50pm

Next meeting to be held on 31st May 2016 at 7pm in Applecross Hall followed by AGM at 7.30pm