

MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST HELD in STRATHERRICK HALL, GORTHLECK on WEDNESDAY 8 MAY 2013

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| Present | Graeme Ambrose, Sharon Ferguson, Lyn Forbes, Willie Fraser, Paula Page, Justin Sharp |
| Chair | Willie Fraser |
| In Attendance | Fiona Ambrose (Secretary) |
| Apologies | Morag Cameron, Fraser Ross, Alex Sutherland |

1. MINUTES OF THE MEETING HELD ON 10 APRIL 2013

Approval of the Minutes of the meeting was moved by Justin Sharp and seconded by Willie Fraser.

The Minutes of the meeting held on 10 April 2013 were duly accepted as a correct record, were approved and signed by the Chair.

MATTERS ARISING

ARTICLES OF ASSOCIATION

The Secretary had sent an e mail to Harper Macleod as agreed re the proposed fee but no response had been received.

The formal change of name to Stratherrick and Foyers Community Development Trust was still outstanding as the Community Council meeting at the end of April had been cancelled and therefore it did not consider the resolution.

FOYERS PUBLIC TOILETS

No progress can be made on this matter until the new elections to the Community Council take place.

DEVELOPMENT TRUST'S ASSOCIATION SCOTLAND

The Secretary had submitted the application form and as requested, a copy of the Articles of Association and the most recent accounts had also been sent to the Association. It was anticipated that the one of the Trust's Development Officers would make contact in the near future.

The Secretary left the meeting during discussion of the following item

2. INDISCRETION

The Directors discussed a recent e mail to a Director in which an inappropriate comment had been made about another Director. The Chair advised that the Secretary had apologised to the Director in question.

The Directors **AGREED** that this incident highlighted the need for training for staff and Directors alike.

On returning to the Meeting the Secretary apologised to all the Directors present.

3. **COMMUNITY COUNCIL REPRESENTATIVES ON THE TRUST**

The Chair referred to the recent resignations by 4 Community Council members which had resulted in the Community Council being in abeyance. The advice which had been given by Highland Council to the remaining Community Councillors was that those members who had been nominated as Directors of the Trust could only attend Trust meetings in the capacity as observers, if at all, until the Community Council was once again formally constituted.

4. **SURVEY QUESTIONNAIRE AND COVERING LETTER**

Following the meeting in April the covering letter and survey questionnaire which had been used by Fort Augustus and Glenmoriston Community Company had been adapted for use by the Trust.

The Directors discussed the draft documents and **APPROVED** them subject to a number of small changes being made, including the option of completing the questionnaire online. It was also **AGREED** that the Secretary would investigate the cost of return envelopes, using either franked mail or freepost.

It was also **AGREED** that a Logo competition be organised for the Open day

5. **GRANT APPLICATIONS**

a) **Energy Saving Grant – Gorthleck**

It was **AGREED** to award the sum of £3,000 towards the installation of PV panels at a house in Gorthleck.

b) **Energy Saving Grant – Whitebridge**

It was **AGREED** to award the sum of £1,750 towards the installation of a multi fuel stove at a house in Whitebridge.

The Directors **AGREED** that in future, if any application was submitted with only one or two quotes, as opposed to the three that was required, that evidence be sought from the applicant that every effort had been made to gain three quotes.

6. **APPLICATION FOR MEMBERSHIP - FORM**

Under Para 9.2 of the Articles of Association, any person who wished to become a member of the Company (The Trust) must sign, and lodge with the Company, a written application for membership in such form as the directors required. The Secretary had drafted an application form for consideration by the Directors.

The Directors **APPROVED** the application form subject to a number of minor changes being made and **AGREED** that reference to the form be included in the quarterly update being prepared for the Boleskine Bulletin.

7. **APPRENTICESHIP SCHEME FORT AUGUSTUS – UPDATE**

Sharon Ferguson provided an update on the steering group which had been established by the Glenmoriston Community Company to progress the setting up of an apprenticeship scheme for young people in the area and to extend this to include Whitebridge and Foyers and Invergarry as young people from these areas also attended Kilchuimen Academy.

The Directors **NOTED** the progress being made and agreed that Sharon Ferguson, Willie Fraser and Paula Page attend the next meeting of the Steering Group

8. NEW ACCOUNTANT

The Directors considered the approach to be taken to appoint a new Accountant in Inverness rather than continue with the current Accountants who were based in Thurso. This would enable the Treasurer to have easier access to advice and guidance when required.

The Directors **AGREED** that Graeme Ambrose and the Treasurer would develop a brief to include preparation of accounts, auditing of accounts and attendance at the AGM and bring this back to a future meeting and recommending a number of local accountants which should be approached for the work.

9. TRAINING FOR DIRECTORS

The Directors discussed who might be available to provide training for Directors on a number of issues including Governance, data protection and confidentiality.

It was **AGREED** that both Voluntary Action Lochaber and the Development Trust's Association Scotland (DTAS) might be able to assist and that this matter be progressed once the Trust had become a member of the DTAS.

10. SUGGESTIONS FOR IMPROVEMENTS

A list of suggested improvements had been sent to the Secretary by a member of the community. The Directors welcomed the suggestions, many of which were the type of suggestions which it was hoped would be received through the community survey.

11. UPDATE ON DIRECTOR'S ACTIVITIES

Directors had no activities to report since the last meeting.

12. EXPENSES SUBMITTED BY THE SECRETARY

The Secretary's expenses of £441 for the period 1– 30 April 2013 were **APPROVED** and signed by the Chair.

13. SMIDDY ARTICLE FOR THE BOLESKINE BULLETIN

The Secretary referred to the Minutes of the Meeting held on 6th March at which it had been agreed that a report should be prepared for the next Boleskin Bulletin, based on the Chairman's report presented at the AGM, to fully advise the community of the Smiddy project.

It was **AGREED** that Lyn Forbes would prepare a draft which would be circulated to all Directors for comment.

14. ANALYSIS OF SURVEY QUESTIONNAIRE

Sharon Ferguson shared a booklet which had been prepared by AVANTI, the company which had been commissioned by the Fort Augustus and Glenmoriston Community Company to analyse the results of the survey which had been carried out in 2011.

15. FORESTRY COMMISSION EMPLOYEE

The Directors discussed the contents of a letter which had been received by a Forestry Commission employee and **AGREED** to look into this matter further.

16. DATE OF NEXT MEETING

Wednesday 5 June 2013 at 7.30 p.m. in Stratherrick Public Hall

The meeting closed at 10.20 p.m.

Signed by Chair

Date
