



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS  
COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT  
7.00pm ON WEDNESDAY, 5 SEPTEMBER 2018**

**Present** Peter Faye, Zoe Iliffe, Frank Ellam, Ken Sinclair, Sharon Ferguson, Garry Page, Hugh Nicol, Julie Murphy, Stewart Macpherson

**Chair** Peter Faye

**In Attendance** Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator)

**Apologies** Caroline Mortimore

**Declarations of interest** None

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting. The Chair gave special thanks to Amie and Stewart Macpherson for their help and assistance with the Summer Fun Day.

The Chair politely requested Directors to read and respond to his recent e mail in relation to the Trust's future structure and to have regard to legal requirements when sending any correspondence (including emails) or documentation out-with the Trust.

**ITEMS FOR DECISION**

**2. MINUTES OF THE MEETING 1 AUGUST 2018**

**Minutes of 1 August 2018**

Garry Page **PROPOSED** and Sharon Ferguson **SECONDED** and the Minutes of the Board meeting held on 1 August 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

**Matters Arising**

The Chair had recently attended the Highland Third Sector Initiative Awards ceremony in Strathpeffer at the invitation of SSE.

The Chair is meeting with Morven Smith next Monday to discuss the Stronelaig funding. It is hoped the funding will be with the Trust by the end of this year.

**Action by**

## **Apprenticeship Team**

The documentation has now been completely reviewed.

*Action: New poster with updated contact information.*

SF/SW

## **Olivia Grant**

The Project Co-ordinator sent a Trust badge.

## **ITEMS FOR DECISION**

### **3. FINANCE**

(a) The Finance Director advised the Board that the Glendoe variable was a payment based on energy consumption but is now a fixed payment. It was due in August and was received in August. The Finance Director then updated the Board and the figures in the finance report. At the end of month, the balance at the bank was £746,622.24. Cambridge bank have raised interest rates to 2%. The Trust has started correspondence with A9 Accountancy about whether it is now appropriate to register the Trust as a charity. The question that prompted this discussion was the potential recovery of VAT if the Trust registered as a charity. A general recovery of VAT would only be available if the Trust were carrying out a business, which it is not. The community benefit income is outside the scope of business and we are advised this is a route that the Trust should not take. However, VAT on certain supplies made to a registered charity can in some circumstances be zero rated. Given the types of projects the Trust is involved with just now, the most obvious VAT relief would be on construction materials and labour, for example the slipway might qualify. Longer term, it would include major work such as potential respite home/recreational building. There is no obvious heading that relief can be claimed on the broadband. Having charitable status would require the Trust to have a financial audit, A9 Accountancy advise their annual audit fee for a charity would be in the order of £4,000 (exc. VAT). With the potential costs the Trust are facing, the feeling is to proceed with the registration, bearing in mind future construction projects. The Board discussed the commitment of £4,000 plus VAT, per year. The Board discussed the possibility to deregister for VAT after five years and the Board were happy for discussions to be continued with A9.

The Santander Bank account balance is still over the compensation limit. The Trust are expecting to pay BCC a substantial amount very shortly. That would still leave a balance of £40,000 that approximates to the second and third years' payments to BCC. The Redwood Bank have a one year savings account and the Finance Director would like to put

£40,000 with them to protect it. The Board discussed and suggested perhaps more funds should be transferred to that account as more receipts are expected. The Finance Director advised the Board that the account can be opened via the Internet but as usual needs confirmation of all Director identity. The Board discussed the possibility of a riskier investment with Clarendon or another company. The Finance Director asked for approval to open a new bank account. The Board **approved** a new account to be opened with Redwood Bank.

*Action: Open Bank Account with Redwood Bank.*

FE

The Chair proposed to the Board that invoices be approved by two Directors rather than brought to the Board every month. The Board suggested that a randomly selected number of invoices be presented to the Board, for the sake of good governance. The Board **agreed** the proposal.

- (a) Administrator Expenses (LWK) for August 2018 £136.13
- (b) Administrator Timesheet (LWK) for August 2018 – 2.5 hours overtime for August.
- (c) Project Co-ordinator Expenses (SW) for August 2018 £475.45
- (d) Book-keeper's Invoice (FE) for August 2018 £211.00
- (e) Invoices
  - (i) Redkite Internet £70.00 for the website assessment
  - (ii) Bonza Balloons £102.99 for the summer event
  - (iii) R .Maclean £500.00 for the summer event
  - (iv) MB Catering £500.00 for the summer event
  - (v) SSE Hydro £12.08 for electricity to the second Hub
  - (vi) Arvika Consult £480.00 for planning drawings for the Riverside Field
  - (vii) Cromarty Firth Wireless Network £1,392.78

The Board **APPROVED** the payment of (b) to (e) (i) – (vii) above.

#### 4. **AGM**

The Board agreed the date for the AGM as 28 November 2018 at 7.30 p.m. at the Stratherrick Public Hall.

The two longest serving Directors will stand down and one other current Director has intimated they will also stand down and not offer themselves for re-election. Therefore, there are three vacancies. Posters and advertisements to be issued shortly and there is a note on the final page of the most recent edition of the Stratherrick and Foyers News.

*Action: Design, print and distribute notices asking for new Directors.*

SW

*Action: 28 November for AGM – book Hall.*

SW

*Action: Check to those to stand down and pass info to Chair.*

LWK

*Action: Voluntary Action Lochaber – quote for AGM printing and distribution.* LWK

*Action: Charitable status registration, continue discussions with A9 and investigate if a resolution would be required.* ZI, FE

## 5. MEMBERSHIP DETAILS UPDATES

The Board had received the current membership list. Not everyone had chance to review.

*Action: Directors to review and send any updates to LWK.* All

## ITEMS FOR NOTING

### 6. a. Project Co-ordinator Update

Steven took the board through his recent report, mentioning in particular “The News” and how substantial it is this month. The Board noted the current round of grant applications had recently closed and there were a healthy number of applications. In relation to the Bay, McGowans are preparing to crush the concrete slab and mobilise for construction of the Riverside Field entrance. The new post box is installed at Stratherrick Hall. The Board **agreed** a gift of thanks to Mr and Mrs Ambrose is appropriate. Scottish and Southern Energy Networks have approved the grant application from the Community Council for new plastic grit bins.

*Action: Design generic business card for Directors.* SW

### b. Broadband Team

The Board noted that a member of the Community has changed their mind about the installation of Broadband equipment at their property and unfortunately this has slowed down the rollout. The Board were pleased to note the level of interest in subscribing to the scheme continues to grow.

### c. Riverside Team

The Riverside Team had met and asked for a quote to re-fence along the north eastern boundary, as the creation of a soil bund from excavated material will make that task more difficult to undertake later. The contractors are currently on the fish farm site and will be moving on to the Riverside site imminently.

The Board noted that the Trust’s relationship with HRI Architects is now terminated.

An initial discussion has taken place with Colin Armstrong Associates and a decision whether to instruct them as the Trust’s new architects for the Riverside Field project will be put to the next Board meeting.

*Action: Arrange for CAA to attend the next Board meeting.*

PJF

**d. Apprenticeship Team**

The Board noted two more one-year apprenticeships have recently been approved in the sum of £7,000 (Agricultural) and £10,050 (Whitebridge Hotel).

The Board were very pleased to note the total of three approved apprenticeships.

The Board discussed the potential perception of individual gain where the Trust funds an apprenticeship, but agreed such grants are to encourage employment in the area and this is seen as a “legacy” for the Community.

**7. AOB**

**Inverfarigaig Residents’ Association**

**Purpose of Grant:** This grant was carried forward from the last meeting. The Board reviewed the completed assessment and discussed.

**Amount Applied For:** £7,345.20

The Board **APPROVED** the Grant in the sum of £7,345.20

**Fund:** Corriegarth

**Retractable Power Cable for Digital Projector**

The Board discussed the convenience and improved Health and Safety benefit of a retractable power cable for the digital projector equipment and agreed to obtain quotations.

*Action: Quotes for retractable cable.*

GP

**8. DATE OF NEXT MEETING**

Wednesday, 3 October 2018 Stratherrick Community Hall, Gorthleck.

*The Meeting closed at 9.00 p.m.*

Signed by Chair (PJF) \_\_\_\_\_

Date \_\_\_\_\_