

Craignish Community Company

Minutes of Board of Directors Meeting
Wednesday 11th September 2024 at 7.30pm at Craignish Village Hall

Present:

Board: Vicki Burnett (Chair), Mark Hampton, Ken Taggart (Treasurer), Jane Smee (Secretary).

Actions required:

- Mark to draft funding decisions matrix
- Mark to contact Ali MacLeod and Will Goudy about designated funds
- Vicki to contact Siobhan about funds and Chris Booth about funds and board membership
- Vicki to put out request to the community re the new craignish.info website
- Mark to contact Di Steele about help from Kilmartin Museum for the Kilvaree Stones
- Jane to check C3 website login process
- Ken to ask Iain Saunders about payment for the electricity supply at Talamh an Righ

1. **Apologies:** Mandy Clarke, Siobhan Healy, Laura Leslie-Sherwood, Ben Weaser.
2. **Board:** Ben had indicated his willingness to stay on the Board and it was unanimously agreed that he should be co-opted again until the next AGM. Vicki reported that sadly Mandy wishes to resign, as she has too many other commitments. Everyone agreed that she should be much thanked for her help over the past year. Jane will ask for a formal written resignation as required by our Articles.
3. **Minutes of the meeting on 10th July 2024 were approved. Matters arising not covered under other items:**
 - Funding matrix - Mark had seen a useful decision matrix in another context, and it had been decided that something similar might be useful to us when we have to take decisions on requests for funding or support in obtaining funding. We have occasionally been challenged on decisions we have made and it is important that in the future we maintain transparency and can show that we are making structured and informed decisions. Mark will draft a suggested matrix for the October meeting.
 - Vicki has sent thanks to Kames and to NHASMA. The key for the donation box at Kilvaree was given to Ken.
4. **Finance:**
 - **Treasurer's report**
 - Format: Ken had circulated a narrative overview report before the meeting. To keep things simple he is suggesting that full details of the balance sheet should only be circulated quarterly; otherwise the report would be like this one. It was agreed that this was the best way forward.
 - Scottish Charitable Incorporated Organisation (SCIO): Because we are a company as well as a charity we have greater duty of disclosure. SCIO is now the more common form of incorporation for charities of our kind and is lighter on disclosure. We would probably need legal advice before thinking of changing, but it would be worth considering. It would mean savings e.g. on accountancy fees.
 - Budget: Ken had circulated an Excel spreadsheet framework. This allows for an estimate of expenditure for the next financial year to be made for the various categories of general expenses and designated funds. It was agreed that this would be very useful especially as we now do not have the Boat Jumble income, and the level of future donations is unknown. Ken explained that we need to appoint a board member to supervise each category and ask for estimates (with the Chair able to step in if the relevant member was not available). It was agreed that Mark would be the contact for the First Responders and the Terns, and

Kilvaree Stones. Mark will also contact Will Goudy about the funds we hold for Cromach. Vicki will contact Siobhan about the best way forward for the Healy Arts funds. It was agreed that it would be good to have someone connected with the First Responders on the Board; Vicki will try Chris Booth again and see if he would consider joining us, or knows someone who would.

- Delegation of Authority for Payments: this ties in with the Budget. Ken had circulated a draft which was approved, with reimbursement of the Chair's expenses to be approved by the Secretary. It was agreed that the procedure should now be followed.
 - Bank Mandate: Ken is still in the process of applying to alter this and is waiting for a meeting with Iain Saunders, who is the current signatory.
5. craignish.info website: Vicki reported that Alex Tweedly from Kilmelford had put in a tender which we had accepted. He has his own web design program but has agreed to use ours as we are familiar with it, and is happy with the terms set out. He will contact everyone on the website as a business and ask if they want to continue. Vicki will put out a request to the community as well. The present C3 website will move to a link from the main website, and Alex will deal with updating this including adding new Minutes. Alex will be paid £15 per hour on a freelance basis, for 25 hours initially for the creation of the new site. He will let us know if we need to consider funding more. After that he will bill us for 3-4 hours per month for updating. Jane will look at our present website login procedure for information to help Alex access it.
6. **Talamh an Righ:**
- Power: Mark reported that we now have a power supply, and he has arranged for a certificate which should arrive soon. There are two sockets and a couple of lights, which at the moment are all inside so we can control. Over the long term this has great possibilities as we can use it for lighting and music. But someone will have to pay the bills, and if someone is not already paying the flat rate charge there could be a bill for about £900 in the pipeline which we would have to cover. Ken will ask Iain Saunders if he has any information about where the bills are going. Then there is the question of asking for contributions from anyone who uses the site. We are not allowed to profit from electricity but we can phrase it as a request for a donation. We also need to think about rules for use, especially the impact on neighbours of noise, lights etc. It was agreed that we need Ben's input to take these decisions, and it will be on the agenda for the October meeting.
 - Permanent toilet: After some discussion about the pros and cons of just one permanent toilet, or a more extensive project which could include a whole toilet block, it was agreed that we need a bigger picture and that this is absolutely within the remit of a CAP. We need members of the community with us to discuss the options properly. It was agreed that we would open up the October meeting to the community, to get an idea of views on a possible CAP and to find out if there are people willing to help with all the work that will be required, initially just to carry out a full survey. Vicki will ask Annie Loughlin and Antonia Baird if they would be able to attend. The meeting would start at 7pm to give extra time.
 - Maintenance and storage: this was postponed to the next meeting for input from Ben. (It was noted that the ongoing costs of maintenance are very relevant to expense approval and budgeting).
7. **CAP:** This had already been considered.
8. **Kilvaree Stones:** Ken as Treasurer now has the key to the donation box. On the question of how to use the £3k from NHASMA for the promotion of the stones, it was agreed that the first step was to engage with Kilmartin Museum for ideas, especially as they have already offered to help. Mark will contact Di Steele, who works there.
9. **AOB:** There was no other business to discuss.

- 10. **Date of next meeting:** This was noted to be Wednesday 9th October 12th 2024 at 7:00pm (an early start to allow members of the community to talk about a possible CAP) at the Village Hall.
- 11. The meeting ended at 8:40pm and Vicki thanked everyone for attending.

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Chair

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Date