

Craignish Community Company

Minutes of Board of Directors Meeting
Wednesday 11th December 2024 at Craignish Village Hall at 6:30pm

Present:

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

Visitor: Georgie Pearson, for the Craignish Toddler Group

Actions required

- Jane to invite representatives of 3 of the groups that we hold funds for (the ones that don't have a representative on the Board) to quarterly meetings next year
- Ken to set aside any transferred Toddler Group cash as a restricted fund, and to investigate insurance
- Vicki to contact Alex re the website
- Ben to contact Aidan Gregory re Cromach funds
- Mark to continue with the support eligibility matrix and the Kilmartin Museum contact re the Kilvaree stones
- Vicki to contact potential new board members
- Vicki to look into safeguarding and raise this issue with the CAP steering group and Antonia Baird

1. **Apologies:** There were apologies from Siobhan Healy and Laura Leslie-Sherwood.
2. **Craignish Toddler Group:** Georgie was welcomed to the meeting. She explained that the Group used to be a formal entity but is no longer, and they are trying to reinvigorate it as an informal group. It is difficult to deal with administration, especially banking, on this basis and some support with this would be very helpful. The main outgoings are toys including outdoor equipment, and other small items to keep the group going. (They are using the Roundhouse to meet, and so rental is not an issue.) The main fund raising is at the Christmas Market, which usually raises about £100-£150, and at present they hold about £450 in cash.

Ken advised that it would be very straightforward for us to absorb this into our accounts: we would hold it in a restricted fund and make payments as necessary. He recommended that the Group let him have a simple budget.

There was some discussion about the possible insurance issues (we do have Public Liability insurance), and Ken will look into these.

Mark asked that in line with our new policy, a representative of the group come to our board meetings every quarter and keep us updated.

It was agreed that we should take on the fund and Georgie will arrange for the cash held by the group, about £450, to be transferred to our bank account and Ken will record it as a new restricted fund.

Georgie agreed to put an estimate of future expenses in writing, and to arrange a representative to come to future board meetings.

Vicki thanked Georgie for attending and mentioned that we were very glad to see this use being made of the Roundhouse. Georgie then left the meeting.

3. **Minutes of the meeting on 13th November 2024 were approved. Matters arising not covered under other items:**

- Website: Jane and Vicki had contacted Alex, but he had been unwell and had not a chance to respond. Vicki will try again to arrange a chat with him.
- Funds held for Cromach: We are still waiting to hear from Aidan Gregory; Ben will contact him.
- Healy Arts: this was postponed to a later meeting when Siobhan can be there.
- Mark will continue with the work on the support eligibility matrix and the Kilmartin Museum contact for the Kilvaree stones.
- There had been no results from the publicity regarding a new Chair. It was noted that there was now some confusion in the community about the roles of C3, the CAP group, and the land initiative group. It was agreed that it would be beneficial for the new Chair to be very involved in the CAP. Vicki has two other possibilities in mind for our Chair (or at least co-option to the Board) and will contact them.

4. **Finance:**

- Ken had circulated a report before the meeting, and summarised it: again there had been no income received and a small expenditure. There was some discussion about the present situation re donations - on the present basis we have 2-3 years of funding left without any further income. It was agreed that a fund-raising social event, probably at the Roundhouse in the spring/summer would be worth organising.
- £750 had been set aside for CAP funding, but it would be preferable if the steering group could give us a budget.
- There was discussion about the electricity supply to the shed at Talamh an Righ: there is provision in the budget for it, but we still do not know who is/should be billed for it. Mark checked the meter reading - Scottish and Southern Energy plc D11R08121 04/08/24 18327 - and it was agreed that we would keep reading it to see how much we are using.
- Ken reported that the new deposit account is now set up, but he had not transferred all the funds as yet, as the requirement for signatures for withdrawals had not been fully settled with the bank.
- Ken confirmed that our accounting year ends on December 31st and he will have the accounts in order for that.

5. **CAP:** Ben reported that posters and flyers had been organised at the last meeting. There was a lot of enthusiasm and work being put in, and clearly some amazing skills within the community. There will be another meeting in a month, so hopefully the momentum will be kept up. But they are hoping to circulate the posters and flyers before Christmas, and the assurance about funding will be a great help.

There was some discussion about the need for safeguarding when interviewing children and vulnerable adults, and it was agreed that the steering group should be reminded of this as a priority. (We do have a child protection policy, which gives extensive guidance.) Vicki will look into this and contact them, and will also contact Antonia Baird for further advice about setting up a structure to ensure these considerations are followed.

6. **Talamh an Righ and the Roundhouse:**

- Ben reported that the organisers of the Pirate Parade were keen to use it again next year.
- Repair of fence: After some discussion it was agreed that we would go ahead with the quote that Ben had been offered (which would be no more than £800) and would provide help with materials and manpower so far as we could.

7. **craignish.info website:** it was agreed that Alex Tweedly had made a very good job of the updates to this, and Vicki reported that in the new year Alex should be able to check who would like to be included, so that it is all set up in time for Easter.

8. **Succession Planning:** This had already been considered.
9. **Meetings 2025:** These had been booked with the Hall and were noted to be:
- 8th January
 - 12th February
 - 12th March
 - 9th April
 - 14th May
 - 11th June
 - 9th July (with AGM first)
 - 10th September
 - 8th October
 - 12th November
 - 10th December

All starting at the new time of 6:30pm (except the July one, times to be agreed). It was also agreed that the First Responders, Ali MacLeod (for the wildlife fund), and the Toddler Group should be invited to attend quarterly meetings: January, April, July (including the AGM), and October. This will start in April 2025 and Jane will contact them to let them know. If a particular meeting is not convenient they can always attend another.

10. **AOB:** There was no other business to discuss.
11. **Date of next meeting:** This was noted to be Wednesday 8th January 2025 at 6:30pm at the Village Hall.
12. The meeting ended at 8.20pm and Vicki thanked everyone for attending.

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Chair

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Date