

# Kyle & Lochalsh Community Trust

Meeting of Trustees Kyle Village Hall, Main Street, Kyle of Lochalsh, IV40 8BY  
Wednesday 25 April 2018

	Item	Minutes	Action Points
1	Welcome, Introductions, Apologies	<p><b>Present:</b> Brian Easter (Chairman), Kenny MacLeod (Vice Chairman), Derek Noble (Trustee), Pam Noble (Trustee) Jo Wawrzyczek (LDO), Judith Bullivant (Trustee) (attended till 9pm), Sandra MacLean</p> <p><b>Apologies:</b> Marie Murphy (Secretary), Murdo MacRae (Trustee) Everyone welcomed by BE.</p>	
2	Conflict of Interest	None.	
3	Approval of Previous Minutes	Approved. Proposed by PN, seconded by DN.	
4	Matters Arising	<p><b>Annabel's Nature Project</b> Contact details have been passed to new head teacher of Kyle Primary School.</p> <p><b>Accounts</b> Approved at AGM, accountant sending copies to Companies House &amp; OSCR.</p> <p><b>Insurance</b> Resolved. Paying ██████ this year but amount will be considerably higher next year.</p> <p><b>YPI Scotland</b> ██████ editing video taken at Plock Event on 14 April.</p> <p><b>Sage</b> Still require BE and MM to sign to allow cloud access.</p> <p><b>Parking Feasibility Study</b> Underway but still awaiting cheque from SSE. Jo has already followed up several times – will do so again.</p> <p><b>Office bearers</b> Elected as follows: Treasurer – PN proposed by KM, seconded by BE Secretary – MM – proposed by BE, seconded by KM Chair – BE – proposed by PN, seconded by KM BE said that this would be his last year with the Trust and Trading Company.</p>	<p>BE and MM to sign paperwork</p> <p>JW to chase SSE</p> <p>All to consider how to attract new Trustees and Directors</p>
5	Financial Report	Bob had sent his report showing balance of ██████, which included gift aid of ██████ from Trading Company.	BE to make sure direct debit to HC for insurance is stopped.
6	LDO Update - See attached document.	<ul style="list-style-type: none"> <li>▪ <b>Plock &amp; Toll Office</b> As a result of issues raised during discussions with consultants after AGM – Consultants to liaise with Transport Scotland re crossing of main road opposite Toll Office or pavement on N side of road Trust to install gate at Heathmount entrance to Plock and support local residents in efforts to persuade HC to indicate no vehicular access to Plock from Heathmount</li> </ul>	<p>██████████</p> <p>Trust</p>

		<ul style="list-style-type: none"> <li>▪ <b>Insurance</b> Jo to check with Hamilton Park Trust what insurance is currently being paid</li>   <li>▪ <b>AGM</b> Following election of PN as Treasurer, agreed that DN should not be signatory. PN to liaise with BA about paperwork etc.</li>   <li>▪ <b>Car Parking/SSE</b> [REDACTED] of Fairhurst will carry out a site visit on 17 May to which all Trustees are invited.</li>   <li>▪ <b>Administration Officer</b> Jo provided proposed job description for new post of admin assistant that Board previously agreed. All to read and provide feedback before post is advertised.</li>   <li>▪ <b>HIE</b> The paperwork confirming the HIE award for 2018/19 has been finalised.</li> </ul> <p>Trustees discussed the following two items as there were not enough Trading Company directors available to hold a separate meeting.</p> <ul style="list-style-type: none"> <li>▪ <b>Toilets</b> JW raised issue about people putting money in wrong slot and asking for refund. Agreed to put up notice indicating that no refund will be given if coins put in wrong slot.</li>   <li>Repair required to one shower.</li>   <li>Deep clean required – Brian to investigate options, including asking Leisure Centre</li>   <li>Brian concerned about recent electricity bill – he will check it out. Heaters may need to be adjusted. We may need to carry out energy audit. Jo to investigate possible organisations that could carry out energy audit.</li>   <li>▪ <b>Pontoons</b> No rates have been finalised for current season. This needs to be done as a matter of urgency as pontoons are now in use.</li>   <li>Use of Kyle Pontoons Policy – this document needs to be agreed. Jo to send out latest draft for comments.</li> </ul>	<p>JW</p> <p>PN</p> <p>All Trustees</p> <p>All Trustees</p> <p>BE to put up notice</p> <p>BE to organise repair</p> <p>BE to contact Leisure Centre re deep clean</p> <p>BE to check out meter reading JW to investigate energy audit options</p> <p>Trading Company</p> <p>JW</p>
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7	AOCB	<ul style="list-style-type: none"> <li>▪ Bank Signatories – PN to sign paperwork. DN to be removed as signatory.</li> <li>▪ WHFP forum on 24 May – JW to attend</li> <li>▪ Pensions – [REDACTED]</li> <li>▪ Moving office – KM and BE to help</li> <li>▪ Membership applications – three new members were approved.</li> <li>▪ Holidays – JW has 4.4 days remaining to be taken in May or carried forward.</li> <li>▪ Date Protection course in Portree – JW, KM and PN attending</li> <li>▪ Notice board and suggestion box – KM and BE to put these up</li> <li>▪ Notification from Accountants of new payroll software to comply with Data Protection Act – BE to read and sign</li> </ul>	<p>PN</p> <p>JW to attend</p> <p>PN to contact Phil at HIE</p> <p>KM and BE</p> <p>JW, KM, PN</p> <p>KM and BE</p> <p>BE</p>
8	Date of Next Meeting	Agreed to hold meetings on last Thursday of the month. Next meeting Thursday 31 May 2018	

Minutes approved by: .....

Minutes seconded by: .....

Date: .....