

Kyle & Lochalsh Community Trust

Trustees Meeting – Kyle Village Hall, Main Street, Kyle of Lochalsh, IV40 8BY
 Wednesday 24th April 2019

	Item	Minutes	Action Points
1	Welcome, Introductions, Apologies	Brian Easter (Chairman), Marie Murphy (Secretary), Pam Noble (Treasurer), Derek Noble (Trustee), Jo Wawrzyczek (LDO). Part Attendance: Don Finlayson (Director KLT), Michael Henderson (Director KLT). Apologies: Murdo MacRae (Trustee), Siobhan Barker (Co-Opted Trustee), Cheryl McIntyre (PPO). Everyone welcomed by BE.	
2	Conflict of Interest	PN & DN re: Topics to Discuss - Branding.	
3	Approval of Previous Minutes	Approved DN, Seconded BE.	
4	Matters Arising	<ul style="list-style-type: none"> ▪ 3-4 more bins needed for the Plock. ▪ Noticeboard has been put up in the laundrette. ▪ Hand dryer still required for the ladies. Can maybe purchase from William Wilsons. ▪ Whole heating unit in shower may need to be replaced – can replace with the shower room/storage cupboard heater. ▪ Shower room still to be changed into store cupboard. ▪ Ladies toilet has been fixed. ▪ Safe has been purchased. ▪ Sign to be removed from out of use shower room/store cupboard. ▪ Insurance has been paid. ▪ Pontoon repair work has been carried out. 	CM may be able to acquire some FOC. BE to look into.
5	KLT Report – MM / BE	<ul style="list-style-type: none"> ▪ There have been a few maintenance issues at the Toilet Block - a list is needed of all the work BE has carried out over the past week to try and gauge costs that may be incurred once BE steps down and KLT will have to employ people to do these repairs. ▪ A plumber / Handyperson will need to be employed to do a basic service at the Toilet Block eg: replace all washers etc. ▪ Toilets had to be closed on 17th April due to vandalism of taps in gents loo causing a large leak and damage to pipes. ▪ BE has given a local builder specs for a new main door to Toilet Block. ▪ MM's final day for collecting takings is approaching ∴ alternative arrangements to be organised, counting machine to go to office in the meantime. ▪ BE agrees to stay on temporarily as secretary for 	BE to supply list of jobs done and costs incurred. JW to place a FB post that we are looking for a Handyperson to employ as and when required for maintenance work. Awaiting a quote. Job advert for Admin Assistant to be placed ASAP. MMac, MH, NF &

		<p>KLCT and as a signatory on the Trading Arm A/C.</p> <ul style="list-style-type: none"> PN commented that there should be a Treasurer for the Trading Arm; JW suggests there be a joint KLCT/ KLCT meeting to discuss changes and requirements. 	<p>Admin Asst. to be added as signatories. Date to be arranged for joint meeting.</p>
6	LDO Update	<p>See attached report</p> <ul style="list-style-type: none"> JW has spoken with Roger Cottis – he’s happy to do another Plock Otter Survey to satisfy Planning requirements. He wishes to incorporate a learning session. Cost £750 for 2 days study & report. JW reported on the winter/spring activities being a success – over 400 people got involved over the course of events with good feedback. 	<p>All agreed.</p>
7	PPO Update	<p>See attached report.</p> <ul style="list-style-type: none"> CM wishes to purchase stain for signs at Plock and change of colour for Toll Office from Marine Stores. TARN film crew wish to use areas of the Plock for filming a documentary on Skye Bridge. Bear Scotland wish to rent car parking/office space for a work party for 8 weeks- A meeting room will need to be made ready and available. There’s also a problem with the stopcock causing a leak in the toilet that will need to be fixed. Wiring to be checked, PAT testing to be carried out, some heating to be arranged. PN has requested a full report on the findings from the Abriachan Field Trip JW & CM attended. 	<p>All agree. MM & CM to meet re: TO colour. All happy.</p> <p>A work party will need to be arranged to sort out the interior of the Toll Office. CM to arrange plumber to fix toilet. PAT tester to be employed. JW & CM to compile.</p>
8	Financial Report	<p>PN explained KLCT cash flow & accounts.</p> <ul style="list-style-type: none"> Gift Aid from KLCT – KLCT discussed, would need to be transferred before Friday 26th. Accountants reported that there is money in KLCT a/c that needs to be repaid to KLCT. BE asks what this is for? PN says that OSCAR sent out the information. Draft accounts have been done, financially all is looking OK. 	<p>All agreed – BE to transfer money. PN to resend the relevant OSCAR info. PN to discuss & finalise with accountant.</p>
9	Topics to Discuss	<ul style="list-style-type: none"> Architects – tenders received. JW to meet with 3 company’s representative, a business plan will be required prior to this. Tenders and costs were discussed; one quote is considerably lower than the others making it financially more affordable although no cost was given for Transport Impact Assessment in this tender. Priorities for LDO/PPO – Need date to move to Toll Office, needs to be put in order; at least require meeting room ready for 13th May for Bear Scotland. Branding – (PN & DN left the room) – Pull-up banner, stall covers etc. JW has quotes. PN has ordered and is donating a bespoke flag with KLCT logo. Pontoons – Options for what to do this year were 	<p>JW to focus on creating a Business Plan. JW to ask for quote on Transport Impact Assessment, overall total and in-depth costings. PN, JW & CM to meet next week to discuss priorities. PN & DN to go and have a look at Toll Office. SB & MM to look over quotes. PN to write to WG at</p>

		discussed at length but it is felt that as we have had no real answer from HC as to charging rights that KLCT is not prepared to cover costs and maintenance of placing and removing the pontoons. WG's recent response is in direct conflict of his previous statement at a meeting in Feb 2018. JW wondered if HC could issue KLCT with a Licence to charge. There have been several enquiries due to KLCT gauging the likelihood of being able to lease to or employ a manager should the pontoons be placed this season.	HC informing of KLCT's stance that there is still an issue over the right to charge. BE to contact candidates and explain the situation with HC and the requirements for the position should a manager be required.
10	AOCB	<ul style="list-style-type: none"> ▪ Wage increase – up 2% for Toilet Attendants. ▪ Heathmount bollard – DN happy to post questionnaires to the households to get an idea of what the feeling is for those most affected by the bollard being placed or not. Boxes need to be placed centrally for returned questionnaires – Service Point & Post Office? 	All agreed. Questionnaires to be printed. Will need to ask permission at SP & PO for placement of boxes.
11	Date of Next Meeting	Wednesday 29 th May 2019	

Minutes approved by:

Minutes seconded by:

Date: