

# Kyle & Lochalsh Community Trust

Joint KLCT & KLT Meeting – Kyle Village Hall, Main Street, Kyle of Lochalsh, IV40 8BY  
Wednesday 03<sup>rd</sup> July 2019

	Item	Minutes	Action Points
1	Welcome, Introductions, Apologies	<p><b>KLCT:</b> Marie Murphy (Secretary), Pam Noble(Chair / Treasurer), Derek Noble (Trustee), Siobhan Barker (Trustee), Jo Wawrzyczek (LDO), Cheryl McIntyre (PPO).  <b>KLT:</b> Marie Murphy (Director), Michael Henderson (Director).  <b>Apologies:</b> Murdo MacRae (Trustee KLCT / Director KLT),                      Everyone welcomed by PN.</p>	
2	Conflict of Interest	None.	
3	Approval of Previous Minutes	Approved PN, Seconded SB.	
4	Matters Arising	<ul style="list-style-type: none"> <li>▪ Handy Person – awaiting quote from SLHA</li> <li>▪ Admin Assistant – David O'Donnell started 01/07/19</li> <li>▪ Signatories – MM hasn't been able to get a response yet, unsure if they will give info.</li> <li>▪ Funding for Disabled toilets- SB has started looking into this.</li> <li>▪ Laptop – has been bought – up &amp; running.</li> <li>▪ Community Land Week – 17<sup>th</sup> August.</li> </ul>	To train in QuickBooks for KLT MM to try other means (Live chat).
5	KLT Report – MM	<ul style="list-style-type: none"> <li>▪ New system for emptying, counting &amp; banking takings has begun. PN still requires key.</li> <li>▪ Takings up slightly on June last year even without Pontoons in.</li> <li>▪ All running smoothly so no other outstanding items to report.</li> </ul>	MM to get key for PN.
6	LDO Update	<p>See attached report</p> <ul style="list-style-type: none"> <li>▪ Trustees discussed and the specifications for the Pods and for Dulchas to design. It was agreed on 4x2pax/1x4pax with access/2x4pax.</li> <li>▪ All are happy with funding for the Car Charging Point. Transformer needs to be upgraded to cope. Still awaiting planning permission.</li> <li>▪ Plock Ranger/ Community Engagement Officer posts. JW has done some research &amp; costings.</li> </ul>	JW trying to get permission for access.
7	PPO Update	<p>See attached report.</p> <ul style="list-style-type: none"> <li>▪ Ekspan wish to use Toll Office again in September. Invoice for final 4 weeks to be sent.</li> <li>▪ Interface – a decision needs to be made regarding the applications.</li> </ul>	All happy – with restrictions as it could be in use by then. JW to send invoice. Further time required for all to read. Board to reply by 08/07/19.

8	Financial Report	PN explained KLCT cash flow & accounts. All discussed. PN to do a projection for the next financial year.	
9	Topics to Discuss	<ul style="list-style-type: none"> <li>▪ Pontoons – have been partially installed. In use for donations.</li> <li>▪ Kevin MacCann has agreed to manage the pontoons for the rest of the season for free berthage and 25% of donations. Receipts to be given for all donations. MH pointed out that the noticeboard at pontoons was out of date.</li> <li>▪ Explanation of what's happening at Pontoons? Local speculation, clarification with HC re: their suggestions for a solution. PN/JW to meet with EFF Administrator tomorrow.</li> <li>▪ KLT Companies House Info to be updated for KLT.</li> <li>▪ Hot desking at Toll Office – interest has been shown. Person requires a reg'd office address, office space 3 days/week, internet &amp; use of a printer. Has work mobile for use.</li> <li>▪ Early Learning &amp; Childcare request. More info needed as to what's required. Perhaps in future for Plock Ranger/ Community Engagement Officer?</li> </ul>	<p>MMac continuing tonight.  PN to compile a contract and buy 2 x receipt books. MH to take down old rates etc from noticeboard.  Agreed to wait until after the meeting and speak with Mick Doyle SCDC next week.  To use Admin e-mail, office address &amp; add DO as signatory.  JW checked going rates. All decided more research required.  JW to contact them.</p>
10	AOCB	<ul style="list-style-type: none"> <li>▪ Tristan Southall has been nominated as a new Trustee.</li> </ul>	All agreed.
11	Date of Next Meeting	Wednesday 07 <sup>th</sup> August 2019	

Minutes approved by: .....

Minutes seconded by: .....

Date: .....