

Kyle & Lochalsh Community Trust

Joint KLCT & KLT Meeting – Toll Office, Kyle of Lochalsh.

Wednesday 04th September 2019

	Item	Minutes	Action Points
1	Welcome, Introductions, Apologies	<p>KLCT: Marie Murphy (Secretary), Pam Noble (Chair / Treasurer), Derek Noble (Trustee), Siobhan Barker (Trustee), Tristan Southall (Trustee), Jo Wawrzyczek (LDO), Cheryl McIntyre (PPO).</p> <p>KLT: Marie Murphy (Director), Norman Finlayson (Director), Don Finlayson (Director).</p> <p>Apologies: Murdo MacRae (Trustee KLCT, Director KLT).</p> <p>Everyone welcomed by PN.</p>	
2	Conflict of Interest	None.	
3	Approval of Previous Minutes	Approved PN, Seconded TS.	
4	Matters Arising	<ul style="list-style-type: none"> CCTV for the Toll Office discussed and decisions of purchases made. It's felt that a sign advertising the Public Toilets is placed at Toll Office to dissuade people from using the bushes. Suggest asking Police and Fire Brigade for advice on security etc. List of key holders and KeySafe code will need to be given to the Police. 	DN to purchase devices. PN to purchase signage & contact Police/Fire Service.
5	KLT Report	<ul style="list-style-type: none"> Speed restrictions not being observed putting pontoons at risk. Toilet block now closing at 8pm as of 02nd September. Cleaning schedule required as part of H&S policies. Still waiting to hear back from HC councillors to see if we have their support. 	NF to speak to harbourmaster. DF to compile list of regular tasks at Toilets. MM to send old schedule.
6	LDO Update	See attached report.	
7	PPO Update	See attached report.	
8	Financial Report	PN explained KLCT cash flow & accounts. All discussed. Now at end of financial year PN wishes to step down as Treasurer.	New Treasurer required.
9	Topics to Discuss	<ul style="list-style-type: none"> Management of facilities and health & safety – recommendations were discussed. Need to check indemnity on our insurance policy and get quotes. Training is required for all Trustees/Directors. As there is a lot of work required it was suggested that DO (Admin) gets offered more hours to work on this. Accident report books needed for all areas. DO to make template for H&S 'bible'. Set rental & hot desking costs for the Toll Office 	MH to make signs, DN to see what's required at the Plock & NF, MMac, MH the pontoons. All happy with increase of hours for DO. PN to buy accident books x 4. Fees agreed.

		<ul style="list-style-type: none"> ▪ Technical Inspection of the Public Toilets – which items to get quotes for? Discussed and agreed on actions. To ask DO to put together costs etc. for Toilet block. ▪ Eilean Ban Trust wish to meet with KLCT. ▪ pontoons – costs and takings discussed. All sites and adverts need redirection to our official website. Google priority would be advantageous – need to find out how to go about this. Input of boat activity/takings being done by DO from manager’s notes - time consuming. ▪ Health & Safety. MH happy to oversee this. ▪ A lock at the gate to the Plock – no-one knows combination. Speed bumps suggested as an alternative to reduce speeding around the roads. ▪ Anti-virus – DO has investigated various options, all agreed needed for maximum computers used. ▪ Plock celebration event – 5th October. ▪ Cleaning the Toll Office – Toilet assistants to get more hours? Will need code to KeySafe. 	<p>JW to get in touch to request quotes needed. PN to ask DO. Meeting TBA. TS to contact calico re: redirecting old website. Pontoon manager to take on inputting next year. MH – ongoing. Lock to be cut off and speed bumps x 4 to be purchased - DN. DO to make decision and purchase. All coming together. DF happy – he’ll ask JM.</p>
10	AOCB	<ul style="list-style-type: none"> ▪ None. 	
11	Date of Next Meeting	Wednesday 02 nd October 2019	

Minutes approved by:

Minutes seconded by:

Date: