

# Kyle & Lochalsh Community Trust

KLCT Meeting – Toll Office, Kyle of Lochalsh, IV40 8AZ.

Wednesday 13<sup>th</sup> November 2019

	Item	Minutes	Action Points
1	Welcome, Introductions, Apologies	<b>KLCT:</b> Pam Noble (Chair), Marie Murphy (Secretary), Derek Noble (Trustee), Tristan Southall (Trustee), Siobhan Barker (Trustee), Jo Wawrzyczek (LDO). <b>Apologies:</b> Murdo MacRae (Trustee). Everyone welcomed by PN.	
2	Conflict of Interest	None.	
3	Approval of Previous Minutes	Board meeting 09/10/19 Approved TS, Seconded DN. HC meeting 28/10/19 Approved PN, Seconded TS.	
4	Matters Arising	<ul style="list-style-type: none"> <li>▪ KLCT to meet with Eilean Ban Trust after their AGM on 17<sup>th</sup> November.</li> <li>▪ TS has worked to update our website.</li> <li>▪ Speed bumps for the Plock have been purchased – still to be installed.</li> <li>▪ MM still to draft letter to bus companies before next season.</li> <li>▪ 420 trees have arrived, Plock volunteers to plant, have sourced areas. To put a call out on social media in December to see if any members would like some to plant – would need to be issued by volunteers or PPO.</li> <li>▪ Trustees agree to have heating left on low for staff comfort in colder months until new heating system sourced.</li> <li>▪ HC meeting – PN suggests a sub-group (MMac, NF, TS, MH) to go through HCs MoU and suggest amendments.</li> </ul>	Ongoing. DN to organise.  Meeting TBA.
5	KLT Report	<ul style="list-style-type: none"> <li>▪ Living wage has been raised to £9.30 p/h; do we wish to adopt this rise?</li> <li>▪ Toilet Block requires a deep clean before the new season starts.</li> </ul>	MM to e-mail KLT directors to decide. PN to chase Andy Summers.
6	LDO Update	See attached report. <ul style="list-style-type: none"> <li>▪ Electric Car Charging Points to be installed on 03<sup>rd</sup> December.</li> </ul>	
7	PPO Update	See attached report. <ul style="list-style-type: none"> <li>▪ SSE bill had to be paid but Bridge lights possibly still included.</li> <li>▪ Tool storage required.</li> <li>▪ Raffle prizes still to be collected.</li> <li>▪ Roger Cottis to be paid once Otter Report finalised.</li> </ul>	To be checked with SSE. KM to erect shelves in tool cupboard. PN/MM to phone. Co-Op fund to be used.
8	Financial	PN explained KLCT cash flow & accounts. All discussed.	

	Report	<ul style="list-style-type: none"> <li>▪ KLCT RBS account has no activity – to close account.</li> <li>▪ 2 staff/Trustees required as signatories on the BoS account, BE to be removed.</li> </ul>	All agree. All agree SB & DO to be added.
9	Topics to Discuss	<ul style="list-style-type: none"> <li>▪ Plock Hub designs. Suggestions – Reduce numbers expected at any one time to 150. Take away staff toilets/kitchenette/laundry. Less toilets. Bicycle parking in 1<sup>st</sup> bay &amp; more plants. Motorcycle parking. Mezzanine level with retractable seating? Improve flow in café &amp; increase size. Lose 1 parking bay to create more planting areas.</li> <li>▪ Safeguarding Policy – disclosure required for all staff &amp; key volunteers working with vulnerable people.</li> <li>▪ First Aid &amp; Mental Health First Aid training – to arrange course for all possible to attend.</li> <li>▪ Foot traffic through the Toll Office, a lot of public entering unannounced disrupting day to day running of the office – alert system required on entrance.</li>   <li>▪ Fire Alarm.</li> <li>▪ PAT testing at Toilet Block &amp; Toll Office</li> <li>▪ Contract for Facilities Manager / Supervisor &amp; remuneration. Prioritised jobs list to be constructed and revised after 2 months – progress reports required.</li> <li>▪ Income generator- we have a quote for levelling area for a food van (&amp; tool shed).</li> <li>▪ Spending policy – PN suggests a budget to avoid overspending. Once Quickbooks up and running DO can provide monthly reports to give a structure to work to.</li> <li>▪ Viking Living Village, Gordon's role. To invite Gordon to meet KLCT subgroup to view site. Need to discuss with JU first.</li> <li>▪ Funding bids: <ul style="list-style-type: none"> <li>a) Wildlife Hide/Observation Points – RSPB suggest Obs Points provide better accessibility &amp; cheaper.</li> <li>b) Budget for funding bids to deliver activities for 3 years at the Plock - £10K funding from KLCT?</li> </ul> </li> <li>c) Toll Office – design of alterations. Toll Office floor plan discussed.</li>   <li>JW left the meeting.</li> <li>d) Heritage Lottery Fund application: Development Manager role &amp; contract conditions; It's felt that a Development Manager is required to oversee staff. Bookkeeper &amp; Admin Officer's wage</li> </ul>	<p>Suggestions to be submitted to Dualchas by JW</p> <p>Volunteer contract required. DO to look into.</p> <p>Counter to be kept down with bell placed. Private Office signs to be placed on office doors. MH to deal with. MM to chase up. All agreed £10p/h. PN to put together jobs list &amp; contract.</p> <p>To put space up for tender.</p> <p>Meeting TBA. Subgroup: MM, SB, DN, JU.</p> <p>To check Urras will be satisfied. All happy so as to help projects succeed. Shutters at double doors to be added to open from the outside. All happy with plan.</p> <p>All happy.</p>
10	AOCB	<ul style="list-style-type: none"> <li>▪</li> </ul>	
11	Date of Next Meeting	Wednesday 11 <sup>th</sup> December 2019	

Minutes approved by: .....

Minutes seconded by: .....

Date: .....