

**Minutes of Directors' Board Meeting****Date: Monday 28 August 2023, 7pm**

**Present:** Ben Walton, Vice Chair (BW), Iain Scott (IS), Sheila Green (SG), Iain Macleod (IM), Alison Sinclair (AS), Julie Edwards (JE); in attendance: CE Laura Hamlet (LH), LDO Julia Campbell

**Apologies:** Richard Williams, Ann Marie Firth-Bernard, Seoras Burnett

**Declarations of interest:** with the wind turbine operational, formal interests have been declared by Ben Walton and Julia Campbell who are share-holders of Achiltibuie Common Grazings. Julie Edwards works as administrator for the Coigach Community Hall. Julia Campbell is also on the Board of Communities Housing Trust, has an interest in the Acheninver path and is co-chair of the Coigach Community Hall Committee. Ann Marie Firth-Bernard is on the Board of Highland Community Broadband. Several directors are pier users. Robin Irvine is a director of Summer Isles Enterprises.

- 1. Welcome:** BW welcomed all to the meeting.
- 2. Declarations of Interest.** Action: Reminder to complete [declarations of interest form](#).
- 3. Intermedial Decisions**

The following proposals were approved by the board via email and actioned:

- EOI Notice for smokehouse publicised
- Architects for Hydroponicum site have been appointed
- Allocation of £2300 to Cobry for Google Workspace set up
- £3000 bid for Deer Larder – it was agreed at the meeting to increase the bid threshold to £4000 (RW has indicated he can leverage the extra funding).

**4. Minutes of the last meeting and matters arising**

Minutes proposed SG  
seconded AU

Matters Arising:

To be carried forward: Action: AMFB to bring Energy Open Day proposal to future meeting. AMFB to consider proposal for produce-sharing web portal.

## 5. Working Groups Reports

Working groups are as follows:

Charitable Giving: IS,IM, JE & RI

Programmes: RW, AU, BW, JE, RI & DW

Management: RW, SG & RI

Communications: SG, BW & JE

Board Processes: RW & IS

Finance: IS & SG

- Programmes: Sign has been installed at Hydroponicum gate. Action: JC Remind Steve H to submit invoice for £200 (seaweed) and £150 (smokehouse clear out)
- Board Processes: Intermediary Board Decisions Policy was approved.
- Management: Action ALL to read draft Health & Safety policy prior to next meeting
- Housing Report (under Programmes): SB has prepared summary of housing strategy. Action ALL to read/check prior to it going on website. Smokehouse: Action: JC to check timescales of bat survey/licence with Craig Turner. EOI's deadline Friday 1 September. Action: Board meeting to review submissions Monday 4<sup>th</sup> September, 7pm. LH & JC will prepare EOI application for Community Regeneration Fund. It was agreed to include application for funding for sewage treatment system and project management.
- Finance: LH is now set up to make online payments. Action ALL to read draft Online Financial Controls policy with a view to approval at the next meeting (25 Sept).
- Communications: AMFB is working on a communications plan
- Charitable Giving: Fund for Non-constituted groups was approved. Action: JC to add membership question to scoring matrix. JC to draw up proposal for a crisis fund. Due to changes in energy prices/cap the monthly energy grant will be reduced from £61 to £53 on 1<sup>st</sup> October. Action: JC to investigate low-energy lightbulbs for schoolhouse tenants.

## 6. AOCB

- Highland Climate Festival: Coigach Growing Open Day (Acheninver) Saturday 30<sup>th</sup> September.
- Community Land Week: Coigach Community Land Celebration (CC Hall) Saturday 28<sup>th</sup> October. Action: JC to invite architects for informal meet the community/consultation.

**DATES OF NEXT MEETINGS – all at 7pm:**

**25 September 2023**

**30 October 2023**

**AGM 13 November 2023**

**30 October 2023**

**December TBA**

***Suggested for early 2024, Mondays:***

***29 January 2024***

***26 February 2024***

***25 March 2024***

***29 April 2024***