

**THE FINDHORN VILLAGE CONSERVATION COMPANY**  
**DIRECTORS MEETING ON MONDAY 4 December 2017**  
 EDITED MINUTES

**PRESENT**

Frank Allan (FA), Jo Harris (JH), Nicole Edmonds (NE) Neil Robertson (NR) Sam Russell (SR) Donald Watson (DW) Mo Hyde (MH) Marjory Barber (MB), Christine Hunt (CH), Cathy Low (CL) (minute secretary)

**APOLOGIES:** Sarah Theman (ST), Peter Hall (PH),

		Action By
1	<b>DECLARATION OF INTEREST – NONE</b>	
2	<b>MINUTES OF LAST MEETING</b> – amendments to be made prior to approval. Approved - Proposed; Seconded	
3	<b>MATTERS ARISING NOT ON AGENDA - none</b>	
4	<b>Correspondence</b>	
4.1	Paddock owner – the Board will respond to advise access for equestrian purposes as previously advised.	JH
4.2	Dunes Trust – thanking FVCC for permission for posts on back beach road. Note – emails sent to individual board members must be forwarded to all, this will enable Secretary to file/track correspondence	
4.3	Cathy Low – notice of building work.	
4.4	DTAS – requesting an article by middle of December on garage site. JH to write a paragraph for DTAS.	JH
4.5	Hinterland – summary of meeting – info only	
4.6	Moray Gig – asking for assurance of a positive outcome prior to further discussions. It was raised that the concern was that the board had not received mapping or dimensions. JH will write to Moray Gig and RFYC to request dimensions/plans/maps.	JH
4.7	SLS/Big Lottery questionnaire on loans received – CH to reply	CH
5	<b>Finance</b>	
5.1	<b>Treasurer's Report</b> TFVCC annual accounts are available on TFVCC website	
5.2	FA advised that on completion of garage sale solicitor will provide a detailed invoice specific for Garages purchase.	
5.3	OSCR – JH to fill in return and has changed Company Secretary to JH. Annual accounts have been submitted by FVCC accountant 22 May 2017.	JH
6	<b>Company Business</b>	
6.1	Risk Assessment and Title completion for HIE funding – JH has responded to questions raised, awaiting response from HIE. Once money received Risk Assessor to meet with board prior to implementations	JH
6.2	Companies House notification of change of Secretary. FA requested that Gmail calendar be set up to record important dates such as licenses, returns etc.	JH
6.3	Community owned land survey – JH completed	
6.4	Parking Meters – CH has sent information, will resend as not all received. It was agreed previously that installation by May 2018. Publicity and information board explaining payment is voluntary will be required. Also need to provide courtesy notification to Moray Council. Recommendation to have an article in PJ/Forres Gazette once boards are available.	CH
6.5	Sylvan Heath – NE and DW met with Oowner of property on site and pointed out the issues re boundaries. Owner will investigate further and has responded. NE has collated dates of correspondence/planning going back to 2014 over 100 documents. Owner has stated he is happy to lease or purchase the land. After discussion action was agreed.  Action: JH to write to Moray Council to seek clarity on planning and advise on next actions.	JH/NE

6.6	Road Upgrade to Car Park – has not been completed as advised. CH to chase Moray Council	CH
7	Membership Report – 167 Members and 41 Associate Members Gmail account membership list is not updated – please do not use until MH has updated.  Need to have a policy in place for contacting new residents of Findhorn. Suggested doing a welcome letter with membership form for new residents.	MH
8	<b>Sub Group Reports</b>	
8.1	<b>Crown Estate</b> – JH set info to CH. CH replied with updates and comments. CH to assist JH in response – Thursday.	CH/JH
8.2	<b>David Urquhart Path</b> £4000 from Money from Moray. FA has completed numerous grant applications which are ready to go when required. E.g. Gordon and Enna Baxter, LEADER, Landfill – 10 separate funding £10,000 - £100,000.  Still awaiting costings, expected next week. Delay due to consultation with structural engineer. Sent query to HMRC re VAT. The cost of changes to plans has a knock-on cost, e.g for changes to RFYC slipways.	NE
8.3	<b>Armstrong Garages</b> Development Officers Job description sent to Board. Development Officer – funding of £12,000 - £6,000 for Development Officer and £6,000 for second year. Ad will be out beginning of January 2018. MB and JH met with HIE to discuss job description, amendments sent to HIE, no response yet.  It was raised that job description was slightly vague, needs to be more specific to enable job evaluation. All Board to review and comments back to JH. Funding will run out end of March 2020, so urgent to get Development officer in place, but can't advertise role until Garages have been purchased. Recommended to put advert in S1, Jobs North, Job Centre and HIE websites rather than newspaper.  SIS loan all information submitted. Concern raised re interest charges, HIE recommended SIS and we need their support. Awaiting seller to sign and return, they are currently in Italy. JH to check SIS money transfer date. It was suggested that board members approach 10 people each for £100 loan backed up with debenture letter. CH to update debenture letter, to be reviewed by FA and send out in the new year. Draft letter to be sent to all board.  Query re money available for fixing the garages, FA confirmed that the funding does not include money for repairs. CH has had a walk round the garages. Ground has been churned up by construction vehicles. DW to contact adjacent property owner, where work ios being carried out, to ensure ground is restored.  Garage hinges/doors need repaired/replaced. Need to identify garages that can be rented initially – four currently in an acceptable state for rent.  Letting policy is in place and lease agreement is with Ledingham and Chalmers who are making small adjustments to land lease agreement document to meet needs of Garage rental. Policy for allocation of garages must be transparent to all. Currently there are four notifications of interest to rent the garages.  Building insurance will be required, recommended to approach an insurance broker. May have to look at public liability, may be covered in FVCC	ALL  JH CH  DW

	<p>insurance. Broker should be able to advise.</p> <p>Board agreed £50 per month rent for initial six months, to be reviewed as garages are upgraded.</p> <p>FVCC members to be notified on process for application. Applications to be made by end of 20 December 2017 – CH to write to members. Initial applications will be entered a draw for first four garages, first round unsuccessful applicants will then be placed on a waiting list. There after applications will be taken in order of applications. Lease policy/agreement to be placed on website.</p> <p>There is also an opportunity to rent car/caravan parking spaces, spaces need to be delineated – initially six months £25 per month per space.</p>	CH
9	<p><b>Fundraising</b></p> <p>Lotteries Licences – done</p> <p>Pub Quiz at Crown and Anchor 16 February 2018. Word of mouth, posters, news sheet and emails to publicise. MB to check size of teams and team entrance fee. Crown and Anchor providing quiz, food and raffles. Board to provide raffle prizes also to reach out to other groups.</p>	MB
10	<b>AOCB</b>	
10.1	FA received complaints about large vehicles coming down lanes. Any damage caused to lanes needs to be repaired - No actions	
10.2	Query re the earth excavated from Sunnyside was being put on FVCC land. This needs to be monitored	
10.3	NR has bank forms for change of Treasurer.	
	MB has been checking access to FVCC email accounts and there appears to be unknown people trying to access Gmail account.	
10.4	<p>Noted that the Carlern Ltd issue had dropped of agenda and we should be chasing this. FA advised letter should be sent to reiterate price of land from L&amp;C as no response received to date. Board decision to speak to L&amp;C to take advice and raise letter to Caravan site solicitor asking for a response.</p> <p>To be added to January agenda for decision on next steps.</p>	
10.5	CL advised she had met two people from AEcom who were doing a walking survey of the back-beach area as part of a review of potential walking/cycling paths, with EU funding, via Moray Council. CL advised she asked them to ensure FVCC were kept informed.	
10.6	<p>Public Toilets – there is a potential that Moray Council may be closing the public toilets.</p> <p>It was raised that the there is still an ‘animal cemetery’ behind the public toilets, despite a notice going up that they would be removed.</p>	
11	<b>Date of Next Meeting – Monday 8<sup>th</sup> January 2018, 7pm</b>	
	<b>Minutes Proposed by</b>	
	<b>Minutes Seconded by</b>	
	<b>Chairman</b>	