

**THE FINDHORN VILLAGE CONSERVATION COMPANY  
DIRECTORS MEETING ON MONDAY 05 FEBRUARY 2018**

**PRESENT**

Frank Allan (FA), Jo Harris (JH), Nicole Edmonds (NE) Neil Robertson (NR) Sam Russell (SR) Marjory Barber (MB), Sarah Theman (ST), Donald Watson (DW) Cathy Low (CL) (minute secretary)

**APOLOGIES:** Mo Hyde (MH), Christine Hunt (CH), Peter Hall (PH)

		Action By
1	<b>DECLARATION OF INTEREST – NONE</b>	
2	<b>MINUTES OF LAST MEETING Proposed: ST Seconded: MB</b>	
3	<b>MATTERS ARISING NOT ON AGENDA - none</b>	
4	<b>Correspondence</b>	
4.1	TSi Moray – meeting to check on progress following health check and Board. Offering meeting to go over progress – Thursday 1 March 2018 6pm- 8pm Book Findhorn Village Centre.	ALL CL
4.2	Invoice received from Risk Assessor. HIE funding for post-acquisition support. Current Ledingham and Chalmers invoice. Balance of funding from HIE needs to be used by end of March. Board to identify other post acquisition professional support required.	ALL
4.3	HIE Funding – see previous point	
4.4	Letter received from village resident advising that he has had damage to his car whilst accessing lane to his property due to lane access being impeded by another resident on the lane leaving their shed door open and flower pots making the lane narrower. He has been in contact with Community Warden. Action: MB to identify who owner of property as property is rented. JH to send the owner and the occupier a letter raising concern about access to lane. NE to draft letter for JH to send from TFVCC.  Policy for raising issues between neighbours with TFVCC, ST to draft policy.	MB JH/NE  ST
4.5	Correspondence received from 3 residents re garages – will be discussed under Garage agenda point.	
5	<b>Finance</b>	
5.1	<b>Treasurer’s Report</b> TFVCC annual accounts are available on TFVCC website	
5.2	Secure letter box to be purchased and securely placed in Findhorn Village Centre. DW to purchase and fix to wall at FVC.	DW
6	<b>Armstrong Garages</b>	
6.1	Letting Policy/Form to be updated to include car parking space on Web site. NR to update	NR
6.2	Members who have previously noted an interest in renting one of the garages who have not submitted application form to be contacted.	CL
6.3	DW, FA and NE have started to clear the grass/uneven ground in front of garages. Local workman is starting to refurbished garages with sliding doors. Invoice to be provided to NR. Six garages are available to rent – 1, 2, 3, 4, 5 and 7. Start letting garages on 1 March 2018.	
6.4	TFVCC solicitor will check the first two letting agreements to ensure they are completed correctly. Thereafter the Board will be responsible for completing letting agreement templates.	FA
6.5	Garage application closing date 11 February 2018 for first six garages.	
6.6	Garages will be allocated as per letting application and allocation policy on TFVCC web site. Garage allocation meeting Wednesday 14 February, 10.30am, FVC.	

6.7	<p>NR to provide JH with spreadsheet to capture loans and applications. Loans/donations will be ring fenced.</p> <p>Receipt letter and loan agreement to be drafted and sent to all lenders.</p>	JH
6.8	<p>Insurance – Garages, Public Liability and Personal Accident. NR to cancel Direct Debit and pay in one go. Scottish Land Fund provided for insurance. Concern raised re insurance value, this needs to be reviewed. NE to send previous valuation advised to SR Tenants to have own insurance for contents – this must be noted in lease agreement</p>	<p>NR</p> <p>FA NE</p>
6.9	Garage Rates . Rates relief to be applied for.	JH
6.10	<p><b>Garage Future Plans</b> Access into garage site needs to be reinforced as it is grass/sand and will it will get 'chewed' up with vehicular accessing. Rest of ground to be left at this time. Area at back of garages- Moray Council to be advised they need to reinstate fence between houses and garages.</p> <p>It was raised that occupiers of the house behind garage six have a piece of land between their garden and the garages as part of their property. This land is owned by TFVCC. DW and SR will speak to occupier. If no action taken following informal discussion JH to write to Moray Council and occupier</p>	DW/SR/JH
6.11	Water rate relief completed to be submitted by 31 March 2018	JH
6.12	<p><b>Development Officer</b> Meeting with TSi, as we have changed from PAYE to self-employed the advert/job description needs to be amended. Needs to have targets by quarter with clear expected outcomes.</p> <p>Current advert and job description for Development Officer to be sent to all Board</p> <p>The feasibility study and options appraisal info on two-year plan will provide guidance for targets for job description. Group to be identified to draft job description and targets.</p> <p>JH has someone coming to help update the business plan.</p> <p>TSi have suggested the Development Officer is for the whole company not just the garages. The Board will review this recommendation, at this time advert will go out for Development Officer for the garages only. JH to ask SLF to confirm the finish date for SLF funding. Also check HIE funding</p>	<p>JH</p> <p>JH</p>
7	<b>Company Business</b>	
7.3	<p><b>Parking Meters</b> – Nothing progressed, concerned raised that we would not meet target date of May 2018 for installation. It was agreed to take quote forward and place order. Notice boards to be done on CH return JH to write to Moray Council to advise of installation of Parking Meter FA to ask Moray Council if 'no overnight parking' signs can be removed from beach car park</p>	<p>CH/CL JH FA</p>
7.4	It was raised mobile homes are parking on the front road (Bayside). FA will speak to Moray Council asking them to remove 'No overnight parking' sign on beach road.	FA
8	<b>David Urquhart Path</b>	
8.1	Landscape architects are preparing tender documentation: schedule of	

	<p>works and letter to go out to contractors. Start on site date 01 June 2018 has been stated on some funding applications that require site start date in documentation.</p> <p>FA contacting distilleries, Speyside Whisky Festival and Keeper of the Quaich asking for support for path. Already had five bottles of top of the range malt whisky promised. Raffle tickets to be organised for raffle of whisky and other prizes.</p> <p>FA also checking out Piping Hot website sponsors to contact for support. Other funding application are in progress by NR, DW and NE</p> <p>ST advised she may have to declare interest as works for landscape company.</p>	<p>FA</p> <p>FA/NR/DW/NE</p>
8.2	<b>Crown Estates</b> – no update	
9	<b>Membership</b> Membership application from 3 local residents was approved.	
10	<b>Fundraising</b> Pub Quiz – 16 teams to date signed up. Walkers have donated a raffle prize Board to supply items for hamper to MB by Thursday 15 February JH and NR volunteered for team.	ALL
11	<p><b>AOCB</b> SR has spoken to contractor re quote for beach roads repair. Quote for back beach road and beach road at toilets – breaking, grading and hard surface (not tarmac) price.</p> <p>Residents association have spoken from Elgin Station Site re provision of soil for area in front of James Milne road, but the soil from site is contaminated, however they will provide soil from another site.</p> <p>CL was invited to be a co-opted Director, CL accepted. MB name to be removed as company secretary and updated with JH.</p> <p>Planning application has been submitted for 130 Findhorn, there is currently a fence taking in ground that is owned by TFVCC – to be put on March agenda.</p> <p>There is a wooden batten on path behind property that is a trip hazard. DW and FA to ask owner to remove or bury.</p> <p>Land across the road from properties leading to north car park has had gorse cut back and earth moved, looks very unsightly. DW and FA to speak with adjacent property owner.</p>	<p>JH</p> <p>NR</p>
11	<b>Date of Next Meeting – Monday 5 March 2018, 7pm</b>	
	<b>Minutes Proposed by</b>	
	<b>Minutes Seconded by</b>	
	<b>Chairman</b>	