

CAMUSCROSS & DUISDALE INITIATIVE

Note of meeting held on 10th February 2016 at 1 Camuscross commencing 8:00pm

ITEM	NOTES	ACTION
1 Present:		
	Mark Wringe (MW) (chair); Rory Flyn (RF); Innes Grant (IG); Susan Walker (SW) - via Skype.	
	Apologies: Laura Stephen (LS); Elaine Smith (ES); David Collins (DC)	
	In Attendance: -	
2 Minutes and Matters Arising:		
	The minutes were formally approved.	
	Following the issue of the draft minutes, board members should make comments to the secretary within 5 days.	
	All other matters arising are covered in the agenda.	
3 Financial:		
i.	Treasurer's report on funds: - The amount in the bank is £50,439.36. - Of this total, the unrestricted funds were £820.52. - The restricted funds were £49,618.84. The restricted funds relate to the Hub.	
ii.	VAT: Frances Cameron has advised that we should further investigate the VAT reclamation on the Hub project. Dee Gildea at Lottery has stated that no other similar project had knowingly been refused reclaiming VAT. Accountant Faye Macleod has advised that further advice to be sought. However CDI do not have funds to obtain further advice. CDI to approach HIE regarding potential funds for appointing a tax expert. No further advice to be sought until this is determined. It has been advised that a further VAT form has to be filled in.	IG/DC
iii.	Robertson Trust: The awarded amount of £20,000 has been transferred to CDI bank account.	
iv.	Accounting System: CDI have registered for a free trial. IG and DC to investigate this.	IG/DC
v.	Digital Payments: RF to send in form.	RF
vi.	Hub Contractor Payment: SW to speak to WTA to suggest a change of day for site meetings to ensure that payments to Compass are met within the correct Lottery payment timeframe.	SW
vii.	Hub Fence Invoice: This has been paid.	

4 Hub:

i. Final Contract Details:

We are awaiting the final contract details from the Design Team. Directors to follow up. SW SW to speak to WTA regarding final documentation.

ii. Project Development Officer:

Interviews conducted on the evening of 5th February with four interviewees. Board
There was an excellent caliber of applicant and all have been thanked for their interest.
Fiona Begg has been offered the post and has accepted.
Contract documents are being prepared.
A work diary is to be kept to record time and actions.
A press release to be prepared.
Meeting to be arranged with the board. Dates to be circulated.

iii. Site Photos:

Elaine has arranged with Compass for access to site to compile a timelapse record of the build. The board noted the value of Elaine's Facebook updates including site photos, keeping members informed of progress.

iv. Meet the Builders:

An open meeting was held in Talla Dearg on the evening of 3rd February. The attendees got an update from the Board and a chance to meet and ask questions of the Contracts Manager and Site Manager from Compass Building And Construction Services. Refreshments were served.

v. Meeting With Grazing Shareholders:

A meeting with interested Camuscross Common Grazing shareholders was held on the morning of 4th February.
Three members of the Grazing Committee attended and arrangements for clear access to the common grazing were agreed and contact details were swapped.

vi. Site Meeting Notes:

The first site progress meeting was held on the morning of 4th February. Board
This was attended by two members of the board and members of the design team along with a number of personnel from Compass.
Site Meeting minutes have been circulated for action.
The items noted from the meeting have been dealt with:

1. INSURANCES: Dealt with –not required until handover
2. ADDITIONAL FUNDING: CDI to work on further funding applications for specific items deleted from contract and to update Tamsin:
 - Pizza oven
 - Landscaping elements (community to contribute workforce)
 - East path way and bridge
 - Stone dyke feature wall (foundation is included in contract)
 - Stage lighting etc.
3. WAYLEAVE: Dealt with
4. TELECOMS DISH: Information to be sought from FEI on this
5. SIGN BOARD: We need to organise for a design of a sign board incorporating the name of the building and also funders. Tommy said we need to get funders names up ASAP. We should get the board prepared so the name can be inserted. But we should communicate with funders to let them know a timescale for this.
6. COMMUNITY INPUT: Required for crofting exhibition and manifestations/signage to glass. Tamsin keen to coordinate the latter.
7. WINDOW ORDER: Alu windows amendment: dealt with

8. SCHOOL LIAISON: Compass have a staff member who can do community engagement exercises like school visits etc. CDI to pass the school details onto him.
9. PROJECT DEVELOPMENT OFFICER (PDO): In agenda
10. CASHFLOW FORECASTS: Dealt with
11. PAYMENTS PROCESS: Already under discussion
12. DESIGN AMENDMENTS: Tamsin has dealt with this
13. POSTCODE: Postcode and address application to be made by CDI.

vii. Post Office Update:

Elaine has had a meeting with WTA to discuss incorporating the PO and Royal Mail requirements and she will get back to us with amendments and any cost implications. Disclosure applications have cleared.

viii. Hub Name Vote:

Survey Monkey shortlist is to be launched, with pronunciation. Shortlist of six created at AGM. A number of paper ballots to go out to members without access to internet. Not to be restricted to members. Press release to be made to Free Press. ES MW

ix. Big Lottery Questionnaire:

SW, DC and IG to fill-in questionnaire regarding Lottery process.

SW DC
IG

x. Register Change of Common Grazings:

Having achieved the resumption on the common grazing land, it is now CDI's responsibility to register this change with Registers of Scotland. This process is to be investigated by RF.

5 Co-opting Board Members:

Board members to speak to suggested names about becoming board members.

Board

6 50:50 Club:

- i. The latest draw has made one more winner in the CDI lottery, winning £30. The next draw will be at the board meeting in March.

The lottery is growing steadily with more people signing up each month; next month's prize is at least £30, but could be more if we get more sign ups.

If you are able to "donate", in the form of buying monthly lottery tickets, you not only help to fund our community activities, you could also be in with a chance of winning the monthly prize. If you can, please set up a Standing Order with your bank into our Lottery account 00298597, sort code 83-26-19, every £1 gets you a ticket in the draw and half our takings is prize money. It is important to put your name as the reference number when setting up the standing order and contact Elaine (833305 or elainemith99@btopenworld.com) so she knows who has bought tickets.

- ii. 50:50 to be promoted through An Sleitach (SCT). ES to contact.

ES

7 Events:

i. Fund-raising Group:

A flyer with all the proposed events has been circulated with the latest issue of An Lianag:

Sewing Workshop: Sat 27 Feb

Clothes Meet: Sat 19 March

Soup and Pudding Lunch: Sat 14 May

Charity Café: Thu 21 July

Christmas card competition: Event was held on 31 January. The winning designs in the various age groups have been sent off for printing.

The board are very appreciative of the all the efforts of this group led by Siùsaidh NicNeill.

Contact: Siùsaidh NicNeill if you want to get involved.

8 An Lianag:

i. New Issue:

Last one issued in mid January

Next one to be issued before Easter.

9 AOCB:

- i. Dance:** Board to look at running a dance/ceilidh in April. More details to be confirmed. Seall + EI calendar to be checked.

10 Date of Next Meetings:

Board Meeting: TBC

Time Meeting Concluded:

9:55pm