

	CAMUSCROSS & DUISDALE INITIATIVE Note of meeting held on 9 th March 2016 at 1 Camuscross commencing 8:00pm	
ITEM	NOTES	ACTION
1	<p>Present:</p> <p>Mark Wringe (MW) (chair); Rory Flyn (RF); Innes Grant (IG); Laura Stephen (LS); Elaine Smith (ES); Susan Walker (SW) - via Skype.</p> <p>Apologies: -</p> <p>In Attendance: David Collins - Company Secretary (DC); Fiona Begg - Project Development Officer (FB).</p>	
2	<p>Minutes and Matters Arising:</p> <p>The minutes were formally approved.</p> <p>Following the issue of the draft minutes, board members should make comments to the secretary within 5 days.</p> <p>All other matters arising are covered in the agenda.</p>	
3	<p>Financial:</p> <p>i. Treasurer's report on funds: - The amount in the bank on 09/03/16 is £44,334.28 - Of this total, the unrestricted funds were £1,105.88 - The restricted funds were £43,228.40. The restricted funds relate to the Hub project.</p> <p>ii. VAT Lottery Advice: Email sent to Lottery Officer. Response awaited.</p> <p>iii. Digital Payments: RF to send in form to Coop bank.</p> <p>iv. Hub Contractor Payment: IG/DC to look into the use of a payment request letter instead of phone request. Default to be IG as first signature. Second signature to be agreed.</p>	<p>RF</p> <p>IG/DC</p>
4	<p>Hub:</p> <p>i. Project Development Officer: Contract with Fiona Begg has now been signed and she started in the post on 2 March, the day of Site Meeting no.2.</p> <p>ii. PDO Update: FB gave a first update on her work so far. Initial time has been spent: - Getting to know the project and documents - Introducing herself to the Design Team and the Construction Team - Collecting a file on the Hub building including contract information and variations - Info required: Forecasting template; Lottery claim forms; Bank statements on a monthly basis. - Report to be prepared for the board for each meeting</p> <p>iii. Cashflow Monitoring: FB stated that monitoring cashflow is of utmost importance and that VAT claims</p>	

	<p>should be submitted as and when invoices are received. CDI to reclaim VAT monthly. This necessary to allow there to be enough in the account. DC/FB to organise claim and reclaim date.</p> <p>FB to deal with VAT reclaims from now on.</p> <p>FB to speak to BLF to see if advance funds can be accessed to cover short term VAT.</p>	FB
iv.	<p>Services Connections: FB to investigate with WTA the order and process for making the services connections to the site.</p>	FB
v.	<p>Primary School: RF to contact Hazel Morrison at Bun-Sgoil Shleite to help arrange a Hub visit and project for the pupils.</p>	RF
vi.	<p>Website: FB to speak to Rob Ware about the updating of the website. The website is an important tool for marketing the Hub and the website. Minutes and events photos to be added.</p>	FB
vii.	<p>PDO Email Address: FB to investigate getting a new email address including @camuscross.org.</p>	FB
viii.	<p>Site Sign: Vote for name of building to be concluded by end of Friday 11 March. Signboard to include: name; funding logos; image; and bilingual text. Draft to be circulated before next meeting.</p>	Board
ix.	<p>Opening Date: FB is keen to monitor the projected opening date to make sure that the registering of the trading company is carried out at the correct time.</p>	
x.	<p><i>Say Hello to Architecture:</i> FB to look into entering the Hub in this 2016 Year of Architecture event.</p>	FB
xi.	<p>Site Progress: Site progress report from Compass provided to the board.</p>	
xii.	<p>Lottery Officer Meeting: Mark Hilton attended the last site meeting. He noted that a site signboard is required following the naming vote and BLF to be copied into all valuations etc. to ensure the authorisation of payments is timeous.</p>	
xiii.	<p>Building Contract: Contract has now been signed by MW on behalf of CDI. CDI to receive a copy from WTA.</p>	Board
xiv.	<p>BT Connection Required: Phone line for PO Counter IT (provided by PO – CDI not involved). Phone no. required for PO/shop Phone line required for alarms system. FB to enquire about connections.</p>	FB
xv.	<p>Common Grazing Access for Drainage Wayleave: It has been brought to our attention that certain protocols will need to be observed when Compass installs the drainage outfall to the Allt Duisdale. These are to be observed. CDI to encourage Compass to consult with the landowner (FEI) and grazing shareholders regarding best practice for this piece of work.</p>	FB

xvi.	<p>Insurances: An insurance letter from Highland Council has been received by SW. She is to forward IG for review.</p>	SW/IG
xvii.	<p>Post Office Business Plan Update: ES has updated the section on the Post Office Board members to read draft and make comment.</p>	Board
xviii.	<p>Hub Naming Survey: The vote concludes by end of Friday 11 March. ES will update the board on the outcome.</p>	ES
xix.	<p>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.</p>	RF
5	<p>Co-opting Board Members: Board members to speak to suggested names about becoming board members.</p>	Board
6	<p>50:50 Club: i. The latest draw was held at our monthly board meeting, with one lucky winner of £35. 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 elainesmith99@btopenworld.com) so she knows who has bought tickets. The next draw will be at the board meeting in April. Good luck.</p>	
7	<p>Events: i. Fund-raising Group Upcoming Events: Clothes Meet: Saturday 19 March Easter Egg Hunt: Easter Sunday 27 March Soup and Pudding Lunch: Saturday 14 May Charity Café: Thursday 21 July The board are very appreciative of the all the efforts of this group. Contact Siùsaidh NicNeill or the board if you want to get involved.</p>	
8	<p>An Lianag: i. New Issue: Next one to be issued before Easter.</p>	

9	AOCB: None	
10	Date of Next Meetings: Board Meeting: Wednesday 13 April 8:00 PM. Every second Wednesday of month @ 8:00 PM.	
	Time Meeting Concluded: 9:55pm	