

## CAMUSCROSS & DUISDALE INITIATIVE

Note of meeting held on 1<sup>st</sup> March 2017 at An Crùbh, commencing at 7:30pm.

ITEM NOTES ACTION

### 1 Present:

Mark Wringe (MW) (chair); Rory Flyn (RF); Innes Grant (IG); Laura Stephen (LS)  
Susan Walker (SW); Sharon Campbell - An Crùbh Manager.

Apologies: David Collins - Company Secretary (DC); Fiona Begg - Project  
Development Officer (FB)

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, other than those listed below, are covered in the agenda:

- i. Donald Rankin Invoice:  
IG queried further with Donald Rankin. The final invoice has been offered up for IG  
payment. A method and period of payment are to be agreed with Donald Rankin. IG  
to approach with a proposal.
- ii. Campbell, Stewart, Maclennan & Co Invoice:  
IG queried CSM regarding extra costs included in invoice over the original quote. The  
board were satisfied with the explanation.
- iii. Snagging:  
Floor sockets will be countersunk, door handle re-fixed and potholes this week. FB
- iv. Facebook:  
SC to be added to CDI Facebook page admin. RF

### 3 Financial:

- i. Treasurer's report on funds:
  - The amount in the bank on 28 February 2017 were £146,353.62.
  - Of this total, the unrestricted funds were £1,414.38. (Coop account).
  - The restricted funds were £144,939.24.
  - These were split: £54,022.78 Coop account; £90,916.46 RBS account.
  - The restricted funds relate to the An Crùbh project.

### 4 Appointment of Business Development Manager to An Crùbh Ltd:

Sharon Campbell started as BDM to ACL on 20 February 2017.

### 5 BDM Update and Questions:

- i. Bank account for ACL has been set-up and will be in place for use in a short  
timeframe.

- ii. VAT no. has also been received.
- iii. Corporation tax will be triggered when ACL begins trading.
- iv. Meeting with CSM has taken place. ACL to continue with Xero accounting system. IG IG  
to provide CDI information to SC.
- v. HMRC quarterly returns required now for CDI. CSM to assist with initial return.
- vi. CDI to transfer revenue funding to ACL. CDI to clarify if it is also OK to transfer fixtures MW  
and fittings fund to ACL. MW to email officer.
- vii. FB to send zero-vat certificate to Compass for final invoice. FB
- viii. Hall hire is confirmed as being exempt from VAT. Rental is non-business.
- ix. Shop + Post Office Recruited Staff:  
Mhairi Cousins has been appointed as Shop + PO Manager.  
Stacey McNicholl has been appointed as Assistant Shop + PO Manager.  
Mhairi starts on Monday 6 March. Stacey starts on Monday 13 March.
- x. Café Recruited Staff:  
Lawrence Millott has been appointed as Café Chef.  
He is returning to Scotland to take up the post and therefore an accommodation  
appeal is to be made to CDI membership.
- xi. Further Job Advertising:  
The further posts will be advertised via local noticeboards and social media. SC  
Kitchen porter and part-time café assistant roles are still required.
- xii. Trading Opening:  
Date of 24 March is still the target.
- xiii. Food Hygiene and Alcohol Sales Training:  
To be in place for new staff members. SC
- xiv. Post Office Supervision:  
This has to be in place from when the Post Office workers start in the sorting office in SC  
the morning.
- xv. Furniture + Fittings:  
ACL have confirmed that Thomsons Coffee Co. to be the coffee machine supplier. CDI  
Coffee machine and grinder to purchased. Taste tests for coffee to be provided. CDI  
to pay for machine in advance of ACL bank account.  
Second hand equipment has been delivered from Reading Community Shop.  
Refrigerator requires replacement items and commissioning. Further costs being FB  
investigated.
- xvi. Snagging:  
As above (2iii).
- xvii. Alcohol License:  
SC has been on training and sat the test. Results awaited. License application to be SC  
made.
- xviii. Hall Charges:  
CDI to make final decision. CDI

- xviii. Running Costs:  
SC ran through the monthly overheads for running An Crùbh.
- xix. Accountancy costs:  
Costs for ACL and CDI to be paid monthly. CDI costs to be significant in 2017 due to upcoming audit.
- xx. Highland Council Public Toilet Scheme:  
SC to investigate An Crùbh becoming a designated public toilet and receiving funding form HC. SC
- xxi. Booking Diary:  
SC to receive from FB. FB
- xxii. 50:50 Lottery:  
SC to speak to Elaine. SC
- xxiii. Curry Night:  
Saturday 11 March Galloping Gourmet night has changed to a curry night. Funds to be raised for CDI and Crossroads. Access required 7-9pm on Friday evening. SC
- xxiv. Signage:  
Steve at Canan to be briefed by SC and ACL. SC
- 6 ACL Ltd.**
- i. SIS Finance:  
Still to be confirmed if this application is successful. CDI to approach Big Lottery to see if revenue funding can be used temporarily. CDI
- ii. ACL/CDI Meeting:  
A mutually suitable date to be agreed for a CDI and ACL joint meeting. All
- 7 Project Development Officer Report:**
- i. Continuing Employment:  
MW and SW to meet with FB on Friday 3rd March to discuss the end of the PDO contract and continuing temporary employment. MW SW
- 8 Elaine's Resignation – Outstanding Items**
- i. An Crùbh Build Photos:  
ES to be asked to burn to CD/hard drive and this can be kept in An Crùbh office. SW
- 10 Events / Fundraising**
- i. Table Top Sale:  
Congratulations to all who organised, participated in and helped clean up after the first public event in An Crùbh on Saturday 25 February. In particular a big thanks goes to the fundraising group led by Siusaidh NicNeill. It was a very busy and successful day. Further details on the amount raised to follow.
- ii. Opening Event:  
It is planned to have an official opening event once the building is fully operational. Plans will begin to be made for this once SC has started her post. All
- 11 AOCB:**
- None.

**12 Date of Next Meetings:**

Next CDI Board Meeting: Wednesday 5 April, 7:30 PM at An Crùbh.

Board meetings every first Wednesday of month @ 7:30 PM at An Crùbh.

**Time Meeting Concluded:**

10:45pm