

Glengarry Community Woodlands

11 November 2015

Glengarry Community Hall @ 19.30hrs

Directors Present:

Grace Grant, Catriona Menzies, Lindsay Rogers, June Mathers, George Cross. In attendance - Johnny Bell

Apologies: Bruce Kocjan-Briggs, Colin Grant

Summary of Actions from This Meeting

No	Action	Who	When
1	Insurance quotes	Grace/June	Soonest
2	Skills audit review	Bruce	December
3	Branding - contact Lisa Bell	Grace	Soonest
4	Display board - hall committee liaison	Catriona	December
5	Hall invoice	Catriona	December
6	Letter to Gary	Bruce. (Draft - George)	November
7	VAL liaison for job checks	Grace	Early Dec
8	C Piper/B Lennon (and Gary Certificate check)	All (Grace)	20 Nov
9	C Piper/B Lennon - queries to Grace	All	By 16 Nov
10	Publicising craft fair/quiz presentation)	Lindsay	Soonest
11	Article for Lochaber Life (inc. photos)	Grace	21 Nov
12	Next meeting hall booking	Catriona	December

Previous Minutes: The previous minutes were agreed as a true record. The committee agreed that the minutes will only be published online once approved by the subsequent meeting.

Matters Arising: All matters arising are noted as complete, on the agenda or ongoing.

Land Purchase discussion: Johnny Bell outlined the current legal position and took the committee through the draft FCS 'offer to sell' contract. Harper MacLeod are representing FCS. There are two applicable Title deeds. New plan prepared by FCS. One small piece with 'no warrandice'. Usual title deed checks under way. Johnny following up on various, wayleaves, environmental, ground contamination assessment, asbestos, electrical certificate and building related checks etc.

Targeting date of entry at 7th December. Monies can be drawn down with 7 days notice. Cost is £200,000 (no VAT). Must have public liability insurance in place. The new title will be in the name of Glengarry Community Woodlands (not the GCW trading company).

There will be no rates or stamp duty as we're a charity. Search is to be done. The new title deed is a standard deed (Johnny will ensure the name is correct on the final document.)

Johnny gave advice regarding the employment contract for the woodland CDO. A tax guidance document was examined and led to agreement that the CDO will be an employee (not a contractor). The group went through a draft employee contract. Johnny will finalise (including Key Performance Indicators) and send to Grace.

Johnny advised that the OSCR number is not yet published but due very soon.

Johnny Bell left the meeting with thanks from the Chairman.

Finance: Grace took Directors through the current position. and it was agreed that £8500 would be transferred from the Bank of Scotland (steering group account) to the Royal Bank of Scotland (GCW) account. This will leave £2114 in the BoS account for final work on the forest plan, enabling 70% funding potential from HIE.

Catriona will forward a Hall invoice. It was agreed that, as VAL is likely to be used for accountancy type work, GCW does not need to purchase Quickbooks software or equivalent.

Insurance: Grace now has three quotes but is awaiting NFU quote. the prices are higher than expected (ranging up to about £1400.) It was agreed that June and Grace would meet separately to move this on and report back, due to urgency.

Community Development Officer report: George reported that there was one interviewee (Gary Servant) who was a good candidate. Grace read the references both of which were very positive. It was agreed that Bruce should write and offer the job, as an employee, subject to satisfactory examination of Gary's certificates and identity and disclosure checks.

George will draft the letter (including reference to meet Chris Piper and check certificates on 20th) for Bruce and ask Gary for permission to conduct checks.

Grace will contact VAL requesting them to conduct the checks.

Branding: Grace showed results so far. Directors held a long discussion and it was agreed that Grace would contact Lisa Bell to arrange a meeting date to progress her ideas to enable better comparison with others. Grace to circulate date.

Craft Fair: All Directors to try and be there for some time (09.30 - 15.00 on 21st November.) GCW to have meeting room and the Hall committee have kindly agreed to open the door to the main hall. Agreed to sell key-rings at £0.50 and coasters at £1.00 (£3 for 4).

Lindsay gave results of quiz. Good showing and £168 raised. Bruce will present the quiz prize @ 13.00. Lindsay posting the event around the village and will share with Colin for online.

Grace mentioned that 2 fruit trees are being donated to GCW, from Margaret Boyd.

Grace will ask Ken to be the photographer. Lindsay recommended that we write a piece for Lochaber Life. All agreed and Grace will collate an article and circulate.

Display Boards: Grace read an email from Bruce - and Colin has some prices that do not seem unreasonable. Catriona to enquire about the idea at the Hall committee of 1st Dec.

C Piper/ B Lennon meet: 10.00 on 20th Nov @ community hall. All to consider what we need to ask and send to Grace for collation.

Any other business:

CDO nomenclature - Lindsay asked that we are careful that the named CDO is a CDO for the woodland - not the village. All noted.

Future Event - Lindsay suggested a ceilidh event (around January) to mark the actual purchase. Invitations to be sent to all members and part of this is for Gary to meet members. Details TBA.

Next Directors meeting:

19.30hrs on Wednesday 9th December. Catriona to book the Community Hall

These minutes are agreed and approved:

Date: _____ **Role:** _____

Name: _____

Signature: _____