

# Board Meeting

**Present:** Brian Burnett  
Carol Thomas  
Chris Goldsmith  
Dinah Bosomworth  
Finlay McFee  
Sheila Clark

**Apologies:** Ann Urwin  
Chris Cowley

**Date:** 25<sup>th</sup> July 2023 @ Thistledoo

## Meeting 001 Minutes

Chris Goldsmith (CG) opened the meeting by welcoming everybody present and thanking Brian Burnett (BB) for his hospitality in hosting the meeting. He declared the meeting quorate.

He reported that as the constitution has now been agreed by the team, this was now the first meeting of the AKCH Board. He checked that those present had received both the agenda and the minutes of the last meeting.

### **Item 1 – Minutes of the Previous Development Meeting 6<sup>th</sup> June 2023**

The minutes were approved as a true and accurate record once the following errors were corrected. Avich & Kilchrenan Kirk corrected to Kilchrenan & Avich Kirk, and meeting venue and date typographical errors corrected. **Action: CT to correct and CG to sign.**

### **Item 2 – Matters Arising**

None

### **Item 3 – Administration**

#### **3.1 Constitution**

CG thanked everyone for their contribution and efforts. The constitution has been reviewed by Dave Hollings (DH) of CMS and is now ready to be submitted to OSCR as part of the registration process.

It is expected that registration will be straightforward as DH is a registered approver of Rules and Constitutions.

It was agreed that CT will start the register of Members once we are incorporated. **Action CT**

## Avich & Kilchrenan Community Heritables

### Item 3.2 Members

Membership was discussed at length, voting members must meet the stipulated criteria, rule 11. Applications for Ordinary Membership will be sought as soon as the initial Business Plan is agreed and will be set at £10 per annum per person. All those present agreed to be ordinary members.

Other options for membership and such as Founders, lifetime membership, associate membership etc. will be reviewed later.

### Item 3.3 Board

Following a discussion about commitment, roles, and responsibilities, particularly the implications of being a Board Member and Charity Trustee, the following was confirmed.

Four members of the Development Team have agreed to be Founder Trustees, those are:

- Chris Goldsmith – Founder Trustee
- Brian Burnett – Founder Trustee
- Carol Thomas – Founder Trustee
- Ann Urwin – Founder Trustee

The rest of team present agreed to be Co-opted Members:

- Dinah Bosomworth
- Finlay McFee
- Sheila Clark

All Board members are required to stand down at the first AGM, which will be no more than 18\* months from the date of Incorporation and if they wish stand for election. It was noted that under our constitution Board members may not be paid for their services as a Board Member.

### Item 3.4 Officers

The following have volunteered as Officers:

- Chris Goldsmith – Chair
- Brian Burnett – Treasurer
- Carol Thomas – Company Secretary

The meeting accepted them as proposed.

### Item 3.5 Registration

The Board agreed that registration should go ahead immediately as Presbytery require that AKCH be a properly constituted organisation. Kilchrenan and Avich Kirk session has formally written to Presbytery notifying them that Kirk Session has agreed to put the buildings up for sale and that their preferred buyer is AKCH.

**Action: CG to complete registration process and notify Kirk Session once complete.**

Item 3.6 Sub-Committees

None.

**Item 4 – Finances**

Item 4.1- Cash Position

CG reported that the Grant application to RAHCBF Microgrants had been approved and that the £300 had been received by him into a ring-fenced personal holding account.

Income:

£300 Grant – RAHCBF Microgrant

Expenditure:

£108 CMS – D Hollings time plus VAT

Balance on hand £192

Expected costs OSCR registration fee, unknown. Valuation fee could be high but should be split with Church of Scotland and should be eligible for grant funding.

4.2 Initial set up funding

CT proposed that we join DTAS as soon as possible, expected fee £90 as this would give us access to training, templates, guidance, and development services. DTAS provide a number of data extraction services as part of their membership. Approved unanimously.

Once registered as a SCIO we should be eligible for grants from the RAHCBF Open Source Grants as we are registered in Dalavich and would also be eligible for £500 from microgrants as a constituted group.

After discussion, it was unanimously agreed that AKCH will open a bank account with Bank of Scotland, part of the Lloyds banking group as is a known and trusted bank, with a local branch in Oban. Its online banking system is acceptable. **Action BB & CG on receipt of Company registration number.**

The signatory conditions initially will be that two Directors must 'sign' any bank transaction, regardless of cost. That over £10,000 at least one of those signatories must be an officer and that over £50,000 only the Treasurer and Chair can approve. Any bank operator can set up a payment.

4.3 Business Plan Development Funding

See above.

## **5 - Churches**

The meeting noted that whilst our remit is much wider than taking ownership of the two buildings, the initial concentration must be on achieving ownership.

### **5.1 Purchase**

As previously noted, Kirk session has voted to support our bid to own the two churches. They have written to Presbytery, who will review at the next session 4<sup>th</sup>/5<sup>th</sup> September.

We must be a registered organisation before that date.

### **5.2 Business Plan**

CT reported that the draft Business Plan has not been re-circulated, although she has been working on it.

This iteration will be primarily designed to attract members as part of the evidence of community engagement and support and to allow the first AGM to go ahead. We need a minimum membership of 20 people. Now that we have agreed on membership criteria and costs, she will circulate the document for comment w/e 6<sup>th</sup> August. All present to have reviewed the Project activity list and email omissions and ideas to CT on or before 2<sup>nd</sup> August. **Action All**

The business plan at this stage must clearly define the purpose, the expected initial costs, outline Project Plan, including constraints and risks associated with the Purchase. It should also include funding sources for the Feasibility stage and Purchase negotiation. **Action: CT**

SC noted that whilst Dalavich Church is a Category 'C' listed building and Kilchrenan a Category 'B', that did not mean that HES, for whom she works would impose restrictions on things such as solar energy, or windows etc particularly as Churches there are ecclesiastical exemptions. The buildings were built

There will be greater restrictions on the burial grounds surrounding on the buildings than on the buildings themselves.

The boundary map for the organisation was agreed as that circulated by CG i.e. the AKCC Parish Boundary. **Action SC to provide a list of postcodes**

CT reported that there would be very little cost associated with setting up a Company website as she could hang it off her business sites until we were in a position to need a more comprehensive site including things such as selling and booking. She believes a domain name has been secured as a .org @.scot sites are prohibitively expensive. **Action CT to confirm domain name**

Next meeting 13/09/23 19:00 @ Thistledoo

Meeting closed 21:15

Meeting Minutes approved on 13th September 2023

Avich & Kilchrenan Community Heritables

Signature of Chair:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Date

14.09.23

Avich & Kilchrenan Community Heritables

**Appendix A – OPEN ACTIONS & QUESTIONS**

Nomenclature:

- Date = Date added
- Status = New, pending, open, obsolete, complete
- Priority = High, medium, low

<b>Date</b>	<b>Description</b>	<b>Status</b>	<b>Priority</b>	<b>Notes</b>
06/06/23	Register AKH as a SCIO	Open	High	Needs constitution
06/06/23	Complete Constitution	Open	High	Needed to register as SCIO
06/06/23	Complete Draft 1 of Business Plan	Open	Medium	Needs green light from Presbytery and General Trustees
06/06/23	Finalise Business Plan v1	Pending	Medium	Needs a lot of additional data
06/06/23	Start legal process of applying to secure buildings	Pending	Medium	Needs discussions with presbytery, CoS Legal team, Kirk, etc.
06/06/23	Ensure we understand the nature and constraints of building listing and heritable property	Pending	Medium	

**Appendix 2 – Acronyms**

AED – Awesome Energy (Dalriada) Ltd  
AKCC – Avich & Kilchrenan Community Council  
AKH – Avich & Kilchrenan Heritables  
CoS – Church of Scotland  
COSS – Community Ownership Support Services  
DIG – Dalavich Improvement Group  
DTAS – Development Trust Association Scotland  
HAWO – Heart of Argyll Wildlife Organisation  
KVH – Kilchrenan Village hall  
OSCR – Office of Scottish Charities Regulator  
RACBF – River Avich Community Benefit Fund  
SCIO – Scottish Charitable Incorporated Organisation