

AKCH Board Meeting

Present: Chris Goldsmith (Chair)
Brian Burnett (Treasurer)
Carol Thomas (Company Secretary)
Sheila Clark
Ann Urwin

Apologies: None

Date: 6th February 2024 @ Thistledoo and online via Zoom

This meeting was recorded with the full agreement of all present.

Meeting 004 Minutes

Item 1 - Welcome and Apologies

Chris Goldsmith (CG) opened the meeting by welcoming everybody present. He thanked Brian Burnett (BB) for his hospitality hosting the meeting and confirmed Sheila Clark (SG) and Carol Thomas (CT) as present via Zoom. He declared the meeting quorate. CT was asked to speak with Dinah Bosomworth to establish what level of involvement she wants with the Board. Once membership is open, all members will have access to copies of approved minutes, either via download link or direct email

Action CT: Report back to CG

Structure of Agenda: Chris requested that the agenda and therefore the order of this meeting be adjusted to move sub-committees and progress reports to a separate item for each active project, which would then allow the individual Board members to report on their respective projects.

Item 2 – Conflicts of interest

Brian Burnett reported that some of his conflicts were missing. These were noted and have been added to the list. See Appendix B

Item 3 – Minutes of the Previous Meeting 003

Those present confirmed the minutes as a true and accurate record. **Proposed by Brian Burnett & Seconded by Chris Goldsmith.**

A holding page for documents will shortly be available online at akcheritables.co.uk. Members will be able to request a copy by email if preferred.

Item 4 – Matters Arising

SPAB meeting; AU was actioned to attend if possible. This was not possible for Ann to attend, so the approved expense (£20) was not incurred. We should keep them on the back burner as a possible source of reference once we have responsibility for Listed Buildings.

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Item 5 – Chair’s Report

5.1 Constitution

No changes – can be removed from standing agenda and added to routine tasks.

5.2 – Progress

There is a growing level of interest in AKCH. CG attended a meeting on 27/01/24 regarding the permanent closure of Kilchrenan Primary School. Education Authority are minded to sell to a Community Company, if there is interest. CG has confirmed to A&B that we might be interested.

The decision to close has not been confirmed. We have received a communication from Mr Scott Gibson (owner of Kilchrenan Inn), who has indicated that the school building might be of interest to the Inn. CG has also had communications from Alison Besterman regarding Loch access field. This is an area enjoyed by the community, so CG wants this logged as a potential future project. CG proposed that we keep a watching brief on potential projects. We should look at DTAS and creating a community action plan in the future.

CT commented that assistance for Community Action Plan is available from A&B TSI. It can be both time consuming and expensive. CT will build the community action plans into the 5 year rolling strategy, using that to inform our priorities and direction. It would need to be grant funded, as the actual costs are £750 - £1500, including software and analysis. CT – to circulate the past DIG action plan and the task list issue to current DIG Board.

We can register under 2005 act an interest in any land that might become available in the future. Any land that falls under DIG’s area should only be looked at by AKCH if DIG has specifically stated no interest. DIG is predominantly interested in land not buildings, although that could change.

5.3 DTAS (Development Trust Association Scotland) membership application

Full membership is £90 per annum. CG will apply and see what happens next. All agreed that CG should apply.

5.4 Board & Sub-committees

Chris reported that he would like to see the Board grow closer to the maximum 9 Trustees than the current 5. Rhona Knox has indicated an interest in joining the Board. We need skills in start-up now and should look for the skills we need at each stage in our development. It is important that we all keep promoting AKCH and look for people with the right skill set. It was agreed that we would focus on marketing & communication so that we build a body of interest and flush out the skills we need. We should all think about who might be useful.

Item 6 – Company Secretary

6.1 Membership Questions

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CT proposed that the membership application form should include options for donations and the gift-aiding of donations. CT will draft an application form. Ideally, we will issue membership application when the bank account is open. We need a minimum of 20 members to exist.

6.2 Compliance

CT is working through a briefing pack of documents and will circulate them to the board.

It will include an annual declaration for trustees, GDPR etc.

6.3 ICO Registration

Waiting on Bank account for registration.

6.4 Rolling 5 year Strategy and Specific Business plan

Looking at how decisions are made, via a series of questions that validates fit with our constitution. Bank of Scotland provide a Direct debit process using Go Cardless, which CT explained.

Item 7 – Finances

An application for a Bank Account with Bank of Scotland, is in and Bank is currently contacting individuals for data. CT asked BB to check the email address given to BoS for her as she has not received anything from them. **Actions: BB to check CT's email address; SC to complete her data responses**

Item 7.1 - Cash Position

Income: £0

Expenditure: £0

Balance on hand £167.62

Expected costs:

- ICO Registration £35 if paid by Direct Debit.
- DTAS Membership £90

Board agreed to stick with an Excel spreadsheet, CG to send BB transactions to date and BB to start recording transactions.

Item 7.2 – Grant Funding

The Board discussed the various grant funding sources open to AKCH, these include but are not limited to Carraig Gheal, River Avich Hydro Community Benefit Fund, A&B Council; Business Energy Scotland, Local Energy Scotland. The funding options should be listed within our Business Strategy, we should produce a list of which ones we are eligible for, conditions, and sums of money. **Action: CT to add to strategy document and circulate ASAP**

8 - Projects

The meeting continues to focus on the purchase of the two church buildings.

8.1 – Purchase of Church Buildings

Since the last meeting, with Ann's assistance, CoS have now accepted that the congregation wishes AKCH to purchase the buildings. Therefore, Chris has now engaged with Rob Lee (CoS) surveyor. It appears, as we expected that title will only be at the dripline of the buildings. There is research to be done regarding rights of access and reserved rights over the building.

There seems to be an understanding that the buildings would be acquired at valuation. CoS have appointed Graham Sibbald (Inverness) as the valuers. GC is expecting the valuation to be as per RICS Red Book, normal open market of the property. CG has laid the ground for the report to be acceptable to Scottish Land Fund. There was discussion about the nature of the various complexities of Scottish Land access rights (Ish and Ash).

The valuation is to take place on 12/02/24. CG will meet the valuers at Kilchrenan at 11:00 and he will let CT know when they are on their way to Dalavich.

Business Plans will be produced for the specific projects. One Business plan for both Churches, with common principles and aims. CG is keen to understand the condition of the building fabric and has approached Craig Maddox, who lives in Peebles but has a cottage in Kilchrenan, to provide a quote for advising us and making recommendations as to what might be required. CT reminded the Board that all funders require multiple quotes and/or proof of attempts to get additional quotes. Local people can be used, but we must be able to demonstrate good governance.

Possible legal representation, McPhee & Partners, Twin Deer Law, are two that DIG & AED have used successfully. DTAs provide legal support, guidance, and advice. DTAS may have a list of recommended firms.

Board agreed that we would schedule two **drop-in** sessions, one in Kilchrenan on Thursday 25th April 16:00 – 20:00 and Dalavich on Saturday 27th 14:00 – 18:00.

8.2 – Loch Access

A small team has met to discuss options and issues. Initial thoughts:

- May need planning for change of use
- May need additional land for parking
- May be some issues with Highways
- May be some issues regarding rights of access
- There is a risk that Vinh would sell before we were ready to acquire
- Mrs Besterman was original owner who placed a covenant on the land. It is believed that she will not lift the covenant.
- Drainage is an issue – this will be discussed with a local civil engineer
- They have discussed maintenance, revenue, insurance, access etc.
- Biodiversity considerations, environmental agency requirements etc.

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The team expects to report back to this Board with 6 – 8 weeks for us to then consider and recommend a course of action.

8.3 Kilchrenan School Building

Nothing to report other than the Education authority is reviewing options, no decisions expected until November 25.

8.4 – Business Plan

CT is currently splitting the original Business Plan into a 5 year rolling Strategy and a template for Business Plans that are project specific.

Need something in the Strategy document regarding compliance with Heritable considerations.

9.0 AOCB

Nothing to discussed

Meeting closed 21:15

Next meeting 14/03/24 19:00 on @ Thistle do

Meeting Minutes approved on 11th March 2024 @ Meeting 005

Signature of Chair:

Date

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Appendix A – OPEN ACTIONS & QUESTIONS

Nomenclature:

- Date = Date added
- Status = New, pending, open, obsolete, complete
- Priority = High (H), medium(M), low (L)
- BL = Board Lead UA = Unallocated

Date	Description	Status	Priority / BL	Notes
06/06/23	Split Business Plan v0.3 into rolling 5 year Business Strategy and BP 1.0 Acquisition	WIP	Medium/CT	Will need whole Board input
06/06/23	Ensure we understand the nature and constraints of building listing and heritable property	Pending	Medium/UA	
06/02/24	Church Valuation and purchase viability programme	Started	High/CG	Process will be long and documented under item 8.1
06/02/24	Complete membership application form and briefing pack	Pending	High/CT	Will need to include option for additional donations, Gift Aid & GDPR Compliance
06/02/24	Opening Bank Account			
06/02/24	Joining DTAS			
06/02/24	Churches Business plan			
06/02/24	Loch Access Business plan			
06/02/24	Prep for Consultation drop-in			
06/02/24	Add Grant options, sources, and limitations to Strategy Document			

Appendix B – Conflicts of Interest.

The following Conflicts of Interest have been noted:

Dinah Bosomworth	None	
Brian Burnett	Kilchrenan & Dalavich Parish Church	Elder & Treasurer
	Kilchrenan Village Hall (KVH)	Co-ordinator
	Avich & Kilchrenan Community Council (AKCC)	
	Kilchrenan Boat Club	Member
Sheila Clark	LAIA	Member
	Dalavich Improvement Group (DIG)	Company Secretary
	Awesome Energy (Dalriada) Ltd (AED)	Chair
	Historic Environment Scotland	Field Officer
Chris Goldsmith	Kilchrenan & Dalavich Parish Church	Elder
	Kilchrenan Village Hall Committee	Treasurer
Carol Thomas	Dalavich Improvement Group (DIG)	Treasurer
	Awesome Energy (Dalriada) Ltd (AED)	Director
	An Suidhe	Panel member
	River Avich Hydro Community Benefit Scheme (RAHCBF)	Overseer for AED & DIG

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Ann Urwin

Kilchrenan & Dalavich Parish
Church

Elder

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Appendix C – 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

Appendix D – Key Dates

<u>DATE</u>	<u>ITEM</u>	<u>FREQUENCY</u>	<u>BL</u>	<u>NOTES</u>
25/10/2023	SCIO	Incorporated SC05296	CG	
25/04/2024	OSCR	Complete full registration on website	CT	
25/10/2024	Constitution	Annual review of constitution	CT	
31/10/2024	Year End	Annual	BB	
25/01/2025	AGM	Within 12-15 months of previous AGM	CT	