

# AKCH Board Meeting

**Present:** Chris Goldsmith (Chair)  
Brian Burnett (Treasurer)  
Carol Thomas (Company Secretary)  
Sheila Clark  
Peter Gray  
Rhona Knox

**Apologies:** Ann Urwin

**Date:** 11<sup>th</sup> March 2024 @ Thistledoo

## Meeting 005 Minutes

### **Item 1 - Welcome and Apologies**

Chris Goldsmith (CG) opened the meeting by welcoming everybody present, particularly new Trustees Peter Gray (PG) & Rhona Knox (RK). He thanked Brian Burnett (BB) for his hospitality hosting the meeting and declared the meeting quorate.

### **Item 2 – Conflicts of interest**

Conflicts of interest have been added for PG & RK. See appendix B

### **Item 3 – Minutes of the Previous Meeting 004**

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

### **Item 4 – Matters Arising**

#### **4.1 – Board Membership**

CT reported that DB is not taking up a Board position.

#### **4.2 Interim decisions**

The appointment of Peter Gray and Rhona Knox to the Board was passed unanimously on 1<sup>st</sup> March 2024.

### **Item 5 – Chair’s Report**

#### **5.1 – Progress**

As noted in Interim Decisions, we have recruited two new Trustees, Rhona & Peter. CG has also approached Lindsay McGowan who felt unable to join but is willing to help with marketing.

## Avich & Kilchrenan Community Heritables

CG has also spoken with Scott Gibson regarding the Kilchrenan School, who has expressed interest in the building with regards to Kilchrenan Inn.

There is nothing further to report regarding Loch Access in regard to Mrs Besterman.

### 5.2 DTAS (Development Trust Association Scotland) membership application

CG made an application to DTAS, which has been acknowledged but not yet approved. CG & CT met with Fiona Taylor, who is part of The Community Ownership Support (COS) team at DTAS. It was a very useful meeting, during which Fiona provided several useful contacts, discussed Community Action Plans and the importance of ensuring that our constitution fits with Grant Funder requirements, specifically Scottish Land Fund, other Government funded initiatives and Third Sector Funders. She took an action to review our constitution and highlight any areas that might need adjustment. Antonia Baird is the contact at A&B. **Action CG to make initial contact to see what funding is available especially for Community Action Planning.**

### **CG will make an initial contact with Scottish Land Fund regarding our plans for the two church buildings**

The Board discussed various elements of community planning, including Local Place Planning, which would usually cover a wider remit than the AKCC area. Trying to co-ordinate and align the two Community Action Plans, as both Dalavich Improvement Group (DIG) and AKCH need them was discussed and it was felt that trying to get them done simultaneously might be a wise and cost efficient move as it would mean that people would only be asked once to participate and would likely generate a more rounded view.

PG reported that he had looked up central funding options (Westminster funded grants) and we agreed that building awareness of funds and documenting them would be wise.

It was agreed that the DTAS session was useful, that we should actively seek to secure membership and follow up with Fiona on her return from leave on 1<sup>st</sup> April. **Action CG & CT**

### 5.4 Board & Sub-committees

Chris reiterated that he would still like to see the Board grow closer to the maximum 9 Trustees than the current 7. He commented that Tina Goldsmith had volunteered to join the board but worried about having too many 'related' people. CT commented that attempting to avoid any connected people being on the Board in a community this size is pointless. If someone has skill sets that we need then we should welcome them.

**The Board unanimously resolved to invite Tina to join.**

## **Item 6 – Company Secretary**

### 6.1 Membership

We currently have a total of 28 members, 27 ordinary and 1 associate member. We are therefore in compliance with our minimum membership of 20.

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Ordinary membership requires that the applicant be 16+ and ordinarily resident in the AKCC area. Associate members can be from anywhere. The only difference is that Associates do not have voting rights.

CT is halfway through acknowledging all memberships and will complete this on or before 26<sup>th</sup> March. **Action: CT**

CT passed over £10 cash received from member AK005. Members AK002 & AK008 have now paid their outstanding membership. Leaving AK009 who has requested bank details outstanding. **Action: CT.**

### 6.2 Compliance

All existing Trustees have completed their Trustee declarations. CT commented that as soon as DTAS membership is confirmed, she will request that DTAS run a training session for trustees.

Now that CT has the trustee declarations, she will complete Companies House registration and update our templates accordingly. **Action: CT**

We are complying with GDPR by only referring to members by their membership number. CT will shortly circulate a few policies for the Board's consideration, these will include Safeguarding and GDPR.

CT asked for £40 to comply with legislative requirement that all registered offices must display the company details of all the companies registered there. **Approved unanimously**

### 6.3 ICO Registration

Waiting on Bank account for registration.

### 6.4 Rolling 5 year Strategy and Specific Business plan

CT has been working on this. She will circulate the original plan as registered with OSCR to RK & PG. **Action: CT**

## Item 7 – Finances

Bank Account application with Bank of Scotland, BB advised that apparently, they are still waiting on CT data. CT reported that the data was provided to BoS branch in Oban on 22/02/24 along with the trustee validation, if they are not awaiting the trustee declaration then they have CT details as well. After some discussion, it was agreed that CT would try to track it down.

**Action: CT to chase Oban and new banking support**

### Item 7.1 - Cash Position

Following the membership drive, the accounts are looking healthier. We have sufficient funding to cover expected costs

# Avich & Kilchrenan Community Heritables

## Avich & Kilchrenan Community Heritables

### Financial Statement

Period	From:	25-Oct-23
	To:	11-Mar-24
<b>Receipts</b>		
Micro Grant	300.00	
Membership	240.00	
Other	<u>0.00</u>	
Total Receipts		540.00
<b>Payments</b>		
Legal Fees	108.00	
Other Set-Up	<u>24.38</u>	
		<u>132.38</u>
<b>Surplus/(Deficit)</b>		<b>407.62</b>
<b>Balances</b>		
Cash	0.00	
Bank	<u>407.62</u>	
Total		407.62
<b>Debtors</b>		
Membership		30.00
Other		<u>0.00</u>
Total		30.00

#### Expected costs:

- ICO Registration £35 if paid by Direct Debit.
- DTAS Membership £90
- Companies House Plaque £40

## Avich & Kilchrenan Community Heritables

### 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** (bfwd)

### 8 - Projects

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

#### 8.1 – Purchase of Church Buildings

CG confirmed that the valuation to be provided at CoS expense will be an independent open market valuation and that we will have the right to use it for funding applications etc.

He confirmed that the valuation will be for the drip line of the buildings but that it is possible that Kilchrenan Church may include some additional land that CoS wish to dispose of in the interests of tidiness and completeness. This land would have limited value and we should assess the cost implication of taking it on, considering DIG's recent experiences regarding land ownership and the Land & Tree act 2018. The Board accepted that we may not have any choice but that we should assess and record the impact of taking it on. **Action CG & PG to monitor and report back.**

The valuation visits on 12/02/24 went ahead, CG is comfortable with the process but it has raised, as yet unanswered questions regarding access rights to the church buildings. It is unclear who owns what and it is hoped that the valuation may bring some clarity to this. It is widely believed that FLS own the track leading to Dalavich Church, it is unclear who owns what around Kilchrenan, apart from the land mentioned above.

The document circulated by RK and PG was reviewed. All agreed that it was a great start point and should form the basis of marketing literature, discussion materials etc for the for drop-in sessions. CT & SC commented that they had never heard of Dalavich Kirk being referred to as "The Sanctuary" and recommended that the label be dropped. **Action: All review thoroughly and feedback comments etc to RK. Action: RK to work with LM to produce adverts for the sessions and other materials.**

There was some discussion about the practicality of overnight accommodation in Dalavich Church, due to concerns about the practicality of any form of hygiene facilities beyond composting toilet, given the lack of land for running piped sewerage, the proximity of graves, the archaeology, and the sewerage infrastructure within Dalavich. It was also agreed that this should be thought about carefully before any firm proposals are made.

**Action: SC to review HES views and data regarding the suitability of geophysics and any possible constraints that maybe applicable.**

Board agreed that the scheduled **drop-in** sessions, one in Kilchrenan on Thursday 25<sup>th</sup> April 16:00 – 20:00 and Dalavich on Saturday 27<sup>th</sup> 14:00 – 18:00 should go ahead. It should be advertised by all available routes, including email, mail drops, social media, and word of mouth.

## Avich & Kilchrenan Community Heritables

### 8.2 – Loch Access

Chris Pollard has emailed topographical land report and an estimate for building a road (£11k). The team are planning to speak with Joelyon Gritton about access and planning requirements.

CG to speak to Jonathan Smith about using part of his adjoining land for parking.

As expected, the team are not yet in a position to report back to the Board.

### 8.3 Kilchrenan School Building

Our interest has been informally lodged with A&B Council.

### 8.4 – Business Plan

This is still in progress and once CT has finished splitting it out into Strategy and BP template, the individual groups can start on the specific plans that will be required by grant funds and our own strategy. There was discussion about not everything needing to be self-sustaining but collectively AKCH, whilst not needing to make a profit, must be clear about how it will fund on-going activities and cover its normal operating expenditure.

### **9.0 AOCB**

Nothing to discussed

Meeting closed 21:25

Next meeting 08/04/24 19:00 on @ Thistledoo

Meeting Minutes approved on 8<sup>th</sup> April 2024 @ Meeting 006

Signature of Chair:  
Chris Goldsmith



Date: 09/04/2024

## Avich & Kilchrenan Community Heritables

### **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

<b>Date</b>	<b>Description</b>	<b>Status</b>	<b>Priority / BL</b>	<b>Notes</b>
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			
11/3/24	Create holding page for minutes	Pending	Medium/CT	

### **Appendix B – Conflicts of Interest.**

The following Conflicts of Interest have been noted:

Brian Burnett	Kilchrenan & Dalavich Parish Church Kilchrenan Village Hall (KVH) Avich & Kilchrenan Community Council (AKCC) Kilchrenan Boat Club	Elder & Treasurer  Co-ordinator  Member
Sheila Clark	LAIA Dalavich Improvement Group (DIG) Awesome Energy (Dalriada) Ltd (AED) Historic Environment Scotland	Member Member Company Secretary Chair Field Officer
Chris Goldsmith	Kilchrenan & Dalavich Parish Church Kilchrenan Village Hall Committee	Elder Treasurer
Peter Gray	None	
Rhona Knox	Kilchrenan Village Hall Kilchrenan Inn	Trustee Employee
Carol Thomas	Dalavich Improvement Group (DIG) Awesome Energy (Dalriada) Ltd (AED) An Suidhe	Treasurer Director Panel member

## Avich & Kilchrenan Community Heritables

Ann Urwin

River Avich Hydro Community  
Benefit Scheme (RAHCBF)  
Kilchrenan & Dalavich Parish  
Church

Overseer for AED & DIG

Elder



# Avich & Kilchrenan Community Heritables

## 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	