

Avich & Kilchrenan Community Heritables

AKCH Board Meeting

Present: Chris Goldsmith (Chair)
Brian Burnett (Treasurer)
Carol Thomas (Company Secretary) via Zoom
Sheila Clark via Zoom
Peter Gray
Rhona Knox
Ann Urwin
Arlene Colewell
Tina Goldsmith

Apologies: None

Date: 8th April 2024 @ Thistledoo and via Zoom

Meeting 006 Minutes

Item 1 - Welcome and Apologies

Chris Goldsmith (CG) opened the meeting by welcoming everybody present, particularly new Trustees Arlene Colewell (AC) & Tina Goldsmith (TG). He thanked Brian Burnett (BB) for his hospitality hosting the meeting, and declared the meeting quorate.

Those present were advised that the meeting was being recorded.

Item 2 – Conflicts of interest

Conflicts of interest have been added for AC & TG. See appendix B

Item 3 – Minutes of the Previous Meeting 005

3.1 Interim decisions

19th March 2023: The Board unanimously agreed to appoint Arlene Colewell to the AKCH Board of Trustees.

19th March 2023: CG advised the Board that after further discussion TG would not be joining the Board as a trustee but would be happy to assist in the background.

3.2 Approval

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

Item 4 – Matters Arising

Everything is covered by the Agenda.

Item 5 – Chair’s Report

CG had circulated his report to the Board, the main highlights are:

5.1 – Progress

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- CG, TG & CT have listened to the Eredine Inspire & Inform Sessions organised by RWE & Foundation Scotland. Useful ideas and information for our future activities.
- CG, TG, RK, PG have met with an outfit called the Resource Collective, useful organisation to be connected to, especially in regards to Community Wealth Building. There is another meeting planned for 22/04/24, other Board Members are welcome to attend. Objective is to further understand how they may assist us. They are a charity set up to assist other charities build community wealth.
- CG has spoken to Philip Coghill at Highlands & islands Enterprises (HIE) about getting a Scottish Land Fund Adviser. This should help us with both the Feasibility Study Phase and the actual purchase of the building
- CG has spoken to Kirsty McLucky, local places plan person at A&B. Waiting on meeting being scheduled.
- Further meeting with the owner of Kilchrenan Inn, has confirmed that he has no interest in working with AKCH.

5.2 DTAS (Development Trust Association Scotland) membership application

Membership is still pending, and we have not had any further meetings. **CG & CT to chase**

5.4 Board & Sub-committees

The Board unanimously resolved to reinstate the decision to invite Tina to become a Trustee and welcomed her to the Board. We now have a Board of 9. CT will update Companies House.

CG recommended that this meeting should no longer get involved in the detail of sub-groups but that each sub-group should submit a written report to the Board. This will allow the Board to be more efficient and the meetings more succinct.

Group Structure

Group Name	Project/Activities	Scope	Lead Board Member(s)	Other Board Members	Other Group members
Main Board	Fiduciary Responsibility	<ul style="list-style-type: none"> • Oversight of Sub- Groups • Project approvals • Business Plan approvals • Accounts • Secretarial • Compliance 	Chris – Chair Carol – Secretary Brian - Treasurer	Ann Sheila Rhona Arlene Tina Peter	
Sub - Groups					
Strategy	Formulation and implementation of AKCH strategy	<ul style="list-style-type: none"> • Preparation of CAP/LPP • Marketing & Promotion • Preparation and review of Business Plan • Identification of potential Community Asset opportunities • Group Funding 			
Churches	Churches in Kilchrenan & Dalavich	Project: <ul style="list-style-type: none"> • Brief • Consultation • Appraisal • Acquisition • Funding • Implementation • Use 	Rhona & Peter		
Loch Access	Loch access at Kilchrenan	Project: <ul style="list-style-type: none"> • Brief • Consultation • Appraisal • Acquisition • Funding • Implementation • Use 	Brian		Chris Pollard

CG outlined the principles of the 3 sub-groups and the scope of each. In particular, he highlighted the Strategy group as fundamental to accelerating our ability to take decisions about projects to progress and ways of working for the Groups.

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Chris has allocated team leaders to each Group, Peter will take the lead on Strategy and identify the team. He will pull in the right resources as required.

Brian is already heading up the Loch Access Project Team. The Boat Club AGM is on 15th April and Brian will a) try to recruit more folk to the team and b) report back to this group.

Rhona will head up the Church Buildings Project Team. Rhona asked for active participation from someone from Dalavich as neither she nor Peter had much knowledge of Dalavich. Sheila will join the group to advise on archaeological and Historic Environment Scotland basis. Arlene agreed to join the team. Ann will also join the team. The team discussed conflicts of interest and agreed that each issue will be addressed as it occurs.

It was acknowledged that the teams might need to flex as each project progresses, but the team leaders and key board members will likely remain the same.

The meeting approved this as a good process and future meetings will, therefore, be conducted accordingly.

The team discussed Community Action Plans and the importance of not subjecting residents to multiple questionnaires about what they want.

Item 6 – Company Secretary

6.1 Membership

We currently have a total of 35 members, 32 ordinary and 3 associate members and growing steadily. Outstanding payments – just one.

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.

6.2 Compliance

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 has not yet ordered the registered company plaque because the registration with Companies House is proving challenging. She will investigate further and report back.

Dates of future meetings to be agreed and scheduled. Long term objective to get to quarterly meeting.

6.3 ICO Registration

Still waiting on Bank account for registration.

6.4 Trustees Briefing Pack

Team has read OSCR briefing packs. Team is not ready to have any training at this point.

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Item 7 – Finances

Bank Account application with Bank of Scotland, BB advised that he had received an email saying application had been accepted. However, we do not have any account details yet.

Item 7.1 - Cash Position

CG is still holding funds for AKCH while we wait for the account to be completed.

Receipts

£300 from Microgrant scheme
£330 Membership
£630

Expenditure

£108 Legal fees
£24.30 Other set up fees

Balance £487.62

Expected costs:

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

8 - Projects

8.1 – Purchase of Church Buildings

RK has circulated revised ideas, proposals for the two Drop-In events, and requested involvement of young people. Focus will be on what the community wants to see and would like to happen. Oscar Pearce to be asked to help, he is very musical. We discussed the importance of being clear about gifts and 'pay'.

There will be post-it notes and questions etc. Everyone agreed that this is an effective way of getting feedback.

AU to circulate the results of the previous consultation. TG will hand over the archives from previous questionnaires. Agreed it would be wise to follow up soon after the event.

RK will look at likely costs and possible funding sources and then communicate requirements to the board.

Action all: to send ad hoc thoughts to Rhona.

SC had put out feelers about geophysics. So far limited response, although it has been suggested it would be something a postgraduate might do.

Valuation of Churches.

CG reported that we have received an extract of the valuation from Graham & Sibbald. They have put valuations of £30k for Kilchrenan and £25k for Dalavich, a total of £55,000. CG has requested the full report. Scottish Land Fund have strict rules regarding timelines from valuation to grant.

Part of completing the acquisition is to demonstrate that viability of the Business Plan in terms of operating income and expenditure.

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8.2 – Loch Access

Only one meeting so far, Chris Pollard has spoken to Finlay Bryce, who has looked at the site and thinks that it would be feasible to do what the team are wanting to do with the site. The current estimates are £8 - £10k to make up the track on top of £45k purchase price. Contact has been initiated with Joelyon Gritton but nothing to report as yet.

Conversations are taking place with neighbours; the key issue is that of parking: how do we make sure there are no conflicts with other road use.

8.3 – School Building

No further information or decisions yet. We have registered our interest informally, but formal application cannot be made until closure is confirmed by A&B.

9.0 AOCB

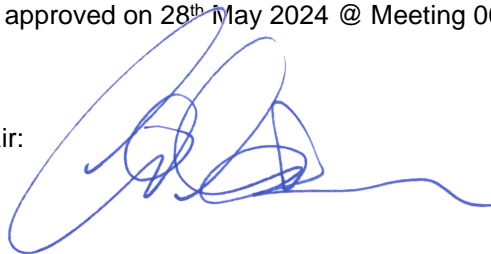
Nothing to discuss.

Meeting closed 21:20

Next meeting 14/05/24 19:00 @ Thistlede

Meeting Minutes approved on 28th May 2024 @ Meeting 007

Signature of Chair:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Date 02.06.24

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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	Group	Priority / BL	Notes
06/06/23	Split Business Plan v0.3 into rolling 5 year Business Strategy and BP 1.0 Acquisition	Strategy Group		
06/06/23	Ensure we understand the nature and constraints of building listing and heritable property	Churches		
06/02/24	Church Valuation and purchase viability programme	Churches	High/CG	Valuation £55k
06/02/24	Complete membership application form and briefing pack	WIP	High/CT	
06/02/24	Opening Bank Account	Board		
06/02/24	Joining DTAS	Board		
06/02/24	Churches Business plan	Churches		
06/02/24	Loch Access Business plan	Loch Access		
06/02/24	Prep for Consultation drop-in	Churches	High / RK	
06/02/24	Add Grant options, sources, and limitations to Strategy Document			
11/3/24	Create holding page for minutes	Board	Medium/CT	
?	Set financial year end			Question arises because 1 st AGM must be no more than 15 months after registration and that is tight for a year ending 31/10/25

Appendix B – Conflicts of Interest.

The following Conflicts of Interest have been noted:

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
Arlene Colewell		
Chris Goldsmith	Kilchrenan & Dalavich Parish Church	Elder
	Kilchrenan Village Hall Committee	Treasurer
	Dumbrec Cottage	Owner

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Tina Goldsmith	Kilchrenan Village Hal Committee Dumbrec Cottage	Trustee Owner
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 River Avich Hydro Community Benefit Scheme (RAHCBF)	Treasurer Director Panel member Overseer for AED & DIG
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	First AGM	Must be within 15 months of registration	CT	