Board Meeting Minutes

Avich & Kilchrenan Community Heritables
Board Meeting # 014

Date & Location:	3rd September 2025 19:30 at	Struan House
Present:	Chris Goldsmith (CG)	Chair & Founder Trustee
	Brian Burnett (BB)	Treasurer & Founder Trustee
	Carol Thomas (CT)	Co-Secretary & Founder Trustee
	Ann Urwin (AU)	Founder Trustee
	Peter Gray (PG)	Trustee
	Rhona Knox (RK)	Trustee
	Sheila Clark (SC)	Founder Trustee
	Tina Goldsmith (TG)	Trustee
Apologies:	Chris Pollard (CP)	Trustee

1 Welcome & Apologies	CG welcomed those present, noted CP's apologies, and declared the meeting quorate and therefore open.	
2 Declarations of Interest	Nothing new to report	
3 Minutes of Previous Meeting	Minutes of meeting#013 CT asked for confirmation that the Income statement is Year to Date. BB confirmed that it is current year to date, i.e. since 01/11.24. She also confirmed that she would add the actual new members before issuing to CG for signature. The minutes were proposed by BB and seconded by PG. Approved by all present.	Action: CT to issue for signing.
4 Matters Arising	Everything will be covered by agenda.	
5 Chair's Report 5.1 DTAS Conference	This was a fantastic event and highly recommends Board members to get involved, use the members area, and go to an event if they can. TG & Elle Steele, with some input from CG have prepared a detailed report, which everyone is encouraged to read. CG drew the Board's attention to 3 key take aways: • Really important to get governance, structure, and business plan in place upfront • Importance of getting a CDO in place as early as possible. • The only constant is change, therefore collaboration and sharing experiences are essential.	

	The Board discussed the importance of keeping control of how many big projects are happening at once. There was a discussion of wholly owned subsidiaries and how to set them up. Discussions included Asset locks, VAT rules, and the need for financial transparency.	Action: BB to talk to DTAS partner about VAT
5.2 Governance	CG discussed the importance of getting our governance in place, understanding the basics, and financial issues. CG recommended a sub-group led by CT to create all the necessary policies & procedures with the support of appropriate Board members.	
	The Board accepted the two policies issued prior to the meeting: • Privacy Policy • Code of Conduct These were proposed by PG, seconded by BB and approved by all present.	Action: CT get signed version issued to Board
5.3 Board Training	The Board agreed that having some direct training from DTAS. Agreed target date 13/14 October. CG will contact Chris Sanderson to organise a half-day session.	Action: CG to organise
5.4 Finance Sub-Group	To look at the specific funding and finance activity. It is a gatekeeper activity and Overhead Recovery treatment and budget planning activity. Board agreed to keep it as part of the strategy team and make sure that financial activity implications are considered. It was agreed that this would stay in the Strategy Group and that the strategy Group would accelerate Business Planning.	Action: CG to refine Strategy team to include the financial details.
5.5 CAP Discussion	The discussion centred around which of the CAP triggered groups would need Board involvement, which would be a part of AKCH's core activity, which should become completely independent. There was a wide ranging discussion about the potential fit or not with AKCH's primary objectives, the pros & cons of each option including the need for collaboration and avoiding grant conflicts.	
5.6 Other entities	CG reported that getting agreements in place with all the other entities in the community is growing in importance.	
5.7 Land Registry Scotland	CP was asked to get corporate membership of the Scottish registry. We have paid a one off	Action: CG & RK to speak with CP

	fee (£72). Annual cost is not known but CP was due to find	
6 Secretary's Report		
6.1 Membership	Total membership is 81; 72 ordinary & 9 others. We are still a way off our target 100. RK took an action to thing about how we might generate more interest.	Action: RK
	CT to circulate membership list; CG to recirculate his target list	Action CT/CG
6.2 AGM 14/03/26	CT asked the Board to start thinking about what to include in terms of presentation and/or information on what we have done over the year.	
	No need for anyone to stand down, but we do need to prepare Business Plan, Strategy etc.	
6.3 Compliance	It was agreed that CT would draft documents, working with appropriate trustees and then circulate for comment and approval.	Action: CT
	Annual Trustee declarations one or two still outstanding, CT to chase	Action: CT
	Refresh of membership - CT will do just before AGM.	Action: CT to schedule early Feb.
6.4 Communications	CT reminded the Board of the forthcoming CrTB webinar on 8th October, which she will attend, others are welcome.	
6.5 Directors Briefing Pack	CT building slowly; it was agreed that individual trustees will help with the relevant policies & procedures, all of which will be based on DTAS templates.	Action CT with support from all.
	CT to reissue her report as it was not received.	Action CT
7 Treasurer's Report		
7.1 Banking	BB has opened and instant access interest bearing account for restricted funds, which has £35 pounds in it.	
	Current account stands at £2869.41, giving us a total of £2904.41 Balance brought forward from last year is £1023.60	
7.2 Funds Statement	Total income YTD £10,401.56 Total expenses £8520.75 Balance brought forward from last year £1023.60	

	£2904.41 of which £795.35 is restricted: Green Power at £157.12 and Drax £6.90 Rhona & Brian took an action to doublecheck doublecheck these numbers as Green Power only release funds once invoices have been received and therefore this can't be GreenPower. It was made clear to the Board that restricted funds (grants) can only be used for the purposes listed on the grant offer and cannot be used for any other purpose without permission. Included in the Churches fund is the income from The Strawberry Tea £780 and The Flower Festival £781.96. There is a further £80 donation to be added. There is still £90 to pay out for ice cream. The Board would like to record its grateful thanks to **Ann Urwin** for her sterling work in relation to both events, which were well received by all attendees.	Action: BB & RK
7.3 Financial limits for reporting	Limits have changed. CT & BB to issue an guidance note.	
7.4 Grants & Grant Funding	Resilience and development - CT to submit expression of interest - for resilience and development.	Action CT: Submit expression of interest.
8 Sub-Committee Reports		
8.1 Strategy & Planning	The numbers in the draft report submitted by Peter are approximate. The strategy team will meet to review the document and report back. Once this paper is settled it will flow into a detailed financial plan. We need to be clear about where revenue is coming from. We also need to look at legacy giving, noting of course, that the timing of legacy giving is unpredictable. We need to get a clear strategy on funding. We also need to get clear guidance on how to get the best results with individual big funds.	Action: PG to organise. CT to circulate comments from FS
8.2 CAP	Time to issue some updates for CAP related activities - Newsletter due October. Individual working groups to provide updates	Action: RK

	LPP process has been put back to June 2026, LPP should therefore start in January. Ask for help with this from local experts	Action: CG
	We know have a PayPal giving account. RK asking if we need to set up a fund raising strategy for the coming year.	Action: RK & TG to draft something
	Green Power looking to make a stand alone 'contribution' could this be used for the churches? There was discussion about how best to manage this, and it was agreed that the strategy group should do a detailed analysis.	Action: PG
	?Arts Touring Network ? Question about membership and grants should we join this group. Churches group to considered how the arts & heritage piece sits with their immediate focus.	Action: Cg to follow up
8.2 Churches	Good news is that the SLF Stage 2 application was successful, and we have the £45k to buy the buildings, pay legal costs and pay insurance. The money must be spent by end March 2026.	
	The Board was asked to ratify the appointment of Twin Deer Law as our legal representative.	
	Approved by all.	
	Total budget cost will be £354k for first phase.	
	There is some uncertainty about what residual funds will be handed over with the buildings and what will be retained by CoS. Our MSP is looking into this. Business Plan will be built on the assumption that there will be no money coming from Kirk.	
8.3 Church Funding	Currently talking to various funders about where funding might come from. We are looking for private donations as well as grant funding. The level of funding we need £125k requires us to have paid resources such as Community Development Officers (CDO).	
	The need for a CDO was supported by all present.	
8.4 Church Essential Repairs	Kirk Session is doing whatever repairs it can but some of it structural and will require roof repairs and planning consent.	
8.5 Café/Pop Up Shop	The planned trial of this is scheduled for around Easter 2026. It will require toilets to be available, which might necessitate the use of a 'Port-a-loo' or other temporary arrangement.	Action: RK to check out requirements.

8.6 Community Access	The team discussed Community Right to Buy and the importance of getting accurate boundary lines	
8.7 Walking Group	Needs to be energised	Action: CG to call a meeting
8.8 Housing	CHAT will happen 4th October; TG needs £59 for printing.	
8.9 Loch Access	No news, so action still outstanding for CP to approach SSEN	
AOCB	CT raised the question of Insurance for Liability insurance. CT to speak with Keegan Pennykidd and get some quotes.	Action: CT
	AU raised question of Community Tourism and a webinar on 19th September	Action All to check it out.
	Action on all group leaders to issue an interim report on 7th October.	ALL
Next meeting	22nd October 2025	

Meeting closed at 22:10

Minutes approved on

Signed by: on