

## **DEVELOPMENT COLL**

**Minutes of the Meeting of Directors held on Wednesday, 5<sup>th</sup> December 2012**

**at 7.30 pm. at An Cridhe**

Present: Directors: Seonaid MacLean-Bristol (Chair)

Lavinia MacLean-Bristol, Jen Byram, John Fraser,

Jean Peddie (taking Minutes)

Co-Director: Juliette Summers

In Attendance: Fra MacIntyre (staff)

Nic Smith (Management Team Representative)

One member of the public was present

Internet Link: George McConnachie(staff) on Skype - link to George terminated at 8.30 pm. (George was linked up for items 1 to item 6, plus item 8)

1 Apologies: Colin Scott

2 Register of Interests None

3 Minutes of Previous Meeting

Minutes of the meeting held on 25<sup>th</sup> October and the Note of the Enterprise Growth Fund discussion, to be sent to Directors as a draft for approval at the next meeting of Directors.

4 Matters Arising – None

## 5 Finance

Fra reported on the recent finance training undertaken by Directors. It was agreed that further training would be held after next quarter's figures. A cash flow projection for 12 months to 30<sup>th</sup> April 2013 was distributed and discussed.

### 5.1 Finance Training

Fra to do 2 days Sage training in February. George plus one Director to be debriefed by Fra following this training.

Seonaid to write a report to preface the annual accounts on behalf of Directors. This to be sent to Directors for comments.

## 6 Company Business

Seonaid nominated Nic Smith (Chair of DC Management Committee) as a Director of DC. This was unanimously agreed by all present.

### 6.1 Newsletter

Seonaid requested the following reports: John F to submit a report on the An Cridhe project. George was asked to report on EGF. Nic to submit report from Management Committee. Seonaid to write an introduction and report. A report on the housing survey to be included along with an update on the Argyll Array. It was

agreed to ask Paula if she would like to attend the RHS conference on 22<sup>nd</sup> February 2013. Items for the Newsletter to be submitted to Seonaid. Fra to do the typesetting.

## 6.2 AGM

The AGM to be held on 28<sup>th</sup> January 2013. Seonaid stressed that there should be clarity regarding Directors and the scope of DC now that HIE funding has come to an end. A sub-committee to be formed, Seonaid, Nic and Jean to take part. The issue of DC membership was discussed.

6.3 Memorandum of Understanding for Sub-Committees – carried forward to next meeting.

## 6.4 EVH Employers Responsibilities

This item was briefly discussed under point 8 and will be more fully considered by the EGF sub-committee. (See point 8)

## 6.5 Other Company Business

A party for Directors, their partners and DC staff to be held on 20<sup>th</sup> December in the Bunkhouse.

## 7 An Cridhe

### 7.1 End of Build Reports

Reports have been distributed to Directors. Seonaid to e- mail report to Jean. Seonaid suggested that the section entitled 'lessons learnt' should be expanded and considered at a later date by directors – to include early stages of DC operations, as well as the last financial year in which a very large number of projects were undertaken simultaneously. The AGM sub-committee to discuss.

### 7.2 Management Committee Update

Nic reported that she had spent time with Jane regarding policies. How the Film Club could be taken forward was discussed. Meetings of the MC are held every two weeks and will meet next Wednesday. Seonaid stated that the MC is to look at Job Descriptions and that Anne Tunnicliffe is to return to help with recruitment etc. if the additional Big lottery grant goes ahead. Recruitment Panel members are required for a sub-group. The issue of whether staff could have input into job descriptions was discussed.

Note: Item 8 was taken at the beginning of the meeting, prior to item 5 to allow George to contribute through Skype.

## 8 EGF Update

### 8.1 EGF Work so far:

George commented on the recent EGF meeting held by Directors. George's contract ends at the end of December. He is happy to continue working until the end of January. Money is available for George's salary. It was unanimously agreed that overtime could be paid for George to work overtime on the DC Website and also if Jane was required and was willing to work on policies, risk register etc. George gave a summary of EGF work .

### 8.2 Next stage for Business Development Officer

Seonaid reported that EGF funds to be spent by the end of January 2013. Cash was available for policies and procedures work, plus work on contracts. There will be an element of dovetailing with work done by the Big Lottery business mentor, if BL funding goes ahead.

8.3 It was suggested that a sub-group be created to work on a list of requirements and possible resources. Jen, Seonaid and Juliette to assist with this.

## 9 Affiliated Groups

9.1 Harbour Group - George reported that he had attended the last meeting of the group.

10 SPR Meeting Update - Seonaid met with Scottish Power Renewables. Argyll Array to keep DC up to date.

## 11 Any Other Business

11.1 Jen suggested that the Film Club could be run by volunteers. Following discussion, Jen offered to help mastermind volunteers as a possible resource for DC.

11.2 Regarding Friends of An Cridhe, Seonaid asked Nic to involve the Management Committee. Nic agreed to this.

**Date of Next Meeting** – Thursday, 10<sup>th</sup> January 2013 at 7.30 pm at An Cridhe.

Following official DC business, a member of the public enquired regarding lighting in the car park at An Cridhe. This was being looked into.

**Addendum:** For the record, regarding Finance - at a finance training session with Shona Wardrup of R.A Clements on December 3<sup>rd</sup>, Directors had agreed to the transfer of £10k from 'Restricted Funds' (from community fundraising) to 'Unrestricted Funds'. Following further information received from Fra, that £6k of these funds had been 'restricted' for specific allocation to the sports pitch, it has been agreed by Directors that £4k should be transferred from 'Restricted Funds' to 'Unrestricted Funds'.