

## DEVELOPMENT COLL

### **Minutes of the Meeting of Directors held on Wednesday, 1st May 2013 at An Cridhe**

- Present: Seonaid Maclean-Bristol (Chair)  
Louise Romeo, Nic Smith, Jean Peddie (Minute taker)
- In Attendance: George McConnachie (Staff), Jane Metcalfe (Staff) for Item 8.1 - 8.2 only, Fra McIntyre (Staff), Jim Bennett (Business Coach)
- 1 Apologies:: John Fraser, Lavinia Maclean-Bristol, Juliette Summers, Jen Byram
  - 2 Register of Interests - None
  - 3 The Minute of the previous meeting held on 3rd April 2013 was agreed to be an accurate record of the meeting.
  - 4 Matters Arising - None
  - 5 Finance
    - 5.1 Fra talked about the Budget which had been approved at the previous meeting of the Board. BT had not been included in expenditure. This is due to DC having a credit with BT. Income and Expenditure figures for May 2012 until April 2013 were distributed to members present and discussed. These are subject to change. Both Sage and Excel are used for reporting to Directors. Fra explained the reasoning behind the targets and stated that May is the first month for a 'true' budget. Jim suggested that the report presented to Directors should be the only report used for any external evaluation.
    - 5.2 Nic asked about the role of the Management Committee regarding finance. Jim suggested that the MC should take responsibility for the running of the business and for finance. Monthly reports should be available for both the MC and Board. Louis has offered to take an active part in checking finance. The chain for financial management will be: Fra - Louis - George - MC - Board.
    - 5.3 Jim suggested that there should be a system to identify risk. Jean asked if spot checks on reconciliation were being undertaken. Fra confirmed that this was not being done at present.
    - 5.4 Jim suggested that Cash Flow be examined each month. The Board should be able to make decisions from the financial information presented but there was no need to bring the Cash Flow to the Board.
    - 5.5 Regarding money from the Council, it was reported that Fred Hall was presenting DC's case.
    - 5.6 Jean enquired about the payment of Water Rates. Fra reported that a rateable value had been received. It was agreed that water meters should be installed. Fra confirmed that there would be no retrospective payment for water.

**Action: MC**

- 6 EGF - Update on Consultants and Professional Support
  - 6.1 Health and Safety Training - George reported on the visit from Claire Rizos from Clarity.
  - 6.2 EVH - Seonaid reported on the outcome of the Human Resources surgery held on 22nd and 23rd April. DC has been advised that invoices should be received for external work undertaken by Emma and Pete MacKay rather than contracts being issued. A Letter of Engagement to be issued to Emma, making clear that it is not a contract of employment. Seonaid reported that membership of EVH was on an annual basis.
    - 6.2.1 Employee Counselling Service guides are available. The appraisal process was looked at. It was suggested that this be undertaken biannually.
  - 6.3 Louis confirmed that Governance Training for Directors had been arranged for 25th and 26th May.
- 7 Company Business
  - 7.1 Reassessment of DC broader workload. Seonaid referred to a community survey undertaken in 2010 and read from the list of projects resulting from the survey. It was agreed to discuss this in detail at a later date. Fra suggested this could be following the Governance Training on 25/26th May.
  - 7.2 Review of DC Projects and distribution with Coll Community Council (CCC) - Seonaid referred to a recent discussion with CCC. This item to be discussed later as arranged under item 7.1 above.
  - 7.3 Jim reported that this was his second visit since being appointed. He is contracted to work for 24 days. Jim's Business Plan targets are: Business planning and target setting systems; Financial reporting and financial modelling; Events programming and marketing; New project design; Community engagement; Fundraising; Coaching/mentoring.

Item 8 on the Agenda was taken after Item 6.3.

- 8 An Cridhe - George reported that Emma would be working on a Monitoring Report over the next couple of months. A survey to be undertaken regarding amenities - this is on-going. An Open Week is to be held to inform the community about An Cridhe's functioning and what is available. It is hoped to have input from the community and to have a celebration.

Staff time continues to be monitored. The roles for volunteers are currently being looked at.

George reported that a donation of £425 had been made to An Cridhe by Coll Seniors' Social Club. Thanks were expressed by Seonaid for this contribution.

The MC is looking at Theatrical events from September to March. A marketing plan is almost complete.

Sales are above target. Reporting is to switch from the calendar year to the financial year.

Tour Operator Basking Sharks Tours Scotland has arranged to visit An Cridhe next Friday in connection with a proposed programme of tours to Coll.

A Genealogy group comprising Nic Maclean-Bristol, Pete McKay and George has been looking at an initiative to have a research centre at An Cridhe. This would require a professional genealogy data base. Following discussion it was unanimously agreed that this project should continue. The suggestion of a Tourism Officer for Coll, involving other businesses on the island, was also discussed and it was agreed that this could be visited at a later date.

- 8.1 Management Committee Update - Jane reported on her research into the Fire Maintenance for An Cridhe and the Bunkhouse. Jane had undertaken extensive research and produced quotes for this work. Following discussion it was unanimously agreed to go along with Jane's recommendation to use Chubb. This would include biannual checks, travel costs, labour and monitoring. Seonaid read from an e-mail received from John Fraser suggesting that a Klaxon 'Master Blaster' could be installed on an external wall, in the hope that someone would alert the Fire Service. The issue of PAT testing was discussed. Louis has volunteered to look into this. Thanks were expressed to Jane for her detailed work on this issue.  
**Action: Jane (Chubb contract), Louis (PAT testing)**
- 8.1.1 Quotes are available for outside lights. Following discussion it was unanimously agreed to proceed with the quote from Johnny Campbell of J.C. Electrical.  
**Action: Jane**
- 8.1.2 Nibe Heat Pumps annual service - Jane reported that an engineer had called in to look at the pump. Jean suggested that it may save costs if the engineer could service the DC pump during his annual servicing of other equipment on Coll.  
**Action: Jane**
- 8.1.3 Gas Cooker - Jane suggested that we may be able to negotiate a reduced cost if this service was done at the same time as the Hotel. Jane to investigate.  
**Action: Jane**
- 8.2 Snagging Issues Update - Jane has this in hand.
- 8.3 Events Sub-Group - no report
- 9 Affiliated Groups - No report
- 10 Other Business - None
- 11 Date of Next Meeting - Wednesday, 5th June 2013 at 7.30 pm.