**EIGHTY-NINTH MEETING OF THE BOARD OF DIRECTORS**

**THURSDAY 31st JANUARY 2019 7.00pm IN ROSS MEMORIAL INSTITUTE HALKIRK**

**Minutes**

Present: Christie Cameron Acting Chair Jennifer Simpson

 Trish Bremner Treasurer Dougie Munro

 Gillian Coghill Richard MacNicol

 Jane MacIntosh

In Attendance: Linda Bremner

1. **Welcome and Apologies**

Mrs Jennifer Simpson agreed to chair the meeting and welcomed all Directors present. Linda Bremner has kindly offered to help with the administration and secretariat of the fund meantime. Jennifer took the opportunity to welcome Richard MacNicol who had previously expressed an interest in becoming a Director.

1. **Minutes**

A copy of the minutes of the previous meeting 24th October 2018 were made available for comment. The minutes were approved as a true record.

Proposed Jennifer Simpson

Seconded Patricia Bremner

1. **Matters arising**

It was noted at the AGM Sylvia Reilly and Linda Macaskill resigned. Their names have to be removed from Companies house.

1. **Chair Report**

The chair acknowledged they had found someone to help steer the fund for a short while after a period of quiet. There is now a back log of applications and paperwork awaiting attention.

1. **Financial Report**

The chair handed over to treasurer Patricia Bremner who distributed the financial report up to 31st December 2018 for consideration.

**Balance current account £ 83,798.43**

**Balance reserve account £ 506,554.57**

**Total £ 590,353.00**

It was noted there are two outstanding grants yet to be deducted. Cheques to be signed

**Halkirk Heritage £ 135,538.00**

**Halkirk Playgroup £ 1,649.45**

There are some small payments to be made. Hall hire, and Information Commission.

Ongoing – the signing of the bank mandate, previous form signed was wrong new one has to be signed.

Directors agreed to transfer £100.000.00 from the reserve account to the current account to cover all outstanding commitments.

It was noted the next fund payment is due in May.

It was queried if there a set amount needing to be kept in the reserve account. Whilst there is no set amount out with the ring fenced £250,000.00 it was felt the fund should leave as much as possible in as it receives some interest annually. It was also voted on by members to ring fence a certain amount.

There was some discussion on the amount set aside ‘locked away’ this is money reserved for future use.

The outgoing secretary has been reimbursed for all her work to date.

Bank mandates to be signed removing Linda MacAskill.

Christie Cameron, Dougie Munro, Jane MacIntosh, Jenny Simpson, and Gillian Coghill will all then be signatories. There was some discussion as to whether Gillian was still a signatory.

1. **Secretary Report**

No report to date –it was agreed the secretary should arrange for the information held on company’s house to be updated.

As at 31 01/2019 Linda Macaskill – remove.

As at 31 01 2019 Gillian Coghill and Richard MacNicol – add.

All historic secretarial files (2011 – 2016) Have been handed over and are in secure storage under the care of a Fund Director.

1. **Funding Applications**

It was noted the Directors felt the website needed to be updated.

There were funding applications and a potential funding query for review

**Halkirk Heritage & Vintage Motor Society** – Additional costs & VAT on current project £91,346.00

Conflict of Interest – Patricia Bremner

**Outcome** -Rejected

**Lesley Martin** - Superfast Broadband infrastructure – Exploring Possibility

Advised to contact Community Council and Highland Council councillors this is within their scope.

An application for funding has just been received from Halkirk Primary School for trip costs. This will be reviewed at the next meeting.

**Membership applications**

**Jill Sutherland** – Application to become a member **Outcome** - Approved

**Lisa Kennedy** emailed with regard to refusal of membership. Secretary will write advising Community Council boundary and confirming she is not eligible for membership.

1. **Forward planning**

It was noted some cheques were needing to be signed to cover some small costs.

Directors were asked to produce photographic ID and proof of address for photocopying at the next meeting. This will be forwarded on to the lawyers.

Updated Application form, guidance notes and an application assessment form were presented to Directors it was felt necessary to upgrade the application process. The use of assessment forms is routinely used by other funds to ensure that the applications met with the guidelines and objectives of the fund. The forms also lay out clearly the information captured in the application form with recommendations to help guide the Directors. This also ensured clarity for the decision-making process.

1. **AOCB**

It was proposed we promote the fund and Invite groups to apply

1. **Date of next meeting**

**Wednesday 6th March 2019 at 7pm in Ros Institute Halkirk**