**HALKIRK DISTRICT BENEFIT FUND**

**Registered No: 281781**

**Scottish Charity No: SC039254**

**Registered Office: 28 Queensgate, Inverness, IV1 1YN**

**MINUTES OF THE EIGHTY-EIGHTH MEETING OF THE BOARD OF DIRECTORS, HELD IN THE ROSS INSTITUTE, HALKIRK CAITHNESS ON WEDNESDAY OCTOBER 24th 2018**

**Present: Mrs L MacAskill, Mr D Munro, Mrs J Simpson and Mrs Patricia**

 **Bremner, Mr Christie Cameron and Mrs J MacIntosh**

**In Attendance: Mrs S Reilly**

**1. To Receive Apologies for Absence:**

 There were none

**2. To Approve Minutes of the Meeting held on September 27th 2018:**

These were proposed by Mrs P Bremner and seconded by Mrs J

 MacIntosh

**3. Matters Arising from the Minutes:**

 A great deal of thought had been given to the membership of Mrs Lisa

 Kennedy as it had been pointed out that although she voted in Halkirk,

 she actually lives outwith the Halkirk Community Council area and therefore

 is not within the benefit area so not eligible to be a member. Mrs Reilly to

 write to her withdrawing membership from HDBF. She also would not be

 able to nominate Mr George Coghill as she is not a member. Mr George

 Coghill, would not, in any case, be able to be nominated as a Director and

 he is not a member himself, Caithness Indoor Riding School, of which he is

 an officer, is the member. Any group can send one representative to the

 AGM and have one vote but unless the member is also an individual member,

 cannot become a Director of HDBF.

**4. Membership Report:**

 An application had been received from Mr R MacNicol and was accepted

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**5. Financial Report;**

Mrs P Bremner read out the main points as follows:

 Total Income £ 83,665.11

 Management Expenses £ 3,554.35

 Grants paid £ 101,021.60

 Retained Profit £ 20,910.84

 Balance at 30.09.2018 £ 593,263.47

**6. Appointing a new Secretary;**

Mrs Reilly informed the meeting that an advert was to go in the Groat on

 Friday 26th October and Wednesday 31st October, the closing date was

 9th November. Mrs Reilly would take Minutes and transcribe the AGM but

 that would be the last meeting she would be attending. She hoped to ensure

 a smooth transition to the new Secretary over the few weeks following the

 AGM but if nobody was appointed, would have to change her details on all

 correspondence to that of one of the Directors. Mrs Bremner informed the

 meeting that a filing cabinet had arrived to keep all the paperwork Mrs Reilly

 had accumulated over the nine years she had been in post. It was noted

 that paperwork needed to be kept for ten years according to the solicitors.

**7. Directors Nominations;**

The nomination of Mr George Coghill by Mrs Lisa Kennedy, was null and

 void. Mrs MacAskill was resigning which would only leave five directors, the

 minimum amount. It was hoped there would be other members willing to

 put themselves forward at the AGM.

**8. Halkirk Heritage Centre:**

Following a great deal of discussion it was decided that all Directors were

 happy with all decisions taken so far and any further grant application would

 need to be looked at again separately.

**9. To set up a communication protocol for email etiquette:**

It was agreed that the Directors would not discuss grant applications etc

 by email and email would only be used to send out future dates for

 meetings and paperwork for those meetings etc

**TRUSTEES**

**10. Report on Grant Applications:**

There was only one application, from Harpsdale SWI for membership costs

 and trips. This was unanimously agreed and cheque for £550.00 raised at

 the meeting.

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**11. Any Other Ordinary Business:**

 There was none.

 **8. Date and Time of Next Meeting:**

 The next meeting will be the AGM to be held on Thursday 1st November at

 7.30pm at the Ross Institute. A date for a further meeting to be arranged

 when all Directors for the next year are appointed.

 There being no further business the meeting closed at 8.00 pm