**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