



HALKIRK DISTRICT BENEFIT FUND

Company registration No: 281781

Scottish Charity No: SC039254

MEMBERS NOTES - MEETING OF THE BOARD OF DIRECTORS

Monday 23rd May 2022 7.00pm Ross Institute Halkirk

Present	Gillian Coghil Chair Jane MacIntosh, Gordy Levack, Ken Nicol, Richard Macnicol
Apologies	Trish Bremner (Treasurer) Kathrin Haltiner

1. Welcome and Apologies

Gillian Coghil opened the meeting and welcomed Directors present. Apologies as noted above.

2. Minutes of previous meeting

Minutes of the previous meeting were kindly taken by Jane MacIntosh and were adopted as a true record.

3. Matters Arising

Gillian asked Directors present if they wished to elect new office bearers to the Chair and Treasurers role.

Directors present proposed Gillian and Trish remain in post.

Chair – Gillian Coghil

Treasurer – Trish Bremner

Sutherland Estate - Corra Irwin Company Solicitor Macleod and MacCallum Inverness, has been prompted for a response by the Sutherland family. All present agreed a meeting was now imperative to address all concerns before moving forward. It was agreed a member from Reid and Fraser should also be present to discuss any financial implications. At all times the Directors must act with the best interests of the fund and **within their charitable aims**.

First aid training – Directors noted the price at the previous meeting and agreed to fund the delivery of first aid training as requested by members of the community.

It was agreed the community have priority the class numbers are restricted; any additional spaces can be taken up by local businesses if available and requested.

School applications - The decision to have information to board prior to parents will be difficult to comply with. Can the request be indicative numbers and costs to the board at the earliest convenience to allow a decision and match funding to be progressed.

4. Treasurers report

Trish emailed Director's present with a statement of finances showing a balance in bank of £652,738.24. It was confirmed £7,000.00 has been transferred to the Halkirk Village Council to assist with the Jubilee party.

5. Sutherland Estate

This matter was discussed under matters arising Directors noted a meeting scheduled tomorrow at 9.15 am to allow the secretary to arrange a mutually agreed meeting date.

Day time was considered acceptable if enough advance notice as received.

6. Funding Applications

HDBF-09-22 Kerri MacIntosh Badminton -approved

HDBF-10-22 Elizabeth Budge Highland Dance - approved

HDBF-11-22 Kerry McKenzie Badminton – approved pending date of move to new house.

HDBF-12-22 Caroline Holmes Equestrian - approved

HDBF-13-22 Caroline Holmes Equestrian – approved.

All individual applications are up to £1,000.00.

A press release confirming awards will be arranged. Secretaries note Grant agreement and feedback forms request co-operation with Press releases and social media.

Deferred application

HDBF-08-22 Halkirk Heritage and Vintage Motor Vehicle Society- Defibrillator.

Condition of award: register defibrillator with professional body overseeing defibrillators and hold public open day awareness session - funding available if required.

Query Payment of Grant claim

HDBF-06-22 Invoices included equipment.



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Query membership application

Alan Kennedy – application previously denied queried by Alan – a conference call with Mackenzie Sutherland Ward manager for Caithness confirmed Alan resides in the Halkirk Community Council area. Application re- presented for attention. **Approved**

Query Halkirk Village Council Development Officer Application – CVG contacted secretary to question were they eligible they had read the articles of the Fund which showed they were not; they were advised submit application through Village Council.

7. AOCB

Policies and Procedures - These need to be developed it was agreed these need to be in place. Secretary to progress and share with board through drop box for comment.

Register of interest – this needs to be compiled and updated regularly. Directors have received a declaration of interest form for filling in and handing to Secretary.

Application Forms - Group application and individual application forms are needed. GDPR statement and information to applicant need to be included on the forms.

New easy to fill in forms will be designed and circulated for comment.

Additional information required by Directors to insure they receive the information they need for decision making to be submitted to the secretary for inclusion in new forms.

Walk – from Halkirk to Sibster forest, this had been brought up as a comment at a previous meeting. Halkirk can take the lead on progressing this project. An email had been received from Karl Rosie highlighting this potential copied to Matt Dent. Secretary to forward email to the village council for information.

Website - to be completed within the next couple of months with all new paperwork, applications, minutes, and photos to be added. The members only section will be removed to promote openness and transparency into fund actions. A Directors only area was suggested. It was agreed abbreviated minutes to be placed on website. Directors agreed the secretary to liaise with Navertech for new look site and update Directors regularly with proposed changes for their input.

Energy Crisis – Discussion took place regarding the current energy and food crisis which all groups have been highlighting are affecting our communities now. It was agreed the secretary should collate projects already set up by other groups and send to Directors to encourage ideas to be brought to the next meeting.

Ken Nicol offered to send the information about the Raasay Community Garden project.

It was agreed a focus meeting involving local groups to discuss projects and ideas should be formed.

Drop box – it was suggested it would be a good idea to set up drop box for sharing information and papers.

Pop up banners and banners – For the gala the Directors agreed to display the pop-up banners in the community. It was also agreed to purchase a banner for hanging in a prominent place.

8. Date of next meeting

Directors agreed to a calendar of quarterly fund meetings to review applications with ad hoc additional meetings if required. Future dates were agreed for promotion on website and Facebook.

Dates of future meetings

Monday 27th June Monday 29th August Monday 31st October Monday 30th January 2023

AGM Monday 14th November 2022