



# HALKIRK DISTRICT BENEFIT FUND

Company registration No: 281781

Scottish Charity No: SC039254

## MEMBERS NOTES- MEETING OF THE BOARD OF DIRECTORS

October 31<sup>st</sup> 2022 7.00pm Ross Institute Halkirk

Present	Gillian Coghill – Chair Trish Bremner - Treasurer, Kathrin Haltiner, Gordy Levack, Ken Nicol, Richard Macnicol
Apologies	Jane Macintosh

### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting and apologies were noted as above.

The Treasure agreed to take the minutes.

Conflict of interest application **HDBF-18-22 Lucy Bremner** - Trish Bremner & Richard Macnicol - relation

### 2. Minutes of previous meeting

Minutes of the previous meeting 12<sup>th</sup> September 2022 were approved.

### 3. Matters Arising

- The Chair met with Matt Dent, Paths Officer, Highland Council and Cllr Raymond Bremner at the proposed site for the extension of the Sibster Walk to the village.
- They walked the route and discussed a suitable layout.
- Highland Council have agreed they will look to draw up plans and a specification for costing of the project which will need 3 Contractors quotes.
- They also agreed to be guarantor for the walk which was welcomed.
- Highland Council will also advise of potential fund sources for the project as it can be considered as a Green Incentive.
- Back Lane, Halkirk will not be used by vehicles for access and bollards will be erected to prevent this.
- Lord Thurso has confirmed his agreement to a 99-year lease for the land.
- It was noted that support will be required from the Village Council for the project and potentially would come under the remit of the new Development Officer when in post.
- The Chair also brought up with Councillor Bremner & Mr Dent that consideration should be given to the train stopping at Halkirk at the top of the village rather than villagers having to travel to Georgemas.
- Both the benches at the Post Office and Cemetery have fallen into considerable dis-repair and this is to be brought to the attention of the Village Council.
- First Aid courses held recently had been a tremendous success. Secretary to distribute certificates when received.
- A further decision on Junior Members was required for the new draft Articles of Association – directors unanimously agreed on option 2 as put forward by our solicitors.
- Advice to be sought from the solicitor's office also on the current ring-fenced amount of £250K. The Chair agreed to make contact to discuss.
- It was noted that as the Articles of Association were incomplete that the proposed date for the AGM of 14 November would have to be reset. An AGM must be held within 13 months of the previous one – given the late AGM this year (3 May) there is plenty time. Jane Macintosh is due to stand down this year after serving as a director for 6 years.
- Secretary to write to Lisa Kennedy re her previous award. The information at the time was acted upon accordingly and unfortunately it was felt unable to back date the assessment.

### 4. Treasurer's report

The treasurer reported funds of £626,994.60 held in the account at 30 September 2022. Expenditure during October was approx. £22,000.00 for awards and expenses.

The draft set of accounts for 2021-22 had been distributed to all directors prior to the meeting for comment.

A query was raised in respect of the next payment was due from the Windfarm – the treasurer confirmed the income for 2023-24 would be expected by March 2023.



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### 5. Funding Applications

**HDBF-17-22 Halkirk Village Council** – Cost of Living Support Funding no amount quoted. This application was deferred as additional information was requested by the Directors. This Information was provided, and an agreement was made by email to provide financial support with meals until 31<sup>st</sup> December 2022.

**HDBF-19-22 Harpsdale SWI** – Financial Assistance to run monthly meetings. Approved **£928**.

**HDBF-20-22 Gareth Watt** – query membership

**HDBF-18-22 Lucy Bremner** -Makaton support costs – Approved **£500**

### 6. AOCB

- Discussion took place around the issues experienced by the Secretary with emails and the server. Some suggestions were made no way forward was agreed. It was felt that Navertech should be giving priority to the problems experienced. The Chair reported that the new website should be available by December. The Directors also felt in the meantime that the website should say “New Website Under Construction” or similar so that members know on logging in that there is a reason for the information being out of date.
- Agreed to draw up some guidelines/bullet points on protocols for directors.
- The Chair had been advised that a complaint was to be raised with Ventient Energy regarding an unsuccessful application for a grant.
- Directors were reminded by the Chair that requests for information on awards should be passed on to the Secretary due to potential conflict of interest issues.
- The Chair advised that the Secretary had intimated that she intended to stand down from her position soon due to other commitments.

### 7. Date of next meeting

Monday 5<sup>th</sup> December 2022 7pm Ross Institute