	MCDC Board Meeting Minutes APPROVED	
	Date:	<i>Thursday 12th September 2024</i>
	Time:	<i>7.30PM</i>
	Location:	<i>Hub Café</i>
	Public/Board Only	<i>Board only</i>
Directors Attending:	<i>Angus Robertson (AR) (Chair)</i> <i>Henriette Laidlaw (HL)</i> <i>Keith Laidlaw (KwL) (Treasurer)</i> <i>Sue Layton (SL)</i> <i>Sam Firth (SF)</i>	
Staff attending:	<i>None</i>	
Public attending:	<i>n/a</i>	
Apologies:	<i>Jane Stuart-Smith, Clara Montgomery, Bob Jones</i>	
Chaired by:	<i>Angus Robertson</i>	
Minutes by:	<i>Aukje Delnooz</i>	
Meeting is quorum:	<i>(Minimum 3 directors, and majority are elected directors)</i>	
Declaration of Interests	<i>None</i>	


Agenda Points	Summary/Discussion/Feedback	Actions/Decisions	Person responsible	Due
1 Welcome	Welcome everyone.			
2 Minutes of last meeting and matters arising	Minutes had been approved online 2a Couple of Chair's corrections/edits for approval – Heather and Lucy needed to be listed as employees. All agreed. 2b Publishing DTAS proforma Mem & Arts not approved by DTAS. DTAS happy to share if anyone wants more info, but not in public domain. 2c MorVolts request – wind development licence on FLS land at Barr: see LPP			

	<p>2d Shiel Buses: bus area at Hazelwood’s now complete. Shiel buses provided the hardcore and Martin did machine work. Some Hazelwood carpark work still to do: scrape mud from parking bays and bring them back to how they should be. Martin will complete this as soon as possible.</p> <p>2e SSEN supply investigation We keep finding more information, so still ongoing. May need some info from architect. Isla and Miles dealing with this.</p> <p>2f Hazel Woods management plan – 1 quote received so far. Better to work together with MCC, Ardtornish and FLS (possibly CalMac?) who own other green spaces in the village and tender for a joint management plan? Important to do it asap, so work can be done in wintertime. Included in tender needs to be what regular maintenance is needed. HL will speak to FLS on 24th Sept anyway, so can propose a collaboration. Also: explore community asset transfer scheme (Rebecca Carr) for the FLS land in the village?</p> <p>2g HIE visit 1st October: Alasdair Dodds, chairman of HIE. Book meeting room Hub for 2-3pm. KL, HL, AR to go, possibly others. Provide lunch?</p>	<p>Action: CM to create map of the green areas people want to improve in/around the village</p> <p>Action: LD/Isla to create written invitation to tender (incl. map), emphasising importance of timing of the work</p> <p>Action: Isla to book meeting room Hub 2-3pm on 1/10/24</p> <p>Action: KL, HL, AR to attend meeting HIE</p>	<p>CM</p> <p>LD/Isla</p> <p>Isla</p> <p>KwL, HL, AR</p>	<p>asap</p> <p>1/10/24</p> <p>Asap</p> <p>1/10/24</p>
<p>3. Treasurers Report</p>	<p>Recommendation from auditor: better to spread our money over multiple banks, in case bank goes bankrupt. Auditor feedback: MCDC shining example of how community development company can be run.</p> <p>HMRC Compliance check of MorVolts 22-23 tax return. AR working with accountants to provide response on charitable donations to HMRC from MorVolts</p> <p>Also: need to be clear on declarations of interest, e.g. Isla being AR’s daughter (employee-director relationship). Em being treasurer of MCTC and occasionally doing plumbing work for them as well, is okay, because plumbing is not within her director’s duties.</p> <p>Treasurer’s report on all companies was shared with all Directors MorVolts: very healthy compared to last year. Energy price is very high and fixed. 200K ahead of plan. Suggestion: Make MorVolts all-round energy company and let them manage the fuel pumps? MCTC: compared to previous month, slightly down, but reasonable season so far. MCDC: healthy balance</p>	<p>Decision: agreed to offer additional VAT experience training to Adeline</p> <p>Action: AR/KwL to look into cash management companies/investment opportunities</p> <p>Action: AR to submit response to HMRC with Accountants input</p>	<p>AR</p> <p>AR/KwL</p> <p>AR</p>	<p>1/10/24</p> <p>1/10/24</p> <p>1/10/24</p>

4. Risk Management	On hold until Operations Director (OD) is in place.	Action: Add succession planning to Action log to forward to risk register when OD is in place	OD	When started
5. Operations Director	One candidate has pulled out, but 4 still in running. 1 wants to change interview date. LD to get in touch with her and see what's possible. Few questions still to be written. Clear on format: presentations plus Q&A	Action: LD to get in touch with candidate re changing interview date	LD	Asap
	LD to get in touch with Ardtornish to ask to keep Larachbeag house on for OD when HM goes.	Action: LD to contact Ardtornish re keeping Larachbeag house on when HM goes	LD	asap
6. Café Hub update	People are very happy Café is open again. After VAT, between £300-400/day takings so far.	Action: SF/Lucy to put suggestion box in Café	SF/Lucy	Asap
	Some feedback from MCTC (e.g. Lucy needs to know what ingredients are used) and suggestions for changes; needs a suggestion box in Café. Steep learning curve for her. Bec Chadwick has offered to support her as well. Lucy is considering good ideas like : camera system between kitchen and counter, or bell on counter. Other suggestion: moving sink a little bit, so she can have extra prep space in the Café. In future: would like to invest in better coffee machine: quicker and more than one cup at a time. Café needs more craft products to sell: Lucy is talking to local makers.	Action: more products to be sold in Café	Lucy	Next meeting
7. AGM preparation	AR has created timeline/chart for AGM preparation which was agreed with a few minor changes.	Decision: potential returning officer, to be approached and terms including payment agreed.	HL LD	asap
	New board to review structure/boards of subsidiary companies at least once per year, probably in the first few meetings following the AGM.	Action: SF to pass corrections for proxy form to LD	SF	1/10/24
	Draft proxy form created based on example from DTAS. Some corrections needed.	Action: LD to create new version of proxy form	SF	15/9/24
	Decision: there will be baking/refreshments at AGM!	Action: SF to confirm by Sunday 15 th September 2024 if she wants to stand down or not. Action: AR to create draft new directors application form (100	Treasurer & Chair of MDCD, MCTC, MorVolts	Asap

		words max) & share with board by email. Action: Statutory Accounts and Auditor's report needs to be signed off by all 3 boards by 26 th Sept. Action: AR will ask LD to make sure membership list is updated and then show to all directors.	AR/LD AR/LD	26/9/24 1/10/24 1/10/24
8. LPP	<p>8a Emissions Reduction Plan submission update available and circulated to Directors. (RE: Energy system in village, connected to local network (if possible). If anyone from Board wants to feed into proposal: send to SF by Tuesday 17th Sept.</p> <p>Windfarm Development: Need to have a MCDC standpoint in what we as a community want in relation to wind farms. We urgently need a comprehensive community consultation, preferably developed with professional support and including appropriate feasibility studies to support this, should we secure funding for this .</p> <p>AR & Nick Tordoff to look at our best path forward for Morvern and send to SF/HL, who will put statement together what MCDC's position is regarding windfarms.</p>	<p>Action: Send feedback on proposal energy system to SF</p> <p>Action: AR and MorVolts to look at our best path forward for Morvern and send to SF/HL</p> <p>Action: SF/HL will put a statement together as MCDC's position on windfarms in LPP.</p>	All AR/Nick SF/HL	17/9/24 16/9/24 1/10/24
9. Housing update	<p>Suggestion: use 500K profit at end of year, as match funding for mortgage/funding so housing project can move forward.</p> <p>Arianna Burgess and MCC lobbying to get housing project through Highland Council planning. AR attended last housing subgroup meeting. Process is getting going again. Planning is issue, but letters helped. Recent discussions held with MAKAR to move us on to next phase. AR and accountant looked at their accounts, which seem OK and Makar just won first stage of Highland Council award.</p> <p>LD has had phone calls and letters from contact at Highland Council, indicating that it'll go through.</p> <p>When new Board is elected, we need suitable representative on the housing subcommittee.</p> <p>SSF still working on legalities of the housing on Morvern Crescent.</p>	<p>Decision: Agreed that Housing subcommittee and Housing Project Officer will deal with all housing issues, incl. Miners' Court</p>		

10. Woodland Crofts update	SF reported good news that MCW got funding from Community Regeneration Fund and another stage 1 funding. (35K funding). Feasibility study can start, will also include renewable energy options. Massive thanks to Isla for doing the CRF.			
11. MCTC update	No update. Board was sorry to hear that Heath Gairns has resigned and will be moving back to the Clyde way with Donna and Family in October. Our thanks go to them. And also, to Heather Fyfe who has worked as assistant HM for the year			
12. MorVolts update	Recent whole site annual survey carried out by Glen Hydro completed and went well. August was a record for both rain and money for that month.			
13. AOB from Board or public	<p>EV Charger – long stay penalty charges approved by directors present. . From the document. "14-AOB-3-EV-Charger-long-stay-penalty-charges.docx"</p> <p><i>SF left the meeting.</i></p> <p>Approval for DTAS costs: re mediation between directors and LD. Decision: Approved by directors present if under 1K. (SF approved by email)</p> <p>Mem & Arts revision plan, strategy document and community interest in buying the old shop and building to be discussed at next meeting</p> <p>Glensanda: to be discussed by MCC/MCT with AR assistance</p>	<p>Action: Lilia and Isla to implement.</p> <p>SF to proceed with mediation process</p> <p>Action: Shore cottage future to go on next month's agenda</p>	LD	20/09/24
Date of next meeting	1/10/24			
Meeting closed	10.20pm			

#	<i>Communication Items NONE</i>			
Next Meeting	Date	1/10/24	Time:	7PM
	Location	Hub	Public/Board Only	Board only
Minutes approved	Date:19/09/2024	Sign: 	Angus Robertson	