



**MINUTES OF FORRES AREA COMMUNITY TRUST MEETING
MONDAY 17TH SEPTEMBER 2018**

PRESENT

Fabio Villani (Chair) (FV)	Bea Jefferson (Treasurer) (BJ)
Peter Airey (PA)	Lorna Creswell (LC)
Jim Farquharson (JF)	Sandra MacIennan (SM)
Tina Coffey (Minutes) (TC)	

ALSO ATTENDING

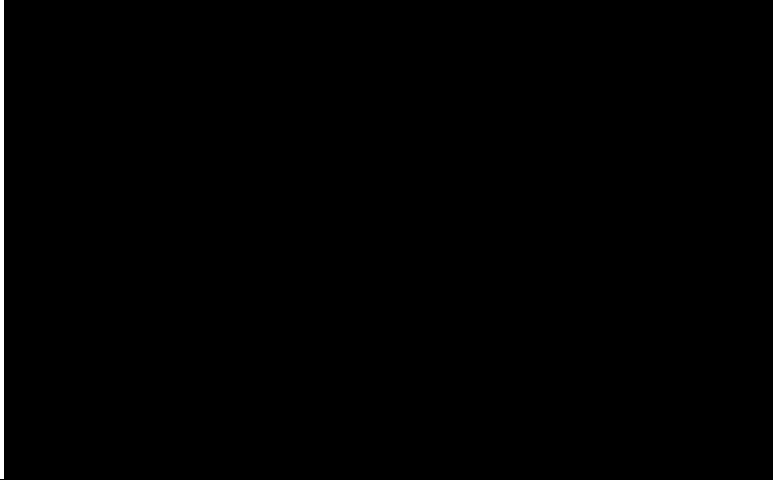
Debbie Herron, LDO (DH)	Tom Duff (TD)
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CAT – Community Asset Transfer, MC – Moray Council, CSU – Community Support Unit, TH – Town Hall, FAF – Forres Area Forum, BP – Business Plan

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome from Chair and Apologies	Chair welcomed everyone to the meeting and Tom was introduced. There were apologies from James MacKessack-Leitch.	
2. Minute of FACT meeting held on 20 th August 2018	There was one correction to the minutes, a cleaner is to be appointed and FACT will wait until the end of September 2018 and then advertise. The minutes were proposed by JF and seconded by PA.	
3. Matters arising - not on this agenda	Item 3 – Memorandum of Understanding – to be completed Item 3 – LDO to email to Board a staff structure Item 3 – LDO to check AGM step down rotation Item 3 – LDO will email out the digital review again Item 4 – financial summary had been emailed out Treasurer had looked at the overheads and needs to tweak – some allocated to projects Item 4 – Older Persons Project - LDO and Treasurer to meet to discuss overheads	DH DH DH DH DH/BJ

	<p>Item 4 - Lottery - small underspend and can be carried forward and funds have been released for 18-19</p> <p>Item 5 – Chair and LDO to write the AGM Directors Report</p> <p>Item 8 – rateable value phone call received by LDO from Valuation Office based at MC – MC have an appeal in against the amount and FACT can put in an appeal – LDO to talk with MC and submit paperwork</p> <p>Item 9 - DTAS conference attended</p> <p>Item 9 - Drone has taken photos</p> <p>Item 9 - LDO is to give neighbour an out of hours contact number when sorted</p> <p>Item 9 - Chair and Treasurer sent a letter regarding the Living Land Project</p>	<p>FV/DH</p> <p>DH</p> <p>DH</p>
<p>4. Financial Summary</p>	<p>The Treasurer emailed out the Financial Summary. Accounts for last year from Ritson’s circulated with headline figures – surplus of £19,805 made last year – some restricted funding, unrestricted funds of £11,500, much of which comes from LDO consultancy work. Currently have £27k worth of reserves accumulated from unrestricted income. Costs in line with income.</p> <p>Note 5 descriptions will be changed. Next stage is to update the Trustees Report then sign off at the next meeting, Treasurer to circulate before signing off. Any points to be raised contact the Treasurer.</p> <p>Tina to change the registered office address with OSCR and Companies House and inform Treasurer and FACT office.</p> <p>Excel spreadsheet report includes all projects – income much as would be expected, claim from HIE in arrears. Forres On-line funding in the bank, Older Persons funding received. Lottery money received. TH bookings – cash received is £500 but more has been invoiced. The target of £10k this year looks to be able to be met with payment in arrears – new accounting system to be looked into.</p> <p>Expenditure – over the next few month’s there will be costs to go out i.e. maintenance and will keep a track of any bills. MC contribution shortfall £24k agreed but no contract – only to claim if there is a deficit for the TH.</p> <p>LDO attended a CSU session where funding was discussed.</p> <p>Project breakdown – an issue for the Administrator to undertake due to constant interruptions – need to rethink how this is to be recorded. All projects are on track.</p>	<p>BJ Whole Board</p> <p>TC</p>

	<p>DTAS conference attended and booklet on management accounting received, to be looked into further.</p> <p>Thanks to Bea for the report, Board would like to see TH added to the Financial Report.</p> <p>Treasurer, LDO and Administrator will keep an eye on this and at some stage will purchase an accounting package.</p>	<p>DH/CG</p> <p>DH/BJ/CG</p>
5. Staff Monthly Activity Report	<p>LDO gave a verbal report:</p> <p>Marketing Graduate placement from Scotgrad appointed after an interview, Kirsty Anne Wilson will start on 1st October 2018 subject to satisfactory references. Employer info pack received and LDO will go through it.</p> <p>Staff wanted brought up the impact of people coming in to the office and the inability to carry on with project work, a cumulative impact on work and staff. Team have come up with a checklist for user groups to follow regarding leaving rooms as they are found and tidying up after themselves. LDO is to speak with users at an upcoming TH User Group meeting. A request to the Board if they are able to come and meet and greet members of the public it would be appreciated.</p> <p>Treasurer – apprenticeships could be looked into.</p> <p>Chair – potential for a tsiMORAY-led LEADER application for third sector / community development workers to be based across Moray, including Forres, where the worker could rent office space from, and work closely with, FACT. Chair to speak with Treasurer and LDO</p> <p>The Hub – ongoing discussions re exploring the potential of the Hub members moving into the TH – to be discussed after Findhorn Bay Arts Festival.</p>	<p>DH</p> <p>DH</p> <p>Whole Board</p> <p>FV</p>
6. New Membership Requests	Five full membership requests received, agreed by the Board. There are 280 FACT members.	
7. Policies and Procedures	None discussed.	
8. Town Hall - update	<p>Problems with windows at the front of the building regarding rain ingress – LDO spoke with Ian Walker, Property Maintenance, MC confirmed work on roof had been signed off in 2015.</p> <p>Photos of the roof had been taken within the last month and show where pointing is needing seeing to and wear and tear, quality of repair from 2015 is not the best i.e. downpipes replaced with plastic not iron. Dave Philp noted water leaks in 2 places whilst undertaking repairs to the north doors and he took at</p>	

	<p>a look at the roof: pointing requires redoing, wear and tear – quality of repair work is not good.</p> 	<p>DH DH</p>
<p>9. AOCB</p>	<p>LDO brought up Film Forres who would like FACT to administer the film projector and screen, film licence runs until May 2019 and there is some finance available to cover costs. FACT to oversee the group, LDO could add the above items including red chairs to the FACT TH insurance. FACT would need instructions on how to use the equipment, but cannot run Film Forres on Friday night. Club members could be upskilled in order for them to run the club on Friday nights. LDO is to continue discussions to see if this would work.</p> <p>New Adventures for All (Community Interest Company) – paper circulated before the meeting from Vicky Flood whose remit is to work with people and help them into employment. Her proposal is to acquire some land in Culbin via a CAT process and is looking for a partner to help buy the land, there would be no financial outlay for FACT. LDO to speak with Vicky and request more information – to be put on the October agenda.</p> <p>Forres Area A96 Community Group - request from Tina to use the TH as a mailing address, those present agreed.</p> <p>Lorna brought up the coffee morning booking system, is there a new system and are all bookings honoured up to the end of 2019. LDO has plans regarding bookings for 2020. LDO explained FACT could hold a coffee morning in the big hall and hold a pop up market in the smaller hall if there was someone willing to organise it.</p>	<p>DH TC</p>
<p>10. Date of Next Meeting</p>	<p>Monday 22nd October 2018, 7 pm, Town Hall</p>	

Meeting dates for 2018: 19th November and 17th December

AGM date – Friday 9th November 2018