

Sunart Community Company

Board Tele meeting: 7:30pm 25th March 2020

Joining: D Barker (DB) (Chair), J Hilder (JH) (Treasurer), J Madden (JM), D Calver (DC), J Tyldesley (JT)

Apologies: H Ricketts (HR)

As this was the first meeting under CV19 restrictions JH had emailed an agenda at 3:30pm

1. **Jetty lease:** Crown Estates costs were being claimed, however our solicitors believe these were not part of the original agreement of cost and suggest we challenge this. JH proposed that we don't pay, seconded by JJ and others were in agreement
2. Izzy, the **project officer** has her last week and finishes on 30th March 2020. This week she has been doing Oakwood and arranging training with Jane Mellis the new Oakwood co-ordinator.
 - a. It was agreed that a letter of thanks be written, a card was a good idea and the proposal to give a bottle of whiskey as a departing gift was agreed.
 - b. Handover of computer, printer, files and backup disc was discussed and action agreed **Action** JJ & JH to organise
 - c. The Community Benefit Fund: there has been a meeting with Eilidh-Ann Phillips re applications received were to be clarified and prepare and facilitate a meeting of CBF panel in April 2020. JJ suggested the need to maintain CBF admin. **Action** JH to arrange.
3. Oakwood Co-ordinator: the situation set out by JH is: *To consider whether to proceed with Jane Mellis's appointment now that Oakwood is unlikely to open for some months. We have the wages for Jane for a year in the bank now, but if we spend it this year we may be a bit 'hand to mouth' to pay her next year. Do we pay her now for a few weeks work (on receipt of an invoice) to help get her feet under the table / prepare for opening, but activate the contract once we know that Oakwood will open this year?* This item was fully discussed and it was agreed for JH to speak to Jane
4. Admin co-ordinator: agreed to defer for now and approach Jane Mellis to take on some of the role. **Action:** review in May 2020
5. CV19 – JH raised the point of whether or not the Community Company need do more to assist the Community Council at this time. The use of Oakwood for storage or a food bank was discussed. It was agreed that the Community Company need not duplicate what is being done successfully already e.g. the food bank.
6. AOB – Dangerous tree on the back Road: Melvin had been in touch with JH about a tree which needed taking down, and he had offered to do it. JH to inspect the tree and speak to Melvin. Agreed if needed doing Melvin to do the work.

Next meeting: 22nd May 2020 venue and method to be kept under review.

The Agenda is a short meeting:

1. To consider briefing from our Solicitor on the Jetty Lease. The discussion is not to alter the decision to proceed but I am seeking the Boards agreement that I contest the clause suggesting we pay the Crown Estates inspection costs (Cheeky so and so's!)
2. To consider how we thank Izzy as this is her last week at work. She is handing over Oakwood to Jane on Thur and Fri and all other paperwork to John plus backup disks.
3. To consider whether to proceed with Jane Mellis's appointment now that Oakwood is unlikely to open for some months. We have the wages for Jane for a year in the bank now, but if we spend it this year we may be a bit 'hand to mouth' to pay her next year. Do we pay her now for a few weeks work (on receipt of an invoice) to help get her feet under the table / prepare for opening, but activate the contract once we know that Oakwood will open this year?
4. To consider running a recruitment advert for an Administrator Coordinator (initial one year post 8 hours per week minimum - on a similar wage of approx. £4-5,000. In my opinion we need someone IT / Finance literate who can run the Community Benefit Fund, social media, Membership drive and Director recruitment, book keeping for the Company, payroll, pension, manage grant paperwork and when projects go live, help organise / project manage. Basically this would free up James to do more proper fundraising. (Job Description to follow.) JH is currently applying for £5,000 from Community Benefit Fund. OPTIONS INCLUDE:
 - a. We could run the recruitment advert, and select a candidate but not appoint until the Covid Crisis is passed.
 - b. We could select someone and appoint them (assuming we get the grant funding) so that they use the current 'quiet time' to get all the accounts up to date and prepare the Membership drive, freeing up James to do more funding bids.
 - c. We could do neither and wait for the Covid Crisis to pass and then start the process.
5. Finally should the Community Company be doing anything to assist the Community Council in the Covid19 Response / Helping Hands
6. AOB.