

Sunart Community Company - Board Meeting 22nd July 2024 - Village Hall, Strontian

Attending: P Sharples (Chair), J Jones (Secretary), J Hilder (Treasurer), L Macgregor, S Traynor, H Taylor: B Drinkwater, R Henderson, N Brookes,

1. **Welcome:** Paul welcomed everyone to the meeting. Rowena and James introduced Annie Harpur the new Craft Hub and Men's Shed co-ordinator. Apologies: K Simpkinson, S Traynor, A Hughes
2. **Acceptance** of Minutes of last meeting 13th May 2024: Proposed J Hilder; Seconded L MacGregor. There were no amendments.
3. **Community Company Planning:** Paul said this will be covered under the Burger Stall planning.
4. **Update:**
 - **Longrigg Woodland** – Andy Hughes unable to attend. James said the sale is currently due to be completed on the 9th August, the day before the Agricultural Show. The proposal is to have Company information flyers and membership information and forms available on the burger stall. Andy also proposes to hold a community meeting, date TBA
 - **Oakwood** – Update from Karyn: Carried forward. Locks can be changed cost would approx £400. Hollie had met with Karyn and looking at the future; a meeting with the producers and those working in the shop; discussion on the code of conduct.
 - **Craft Hub/ Men's Shed;** Annie Harpur has looked round and met Tony Burke. Her start date is 22nd July 2024. There is fund of £500-£600 which James will sort. John, Nick Tony and Annie will meet at the shed to take an initial look at things.
 - **Loch/ Moorings** – James will be arranging a meeting open to all to discuss the jetty and moorings..
 - **Paths** – James had arranged for Richard Livett to remove the tree from the river and this cost £500-600. John mentioned that a tree survey will be needed and there is one tree closer to the Drimnatorran bridge, which appears to have a split trunk.
 - **Website/ Communications/ Newsletter:** Nick will provide a link to the website and would like feedback on the template and website content. Replies within 10 days please with any suggestions.
The suggestion for an autumn newsletter content suggestions: Longrigg; the key points of what SCC does and a PDF and print versions. A question about the producers market at the end of November and that this will clash with the Parent Council school event; also that the Parent Council event should have priority. It was agreed to bring this to the next meeting.
 - **Heritage** – Sunart Church acquisition: nothing further at this time
 - **Social/ Activities** – Nothing at this time
5. **Assets & Risk Register** (standing item) – Nothing at this time. However there still needs to be a review of risk and actions required.
6. **Income generation** (standing item) – BBQ arrangements were discussed and actions agreed.
7. **Finance, including Common Benefit Fund (CBF) & Oakwood**
Oakwood: £8,409 and main account £57,131.
8. **Staff matters** (standing item): The new Craft Hub/ Men's Shed part-time co-ordinator is Annie Harpur.
9. **AOB**
 - There was a discussion on planning and James had produced a list which he will update and circulate; Rowena will produce the rota for volunteers. Details are below.
 - Bingo machine: there was a discussion about the bingo machine which is stored at the Sunart Centre and booked with Jacob Green the manager. However, there is an alternative which Laura and Rowena will be able to access as required.
 - Tony was looking at the benefits of changing water supplier but having explored an interesting option had recommended us changing supplier. However, further checking found the proposed arrangement was not to our benefit and subsequently we will stay with our current provider at this time. Tony is continuing to look at alternative options.

Date of next meeting: 9th September 2024 Venue Village Hall

Future meeting dates are overleaf

Month	Date	Day	School Holiday	Comments
August	10th	Saturday		Burger stall at Agricultural Show
September	9 th	Monday		
October	14 th	Monday		Agenda item for prep/ planning for Xmas market/ Auction 29 th or 30 th Nov???
November	29 th /30 th	Friday/Saturday		Xmas Market, auction tree lights switch on. Venue: outdoors or Sunart Centre?
December	31 st	Tuesday		Hogmanay event
December				Oakwood closes 31 st until March 2024 – Producer stock cleared and stock take done for end of year accts. Maintenance work done.
January	25 th	Saturday		AGM & Burns' Night Supper
February	3 rd	Monday		Inc post AGM for appointment of office bearers
March	3 rd	Monday		

Rota of Helpers:

Setting up: gazebos, BBQ, gas, water, electrics, Health & Safety, Burger Sign

Dismantling: Pack Up Gazebos and Trailer, etc.

Time	Setting up/ Dismantling	Cooking	Prep e.g. Butter rolls	Serving/ Cash
7:30 – 8:00	Andy, Tony, John	Rowena	Rowena	Rowena
8.00 – 9.00		Nathan Spencer	Rowena	
9.00 – 10.00	-	Nathan Spencer	Rowena	Morag Jones
10.00 – 11.00	-	Paul Sharples	Nick Brooks Penny Brooks	Morag Jones
11.00 – 12.00	-	Paul Sharples	Nick Brooks Penny Brooks	Rowena
12.00 – 1.00	-	Paul Sharples	Laura Sutherland Flora Sutherland	Rowena
1.00 – 2.00	-	Paul Sharples	Laura Sutherland Flora Sutherland	Helen Tait
2.00 – 3.00	--	Paul Sharples	Helen Tait Lorna Sharples	Rowena
3.00 – 4.00		Bob Garven	Lorna Sharples	Rowena
4.00- 5.00	John, Tony	Bob Garven		Rowena
5pm	John, Tony, Andy		-	-

Prep Team: Laura MacGregor & Theresa Hughes

Set up/Break down: Tony Burke, John Jones & Andy Hughes

Sunart Show BBQ List Revised 24th July 2024 following Board Meeting

Friday

Collect all fresh food from town – Nevis Bakery and Lochaber larder

Friday evening cook off bacon and onions ?

	Load Up Trailer Collect from Strontian Hotel cellar: <ul style="list-style-type: none"> • 4 or 5 tables • 2 thermos pump pots for hot water • Electrical Bain-marie and serving dishes • Hot water urn • Plastic jugs for juice 	Andy
	Generator from Tim Coldwell Campsite	Andy
	Buy 10 litres of petrol in canisters plus funnel	John Jones
	10m Extension lead to run from generator to Bain-marie	John Jones
	Orange BBQ gas from Tigh Lunnain – Michelles House	Andy
	BBQ from Michelles (beside hotel) Large Gas spanner for connecting - There are two gas bottles - one nearly empty and another full one.) BBQ from Mens Shed & Green Gas Both need a hole drilling in fat drip trays to allow fat to drain out) – gas bottle to fit – check fitting.	John Jones to sort gas for both.
	Containers for fat drain for both BBQ's – old buckets?	Andy
	Paper cups and napkins sugar and tea & coffee from Dail Mhor	
	Gazebos from Mens Shed / Johns – possible use of side curtains if wet.	Check with John
	Extra tie down straps for gazebos if windy and ground pegs/stakes	John Jones?
	Gaffer tape	John Jones
	Rubbish bins for black bin bags (we have bags) James will source two and leave with John	
	A frame blackboard or similar or Flipchart (dail Mhor) stand for price lists	
	Bucket of Sand in case of fire	

Sunart Show BBQ List

Bread Rolls - Nevis Bakery

- 400 large white rolls collect from Nevis Bakery Shop FW High St. Appr - awaiting confirmation (300 for burgers, 100 for bacon/sausage and Haloumi)
- **These will need collected from FW shop Friday morning**

John MacDonald (Forestry)

- 150 Venison burgers – James has texted a reminder to John - Confirmed

Lochaber Larder

• 150 beef burgers	Lochaber Larder	Paul
• 6 packets bacon	Lochaber Larder	Paul
• 2 kilos Sausages	Lochaber Larder	Paul

Costo

• Sack or bags of onions		Paul
• 400 napkins	Costo	“
• 1 regular tub of Vegan margarine (possible Vitalite)	Costco or Morrisons	“
• 2 tubs Marg (large)		“
• Block of plastic cheese slices		“
• Jar Coffee		“
• 2 Burger relish		“
• 2 tomato ketchup		“
• Tea, coffee, milk, –	Check Dail Mhor stock	“
• 200 hot drink cups – no lids required – we have 100's		
• Wooden or recyclable teaspoons		“
• 1 Regular diluting squash		“
• Regular Washing up liquid		“
• 2 Slabs of Coke		“
• 2 slabs Irn-Bru		“
• 2 slab Diet Coke		“
• 1 slab Lemonade		“
• 1 slab red Fanta ?		“
• Medium First Aid Kit including Burns spray	(if not one in Dail Mhor)	

Already in Stock in Dail Mhor Office

- Black Bin bags
- Mild Squeezy Mustard
- Sugar
- Tea Bags
- Bunting
- Hazard . Security Tape
- Cups for Diluting Juice
- Approx 50 Hot Cups for Teas and Coffees & 150 lids
- Plastic glasses for diluting juice
- 1 x washing up bowl
- 2 boxes of sterile gloves

BBQ Equipment: - John Jones to collect / source (see Dail Mhor list also and Andy's list for trailer collection)

	Check	John
<ul style="list-style-type: none"> • Box of implements <ul style="list-style-type: none"> ○ Bread knife for cutting rolls ○ Knives for buttering ○ Scissors ○ Spoons, fork for cooking 		
• Washing up liquid (sourced from Costo)		"
• Frying Pans for onions & Veggie Burgers		"
• Oil ½ litre – Rapeseed Oil		"
• Food thermometers		John/ Paul
• Handwash soap		John
• 6-8 tea towels (lots)		"
• 4 dish cloths		"
• Drinking water for juice and urn		"
• Water for washing up		"
• Jugs for diluting juice		"
• Poles for isolating BBQ area		"
• Fire Extinguisher		"
• Sunart Community Company Sign		John or Paul
• Price Lists (JH sent to Rowena)		Rowena
• Cash Box & Cash tray (JH to drop off with Rowena)		Rowena
• Check amounts of BBQ gas – Orange for small BBQ – green for large BBQ (small BBQ is at Michelles)		John
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