

THE FINDHORN VILLAGE CONSERVATION COMPANY
DIRECTORS MEETING ON MONDAY 04 SEPTEMBER 2017
Edited Minutes

PRESENT

Frank Allan (FH) , Nicole Edmonds (NE) Neil Robertson (NR) Sam Russell (SR) Donald Watson (DW) Mo Hyde (MH) Marjory Barber (MB), Christine Hunt (CH), Sarah Theman (ST), Cathy Low (CL) (minute secretary)

APOLOGIES Jo Harris (JH), Peter Hall (PH)

		Action By
1	DECLARATION OF INTEREST – NONE	
2	MINUTES OF LAST MEETING – Approved – Proposed PH; Seconded NE	
3	MATTERS ARISING NOT ON AGENDA	
3.1	5.6 Beach Huts to be added to correspondence 4.16	
3.2	6.4 Confidentiality agreement – ST, CL and CH have signed and returned to JH. MH will sign and drop off to JH before next meeting Confidentiality agreement template document to be uploaded to FVCC website.	MH/JH JH/NR
3.3	6.6 TSi Workshops – JH to share new dates via Gmail. Business Planning introductory 05 September 2017– JH not available, looking for volunteers. Due to short notice no one available Role of Trustee Workshop 26 September 1300 – 1600, Elgin, FA asked for volunteers to attend.	JH
3.4	6.7 Update Companies House re new Directors. No action required until all positions have been filled. Also need to check requirements for OSCR return	JH
4	CORRESPONDENCE 4.1 Just Enterprise 5/09/17 4.2 HSCHT AGM 8/09/17 4.3 Community land Scotland 3/10/17 4.4 Moray Gig 4.5 Heather Paul 4.6 Social Enterprise Academy 7-8/9/17 4.7 Moray Growth Deal 4.8 Hinterland 4.9 TSi 4.10 BT 110 Findhorn 4.11 JMI revised charges 4.12 Moray council 4.13 Findhorn Sands Caravan owners. 4.14 John Smart 4.15 Observer post	
4.1	Just Enterprise – notification of workshops – Business Planning, place has been applied for. No Action	
4.2	HSCHT AGM, British Legion, Inverness 08	ALL
4.3	Community Land Scotland regional networking meeting for east highlands and Moray event on 03 October 2017, Dornach 1100 – 1500. New chairman of Crown Estate will probably be in attendance.	
4.4	Moray Gig – letter from Chairman of Moray Gig suggesting site for Gig building at northern end of RFYC dinghy park. NR advised that board had discussed identifying alternative sites. Letter to be sent to Moray Gig Chairman inviting him to a site meeting and to provide map/plan delineating area and benefits of suggested site to support application/discussions. The Board agreed in principle.	JH
4.5	Correspondence received re route of the path, she has raised re the flora and fauna. The Board asked for more details on area and plant species that would be affected. Further correspondence received advising that she is not an expert but wanted to ensure TFVCC were taking this into consideration. No Action	
4.6	Social Enterprise Academy notification only	
4.7	Moray Growth Deal – 12 September 2017, Williamson Hall, Duff House Avenue, Elgin	
4.8	Hinterland – consultation meetings to be held in October on Management Plan for Dunes area. Asking for dates TFVCC can attend. It was noted that it had	

	been raised by other interested parties that more information was needed on what was to be discussed. No Action	
4.9	TSi Workshops – Roles of Trustees 26 September 2017, 1300 – 1600, Inkwell, Elgin. The leaflet on role of Directors and Trustees, from Government Website. Leaflet to be shared with all. ST should get one as a new director via JH.	JH
4.10	BT 110 Findhorn – information only. FA has also sent map of TFVCC area to BT to check if FVCC are due any fees for land use. Same to Scottish Water.	
4.11	JMI revised charges – information only	
4.12	Moray Council – Invoice received for domestic rates for playing fields. JH has applied for relief already, FA contacted Council and they advise there was an overlap in communication, so there should be no cost. No further action required. File only. It was noted this needs to be done annually.	JH
4.13	Two letters received. 1. Asking why there was no announcement at AGM that directors were stepping down. This is not a requirement at the AGM. They need to be elected at next meeting following AGM. A letter has previously been sent to Findhorn Sands Caravan Park owners advising on the roles of Directors. JH to recirculate letter to all Directors. Letter will be on file. 2. Raising issue regarding fences broken, dogs digging holes and people lighting fires in the beach carpark area. JH to reply this will be monitored. This area needs more investigation especially around the Right to Roam Act. Risk Assessor has advised that the risk assessment requires to include more than Director responsibilities it is also about the land. Concern was raised that painted markings have appeared on back road and that bushes have been cleared on FVCC land with no prior permission. Photos of road markings shared. As there are several issues raised, not just boundaries, suggested inviting Findhorn Sands Caravan Park owners to a meeting to discuss points raised. JH to write and invite.	JH JH
4.14.1	Solicitor, Ledingham and Chalmers – requesting more information on how TFVCC came to the value for land that currently has chalet/caravans owned by Findhorn Sands Caravan Park sited on it. As this is a commercial enterprise TFVCC offered to sell land to them. Caravan Park have come back asking where this sum came from; letter has gone to them advising on how this was derived.	
4.15	Observer Post – representative has provided information on Observer Post history. DW to invite representative to join first 10 minutes of Directors meeting, if possible, to provide additional information. DW still chasing for price of covers. DW will provide them with drawing/measurement to obtain quote. It was raised that Observer Post needs to be secure and also included in risk register. Other Observer Posts have been restored, potential for Historic Scotland to be involved and to get it listed, potential for grants.	DW DW
5	Finance	
5.1	Treasurer's Report TFVCC annual accounts are available on TFVCC website	
5.2	Donations Loans for Armstrong Garage Site – update on money pledged	
6	Company Business	
6.1&2	FA welcomed Sarah Theman and Cathy Low	
6.3	FA asked for suggestions for Treasurer. NR offered to take on. FA to meet	FH/NR

	<p>with NR to hand over. Board agreed to keep signatures same, as can be difficult to change. List of Company Secretary duties to be shared. To ensure governance is correct and timely MB will maintain until new Company Secretary is recruited.</p>	MB
6.4	Update Companies House on change to Board. It was advised this is not required until positions have been filled.	
6.5	<p>Medium fund lottery application/land officer/business plan Business plan needs to be firmed up, MB and MH spoke with HIE who are providing assistance, they have advised that the figures provided did not meet requirements. Spoke with HIE, who suggested speaking to Business Gateway for assistance. Application is complete, previous unsuccessful, with an update it is ready except for Business Plan. JH to provide update on progress.</p> <p>HIE, had advised that the Scottish Government is reviewing supporting long term development officers, looking more project by project.</p>	JH
7	Membership – No change	
8	Sub Group Reports	
8.1	<p>Crown Estate CH spoke with Crown Estates. TFVCC to write formally to Crown Estate for accusation of foreshore and standing water. CH advised Crown Estate wants to use as a test case. CH to write letter. There is a letter on file.</p>	CH
8.2	<p>David Urquhart Pathway Gravel colour- 90 votes in total. Grey 57, Gold 33 info gone to architects. Signage – No bicycles. Planning application to be amended for sign and parking places for disabled. Working group has checked with transportation department, advised to get planning application in, not vital to show exact locations.</p> <p>FA has met with LEADER re funding. FA also stressed the need to remember funding will be required for maintenance of pathway.</p>	
8.3	<p>Armstrong Garage Site CH has drafted a letting policy for garages, workshop, parking spaces, caravans and boat storage. CH to be circulated.</p> <p>FA is in communication with Armstrong's solicitors, they are checking for VAT due to owners being overseas. Needs to be purchased by 31 March due to grant.</p>	CH
8.4	Paddock – letter has been sent to owner's solicitor stating access for equestrian use/vehicles only. No response to date.	
8.5	Caravan site – awaiting response from TFVCC Solicitor's letter.	
9	Fundraising	
9.1	<p>Suggestion for car parking meters for beach car park. CH to provide feasibility study for Board. Suggestion that TFVCC should have some publicity on this and could payment be on an annual basis. Payment would be voluntary. CH advised that FVC is submitting planning for a shower unit, to provide shower facilities for caravans</p>	CH
10.	<p>Focus on fundraising:</p> <ol style="list-style-type: none"> 1. Car parking 2. Renting of garages 3. Moray five-year plan – if change of use granted for 12 hard stands for caravan. Goal to have in place by summer 2018 <p>Short-term fundraising</p> <ol style="list-style-type: none"> 4. Soup and Sweet/afternoon teas – MB to speak with possible volunteer 5. Burghead to Findhorn Run/Walk, Harriers in Forres might support organisation 6. Burns supper 7. FA will speak with local fiddler re an event with FA. 	<p>MB</p> <p>FA</p>

10	AOCB	
10.2	SR has spoken with Bowling Club, to advise TFVCC re. grass cutting of area behind Bowling Club. This is not a permanent agreement but that instruction for grass cutting must come from TFVCC.	
10.3	Suggestion TFVCC asks that the boundaries of No 4 (The Old Fisheries) are checked, as they are up for sale .Especially around the allocated parking spaces for The Fisheries. It was agreed that TFVCC should check all boundaries when houses in Findhorn are for sale. The Fisheries boundaries/parking are in Fisheries Green hard copy files. JH to check files for boundaries	JH
10.4	There was a large tent in the allotment area. CH to investigate this.	CH
10.5	The gate to the RFYC north dingy park has been open most of the summer, allowing camping and BBQ activity by non RFYC members. RFYC to be asked to ensure gate is shut.	JH
10.6	TFVCC needs to have logo. FA to speak with Forres Academy to ask if senior kids could submit design. There were already some on file and they should be reviewed first. To be shared with board prior to next meeting.	FA JH
10.7	Risk Register is on Gmail, all to check and comment.	ALL
10.8	List of volunteers has been distributed to Board. Query that there may be more volunteers than listed.	
11	NEXT MEETING - WEDNESDAY 04 OCTOBER 2017	ALL