

Stromeferry and Achmore Community Council

Minutes of Meeting held on 27th February 2019 @ 7:00 p.m. Achmore Hall

Present: Ann Gillespie, Dawn Lupton, Mary MacBeth, Neil MacRae, Helen Robertson

There was an interim Community Council Election held in February and the above five people completed and submitted nomination papers by the 6th February and were duly elected to establish a Community Council in Stromeferry and Achmore.

We had our first meeting on the 27th February 2019 and elected:-

Helen Robertson as our chair proposed by Mary and seconded by Neil, Dawn and Ann.

Mary MacBeth as our secretary proposed by Dawn, and seconded by Neil, Helen and Ann.

Dawn Lupton as our treasurer proposed by Neil, and seconded by Mary, Helen and Ann.

We went through the Highland Scheme for the Establishment of Community Councils and we will use the Scheme's framework to operate our Community Council. This will include:-

- having our monthly CC meeting on the last Wednesday of each month in Achmore Hall,
- publishing a meeting agenda 7 days prior to each meeting,
- distributing our draft minutes within 14 days of the meeting to the appropriate people at Highland Council and to our Community using email and public notice boards.
- publishing our finances using the template provided by Highland Council.

We agreed that going forward we will continue to use the format of the minutes from the previous CC and we will present our items in the following sequence.

Section 1 will include present & apologies, approve and adopt previous minutes, matters arising.

Section 2 will cover communications received by chair person, secretary and the treasurer's report.

Section 3 will cover CC local items and the progress being made

Section 4 will be dedicated to our Highland Council representative to give us an update on topics that are of impact and importance to us.

Section 5 will be updates from regional and national organisation as and when issues arise, e.g NHS, Tillhill, Highland Council, Police and Fire and Utilities.

Section 6 will be dedicated to a voluntary update from other groups in our community e.g CMNet for broadband, Fernaig Trust and the Hall.

Section 7 will be for AOB, calendar and date of next meeting.

Action: Mary to write monthly minutes to this format.

After that we recognised that we need to establish a google group to hold the email addresses of all households in our Community. We will email individuals and ask for their consent to hold their email address for CC purposes.

Since the introduction of GDPR in May 2018 all households will have to confirm by email that they consent to the CC holding their name and email address. Mary will check if we have to register with the Information Commissioner's office.

Action: Mary to draw up 1st cut of list of all households.

Action: Mary to contact ICO.

Action: Mary to set up Google group list for CC and obtain approvals.

Helen will contact the Police and let them know that Stromeferry and Achmore have a Community Council and we would appreciate a visit from them. Helen will also contact the leaders of the other local groups and let them know, that if they wish to provide an update we will publish it with our minutes. They are Colin MacAndrew for

the Fernaig trust, Martin Irvine for the Hall and Phil Game for CMNet CIC. Dawn will talk to the local Forestry office for an update and obtain a contact person for us.

Action: Helen to contact Police and local groups.

Action: Dawn to contact Forestry office.

We discussed the CC finances for the period 17th November 2015 to 31st December 2018.

In November 2015 the CC had a bank balance of £2,419.82 and as at 31st December 2018 the bank balance was £3,751.39 taken from the last bank statement received.

On 17th November 2015 there was £790.00 worth of unpresented cheques which were cleared during the above period. On the 29th December 2016 the CC paid £360.00 for a new box for the defibrillator.

During this period £5.52p was received in interest from the bank.

CMNet CIC made an interest payment of £40.00 on the 19th November 2015, and paid in £1,686.05 on the 4th August 2016 which was made up of loan repayments of £1,605.83 and an interest payment of £80.22.

Dawn will check the balances and organise getting access to RBS digital bank, this might be a lengthy process.

Action: Dawn to check balances and organise getting online access to account.

As Helen is on the hall committee she will organise booking the hall for the monthly CC meeting and will find out how much the CC will pay for the hall – previously it was £10 per meeting.

Action: Helen to organise hall booking for CC for last Wednesday of month at 7.30pm for a maximum 2 hours.

Our next meeting will be the 27th March 2019 at 7.30pm in Achmore Hall
Formal meeting close 8.20pm.

This was not done in the meeting as it required us to be physically outside by the defibrillator. After the meeting Dawn, Mary and Neil checked the dates on the defibrillator pads and they had expired in December 2018.

Sometime ago a new box was delivered to house the defibrillator; as the current one does not close properly and the inside of the unit is wet. This new box needs to be located.

Action: Neil to get new pads from Lucky2BHere.

Action: Ann and Mary to check hall for new defibrillator box on Saturday.