



Minute of Meeting of Directors of Loch Melfort and Kilninver Company (LMKC) on 24 April 2025 at Kilmelford Hall from 19.15 to 21.00.

Attendees: LM, SC, DW, AT, AM, RM, SCh, also Marianne Pearson, Gillian Nave, Georgina Dalton (for part), Joe Wadsworth.

Apologies: None

- 1. Attendance:** there was full attendance.
- 2. Register of Directors and of Directors' Interest.** No new interests declared. LM has been advised that, as a new Board, LMKC Directors should take advantage of training available from, for example, the Plunkett Foundation or DTAS. This was agreed and LM will investigate further what is available and relevant.
- 3. The minute of the Board meeting in March** had been circulated, was approved and signed by SC as a true record of the meeting. They can now go on the website and AT will do this. Highlighted action points from the March Board meeting were reviewed. There has been no response from the primary school following LM's visit to the school and follow up email. The Head Teacher is thought to be leaving which may affect future of school.
- 4. Correspondence.** LM received an email from Companies House outlining updated compliance requirements. LMKC must always have an appropriate and up-to-date registered office address. The address must be a physical location (not a PO box) where documents can be reliably received. A registered email address must also be provided to Companies House for official communications. The registered office and email address in current use is that of the Company Secretary, LM. New financial penalties are being introduced for compliance failures. LMKC remains below the threshold for filing full accounts and qualifies for simplified reporting obligations. LM to check LMKC's continued compliance with Companies House requirements. LM noted that response from Board members to important company emails continues to be suboptimal. Critical questions are not being answered in a timely fashion or in some cases at all. AT suggested using a different communication platform, such as Discord. DW suggested Board members should get a separate email account for company communications. AT cautioned new email accounts would need to be compatible with group archive and must not break company privacy policy. AT to investigate company email addresses.
- 5. Finance –** (a) AT's report had been circulated. The current balance is £2839.20. New account with Virgin Money is well underway.
(b) Financial Director. The possible candidate SC had in mind is no longer available. No other obvious candidates.
(c) Purchase of subscription to Microsoft 365 for Secretary laptop at £84.99 per year agreed by Board.
(d) Possible attendance at annual DTAS conference in Glasgow was discussed. Conference will last two days and will provide useful training and networking opportunities. Bursaries for accommodation up to £90 per night may be available. Attendance by LM agreed in principle.
(e) Update on Scottish Land Fund. This will end in 2026, which means one of the potential funding streams LMKC had considered will no longer be available.

(f) Budget for litter pick. The budget required will not be large as previous donations can be used for prizes. RM and LM have contacted the GRAB Trust and organised litter picking equipment. LM has applied for a small grant from GRAB. Following completion of the clean-up a claim for the grant can be made by complying with requirements. LM has also contacted Diane who previously organised litter picks. Diane had discontinued these because too few people attended. Prize categories suggested:

Most unusual item

Oldest piece of litter

Largest piece of litter

Pick will start at Hall at 2pm and make way to AT's house "Pebble Beach" where there will be refreshments.

6. Membership – (a) LM reported we currently have 75 members but not all have renewed yet despite several reminders. There are two new applicants, one of which was very recent. The policy for approval of applications was discussed. RM emphasised that if the Board wants to reject an application, the details must be given beforehand, this must be properly discussed at a Board meeting and appropriately recorded in the minutes. Members of the Board must have time to review applications before Board meetings. LM to email the recent applicant to say their application will be reviewed at next Board meeting which will probably be at the end of May. LM to review policy for membership application/Board approval to clarify that cut off for applications will be seven days before the Board meeting. The Board approved one new membership application which had been intimated beforehand.

(b) Draft data protection policy. Sam Dunion has reviewed the policy, and her comments have been passed to AT (thanks to SC). LM suggested RM should also review the document as he has substantial experience in this area. RM to review data protection policy.

(c) Report from Treasurer on number of members who have still not paid. AT had circulated a list of ten members who had not renewed membership. LM advised the company articles were clear that if members had not paid within four weeks of renewal date, then their membership would be revoked. LM suggested emailing the ten members, explaining the rules and saying their membership had been removed but that they could reapply at any time. DW will draft email for AT to send out from company email. MP reminded the board that Krissie Jones who is on the list should not be contacted at this time.

(d) Attracting new members. LM suggested that a policy for attracting new members was required, including setting a target e.g. 100 new members by the end of the year. RM suggested circulating the list of current members to Board, who each could then undertake to contact 5 potential new members. SC commented that he had spoken to several younger people, many of whom had mentioned being too busy to get involved in helping out. LM emphasised it was important to have the right approach, and let members know they would not be expected to do become Directors or anything more than be a member. SCh suggested that a post on Facebook could cover this and assure potential members that not much was needed of them. The subject had also been mentioned in the recent newsletter.

(e) RM to design new membership certificate. This will be emailed to members, no hard copy.

7. Membership of other organisations. A basic financial statement is required for DTAS. Carried forward to next meeting.

8. **Business planning.** LM proposed having a separate session on business planning to determine a 1 year and 5 year plan. SC observed that the survey from the February Public meeting had given useful direction from the local community. Comments from Rachel and Calum Ross per meeting papers also need to be taken into consideration. RM commented that “business plan” may be wrong terminology, a Plan for Development is required. LM stressed that we also need to set a budget to cover outgoings such as Hall fees. Time needs to be set aside for the session and a date decided. Board members to email LM with holiday dates before week ending 2nd May, so development session can be scheduled.
9. **Changes to Articles of Association, next steps.** LM to send revised Articles to DTAS, Scottish Land Fund and Companies House. DW to provide Council with revised Articles. AT requested a copy of the new articles and queried whether the registration number was changing.
10. **Newsletter update.** The second LMKC newsletter has been prepared by MP, LM and SCh and distributed by email to members, plus hard copies made available at various community events. There was a brief discussion on how many newsletters LMKC should publish per year and what other community companies do. The board agreed that a biannual newsletter would be appropriate with defined publishing dates, probably in April and October, allowing deadlines to be set for content creators. SC queried what content was required. SCh indicated that newsletter should cover Company news but also local news and events, anything of interest to the community. In this way the newsletter could fill some of the gap left by the Kilninford News which has been missed by the community. SC recommended that Cate Cannon, who writes a number of newsletters, be approached for advice. AT mentioned that content has also to be produced for the website.
11. **Communications.** LM submitted reports on Facebook posts. SCh to take over Facebook management from now on. SCh commented that she had received Biogs from all Board members except SC. Once she has received all Biogs these will be sent to AT for uploading on website. SCh and AT to meet to discuss website.
12. **Events to be held in 2025.**
 - Litter pick, Degnish road, 24.4.25.
 - Tabletop sale, carried forward.
 - Summer festival, date of 17th August suggested, not confirmed, availability of field needs to be ascertained. If goes ahead LMKC will have presence. LM commented that the idea of a family ceilidh had been suggested and enthusiastically received at the Community Council meeting. Expense of ceilidh band was discussed. DW suggested Carraig Ghael windfarm might donate some costs. LM suggested a subgroup should be formed to take forward ideas for ceilidh attached to Summer festival. RM to lead, members of board to email RM with suggestions of LMKC members who might be useful for the subgroup. SCh suggested a Quiz night with prizes and giving members free or reduced attendance at LMKC events such as ceilidh.
13. **Contact with third parties.** RM has received an email from Linda Brown the Chief Executive of Melfort Village. They are very busy due to flooding affecting year end accounts. LB is however confident that Melfort members would like to be involved and said she would be willing to come to a village event and contact owners on our behalf with details of becoming associate members. RM to arrange meeting with LB for further discussions.
See report from LM on discussions with Rachel and Calum Ross and attendance at DTAS Development day. LM commented briefly on the latter, which was well

worth attending. She circulated literature from the Dunoon Community Company for Board members' interest.

AM had talked to owner of a small shop/café/off-license in St Fillans. They said the majority of their revenue came from the café. The shop was losing money but a convenience to the community. The owner was however going to stop supplying papers. DW commented that for any business to work in a village location it must become a destination.

AM queried whether a fuel pump might be a viable business as it is 50 miles between Oban and Lochgilphead with no fuel stops in between. SC thought too many regulations.

LM had contacted Business Gateway for business planning advice.

RM confirmed that Trevor Leggate (who owns the Tower House) has title to the Degnish Road end field. He had an informal consultation with a local architect about this location. The architect feels that the site would be difficult to develop in terms of planning. In the Local Development Plan, it is designated as an Open Space Area. Any shop development would be expensive, a minimum of £500 000 for a new build. Trying to find a builder to tender for a project is difficult at present. The company cannot build on spec, needs to be in partnership with someone who wants to run a business. Time scales are long term, it could be three years before build is finished.

LM had approached Plunkett Foundation to give us advice on shop issues but no replies to email or telephone messages.

Hall field: owners of the field have been in private discussion with the Community Council. Architect had opened line of communication with them, which LM had used to send an email suggesting a meeting. No reply so far. We have agreed to keep CC advised of any meetings on basis they will do the same.

LM approached Melissa Oates of Kilchoan Estate with an invitation to Saturday's litter pick. Kilchoan however had their own event on that day. She had asked Melissa to have a meeting to introduce ourselves. SC to follow up further discussions to introduce LMKC and our objectives to Kilchoan Estate as local employers.

14. Any other potential projects –SC had a reply from Easdale Medical Practice re prescription delivery service idea. The practice would endorse a pick-up service in principle but cannot organise it themselves as there would be no secure point to receive prescriptions and some drugs are restricted. There are also privacy issues to consider.
15. Registering a Community Interest in Land –not urgent, carried forward to next meeting. RM to draw up list of potential sites of interest.
16. AOB – none.
17. Date of next meeting. 28th or 29th May at Pebble Beach.