

Minute of Meeting of Directors of Loch Melfort and Kilninver Company (LMKC) on 25 September 2024 at Kames Bay, Kilmelfort 19.45 to 21.45

Attendees: LM, SC, DW, AT, DF, also Marianne Pearson.

Apologies: None

- 1. There was a full attendance. SC welcomed Marianne Pearson (MP) to the meeting, and hoped she would consider joining the Board in some capacity.**
- 2. The Minutes of the last meeting in August had been circulated, was approved and signed by SC as a true record of the meeting. It was noted that LM had not been able to speak to Alex Prouty, but DW had emailed the Council to let them know we are establishing the company and referring to the Village Hall field and other issues. He had had no response. He will try again. SC had emailed Colin Gladstone about the shop but had had no reply. He had not been able to arrange access, nor had he spoken to Rebecca Dalton. LM had not heard back from SJE re the contact with the Post Office, despite chasing her up. The remaining action points would be discussed during the meeting.**
- 3. The Company has been registered with Companies House and LM advised she now was getting official letters to her address as the registered office. We are still looking for other Directors to fulfil various roles, and potentially we could ask people at the sale in November. LM thought that we would have to have the initial meeting of the members early in the new year as we already have the sale, and not much time to arrange something. Later LM was asked to check with DTAS about insurance for Directors.**
- 4. Finance - AT had circulated his report, as attached to file copy. Membership fees had been paid directly and paid in by LM, and expenses paid. The balance of cash held is £1400.19 but we are still to pay for hall rental. LM passed a further receipt to Alex for Secretary's expenses, and advised although he had refunded the cost of heating tokens, she had not required this, as they are to be invoiced by the Hall. It was agreed that AT will chase up unpaid membership fees. LM suggested recognising donations by the Secretary sending the donor a thank you card and possibly getting a mention on the website. We briefly discussed finding a Financial Director. SC has someone he might approach to do this. AT is happy to continue dealing with the banking, but we need someone to control cashflow, work on budgets and look at funding. SC asked LM to advise on the current fees for DTAS membership. AT advised he will apply for a new bank account now that the company is incorporated, and all agreed to be Signatories.**
- 5. Membership – LM advised that we had a very good response to membership applications at the launch events and we had 51 members before the meeting with more applications not yet processed as just received. The group noted this with approval. LM had proposed that she give the meeting a list of applicants' names and addresses beforehand and unless anyone wanted to raise the name of anyone in particular, we would agree that all those on the list will be approved for membership rather than reading out the names. This was agreed, as was the list that had been circulated, attached to the official copy of this Minute. At one meeting someone said they could not afford the membership fee as they are a full time carer. We agreed that in such situations people could apply for a reduction or waiver and the Board would decide on the fee for them. The person concerned will not have to pay a fee in the circumstances. LM asked who should be able to access membership lists, she had one on a spreadsheet and a paper file of application forms. It was agreed that she should share the link to Alex. We discussed if we should have the names on the**

website and the issues of data protection and confidentiality. AT will produce a draft data protection policy for us, and at renewal we can ask current members if they are happy for their name to be published online or offline. (We did not discuss changing the current forms for this aspect). An issue was raised regarding the extent of the area we cover, LM explained she was double checking with Roanna Clark of Community Council but had not heard yet. SC said he thought we should be including the area with the Knipoch Hotel and the small number of houses under that postcode. The area around Ardmaddy is not included, it is part of Seil CC area. We will try to clarify the issue re Knipoch. We will continue to seek members, for example at Table Top sale, and at other events.

6. **Launch Events** – all agreed these had gone very well. There was a good turn out to the Party, with another 10 to 12 at the Monday follow up, which was not required to last as long. There are supplies left over to be used at future events. SC offered to give the postmen some honey as a thank you and a bottle of our stock of Prosecco to Paul. We will check who delivered most of the leaflets. LM said she thought it was important to have the invitations look reasonable quality, but the cost of printing those was quite a lot. She had got the Board approval before going ahead, but next time, a budget will be given.
7. **Fundraising** – A subgroup of LM, DF and DW will organise the Tabletop sale on 10 November, similar to before. It was agreed that the Board will delegate the organisation to this subgroup and allocate a budget of no more than £149 for expenses. Anything more, Board approval must be given beforehand. LM advised the deadlines for applying for funds from Scottish Land Fund, but we are not yet at that stage.
8. **Shop and Post Office** – it appeared the shop will close on 4 October but there is not much left in it. We still don't know how to access the building. SC will call Colin Gladstone to ask if he would consider giving us a lease for a year with an option to buy. Because of time pressures we cannot put in a bid at this time and this would give us some breathing space. SC will contact an architect who will look at the building and advise on its condition and a builder who can guide us on costs. DW will contact MacLeods to ask about a site in the Glebe for a possible shop.
9. **Website and Social Media.** AT has updated the website with membership information and it is possible to apply for membership online. It was agreed that the Agenda may be published on the website, and the Minutes of meetings after they have been approved. LM advised that an issue had been raised re the wording on the information leaflet, and it was agreed that that the wording will be changed. LM advised the Facebook Group was continuing to grow, over 45 members now, and she put on posts as and when she could, in absence of person to take on this role properly.
10. **Marketing and PR update** – DW will see if Leonie Woolf has capacity to produce a logo for us at present. MP said she is happy to help with a newsletter, but does not wish to have a formal title. LM is to visit the school and will see if the pupils are keen to design a logo. We might have to make it a competition. The Summer Festival stall allowed us to speak to a range of people and get them interested in coming to the Launch events, as well as discussing issues about the shop closure. It is likely there will be another Festival next year. LM had spoken to Melfort Village but had not heard any more. She will contact Olwen at Reception there. SC is a member and will find out when the AGM is, to see if we can address the members then. LM reported on response from Knipoch Hotel, and DF agreed to go along with her to meet area manager for a look around and discussion.

- 11. Any other projects – LM reported she had written to the company owning the field asking for a discussion but had heard nothing. It was agreed this will not be followed up at present. However, LM will look into the process of registering a community interest generally.**
- 12. New members to Board – SC has someone in mind to approach.**
- 13. AOB – LM advised on correspondence, mainly to do with company formation and spam. This will be a separate agenda point going forward.**
- 14. Date of next meeting – 7 November 7.30 at SC's house.**