

Strathpeffer Residents Association

Meeting 14/01/2015 Strathpeffer Community Centre

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies Present: Tim Dawson, Jean MacNair, Ryan Macaskill, Posy Piper, Val Moffat, Clara Hickey, Trina Wombell, Heather Crockett</p> <p>Apologies: Andrew Moffat, Mandy McLemman, Ann Sant, Tor Justad, Pat Justad</p>	
2	<p>Minute of previous meetings Agreed , proposed (CH) and seconded (TD)</p>	
3	<p>Treasurers Report £5000 Bank details being updated with new officials</p>	Ongoing CH
4	<p>Planning permission Re Albyn housing / playpark / move to next meeting. Cont to investigate Possibly approach Chief Exec Albyn, Write to Planning</p>	MM
5	<p>Men's shed Age Scotland – group Membership – currently no funding. Past site of Victoria Hall being investigated as location for shed – letter to Community Association to discuss. Mon 12/1 meeting – 2 men attended. Await progress</p>	
6	<p>Open day 12/11 / questionnaire / public consultation 20/1 Approx 40 volunteers identified from survey (including current volunteers) Informed of public consultation 20/1 and will be recontacted Strathpeffer secondary pupils to re-receive questionnaire by school and encouraged to complete. Missed deadline for Ross-shire Journal due to phone line down. Posters to be put round village to advertise 20/1 Feedback from open day emailed to committee</p> <p>Format of the evening David Graham organising 7 – 9pm Short presentation and site layouts</p>	<p>TD to email most recent spreadsheet of volunteers</p> <p>CH to design post for public consultation and email for distribution</p> <p>VM to mail volunteers re 20/1</p>

	Summary of open day results. Discuss / make plans	
7	Feedback from Meetings 1.Meeting 13 October – HC offices Confirmation SRA will hold legal responsibility to sustain the development (part of consultation) 2.Community Networking Conference Boat of Garten re funding and ownership (See write up by VM) 3.Tenants Conference – attended by TD v motivational 4.Community Growing 5.Exploring social networking	
8	Planned Site visits Fort William Ullapool Forres Community Garden (VM to email details to PP) Possible dates in March 2015	VM email PP with Forres details
9	Essential that the project is sustainable <ul style="list-style-type: none"> - Job opportunities - Training opportunities - sufficient money to sustain the project Opportunity for fundraising at Community Centre Spring Fair 28/2/2015	ALL committee
10	SRA web page SRA.strathpeffer.eu – to clarify password for committee to access Village website PP to add minutes	PP to add minutes / SRA documents to village website

Date of next meeting: 11 February 2015 19.30hrs Strathpeffer Community Centre

Strathpeffer Residents Association

Meeting 11/02/2015 19.30hrs Strathpeffer Community Centre

AGENDA ITEM

ACTION

- 1 **Welcome & apologies**
Present: Tim Dawson, Jean MacNair, Ryan Macaskill, Posy Piper, Val Moffat, Clara Hickey, Trina Wombell, Heather Crockett, Walter Fleming, Sandra Fleming, Phoenix Dawn, Ann Sant, Hamish MacKenzie, Tor Justad, Alistair Urquhart, Mandy MacLeman, Mark Clough

Apologies: AndyMoffat
- 2 **Minute of previous meetings**
Agreed , proposed (VM) and seconded (AS)
- 3 **Treasurers Report**
£5000
Bank details new signatories AS / CH / VM
- 4 **Planning permission**
Re Albyn housing / playpark – deny knowledge.
VM to write to Chief Exec Albyn with ref to early documentation (HC)
MC volunteered to also investigate
MM reports £1600 available via Highland Council allocated from other Strathpeffer housing development, currently not used. MM to look into
- 5 **Men's shed**
WF reported – group meeting fortnightly in Richmond Hotel. Last meeting 9/2 6 men attended, including RCOP representative. No further with developments
- 6 **Public Consultation**
Lengthy discussion re feedback
Toilets – referred to winter opening of village public toilet – to Community Council
Issues around allotments and legislation, agreed “community garden” is preferable and a focus on community space
Overwhelming response from primary for space to grow food
Issues around access – agree open garden area / no fencing / encourage use / local and visible site
Outdoor gym – mixed response? may be integrated into older play area / +ve verbal response from Shinty Club.
Await final report from David Graham due March.
SRA needs to develop business and sustainability plan to apply for lease or buy option from Council

VM/HC

MC
MM

PP

Agenda item for March meeting

- | | | |
|----|--|---|
| 8 | <p>SRA Governance
 Lengthy discussion about office bearers' liability and need to change governance structure to offer limited liability. Helpful guidance from Val Cameron at Ross-shire Voluntary Action (RVA). RVA has supplied a draft constitution so that SRA becomes a Scottish Charitable Incorporated Organisation (SCIO)
 Committee members to read draft SCIO constitution for further discussion at March meeting. A Special General Meeting will need to be held if SRA wish to change their constitution.
 Members encouraged to access on line information re SCIO / Trustee role
 If members feel insufficient information – contact VM who will invite RVO Val to next meeting</p> | <p>ALL

ALL

ALL</p> |
| 9 | <p>Planned Site visits
 Fort William have a similar project to SRA but are further down the line. MM suggested we might invite their members to SRA meeting with drawings / plans
 MM reports available funding for travel / accom
 Forres Community Garden – date yet to be arranged</p> | <p>PP / MM

PP</p> |
| 10 | <p>Spring Fair @ Strathpeffer Community Centre
 28/03/15
 - Stall to advertise / promote project
 - Bric a brack</p> | <p>ALL available committee</p> |
| 11 | <p>SRA web page
 sra.strathpeffer.eu
 All minutes / documentation / constitution on members only page (password protected)
 Add David Graham's project documents

 Review web page / benefits in 3 months</p> | <p>HM</p> |
| 12 | <p>Lloyds Bank funding available – development / admin post.</p> | <p>For future reference</p> |

Date of next meeting: 11 March 2015 19.30hrs Strathpeffer Community Centre

Strathpeffer Residents Association

Meeting 11/03/2015 19.30 hrs Strathpeffer Community Centre

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies Present: Tim Dawson, Ryan Macaskill, Val Moffat, Clara Hickey, David Graham, Keith Palfreyman, Heather Crockett (part meeting), Mandy Maclemon, Pat Justad, Tor Justad, Dave Genney, Ann Bruley, Alistair Urquhart, Mark Clough</p> <p>Apologies: Val Moffat, Andy Moffat All members introduced</p>	
2	<p>Minute of previous meetings Agreed , proposed (CH) and seconded (TD)</p>	
3	<p>Treasurers Report £3404.21 Apply for funding for Resident Assoc at next meeting</p>	
4	<p>Feasibility Study</p> <ol style="list-style-type: none"> 1 David explained slow start to project plus 2 Tennis court – CH explained the background mentioned at a Community Council meeting – esp if project looking at an astro pitch. TD detailed email from Strathpeffer Tennis Club – no charge for club members, Club pay towards maintenance and repairs. They would not want to lose facility. TD explained phase 2 if project supported, however committee have removed astro pitch (phase 2) from plans to avoid confusion. 	
4a	<p>Planning permission Received response from Callum – Mark trying to find out what happened to contribution. MM suggested future money will have to wait until final report of feasibility study £1600 – building development from Blairninich housing development – paid to council. MM has asked for monies to be put aside for community garden. MM to check timescale when monies to be used</p>	MM
5	<p>Men's shed Still chasing to find land / space for use</p>	
6	<p>Public Consultation <i>Toilets</i> – discussed option of taking over running of village toilets outside summer opening hours – declined by committee. <i>Shinty</i> – no further response. Gym still something shinty club require.</p>	

	<p><i>Ord Terr</i> – a couple have concerns over lack of contact from SRA and have concerns about lack of privacy and noise. Committee agree lucky 1 concern and to keep promoting project.</p>	
7	<p>Highland Council Pre Planning Assessment Susan Hadfield (HC) very positive and supportive of project</p> <ul style="list-style-type: none"> - Create and potentiate habitat - Chisholm Trail improvement - Consistent with planning proposal / environmental strategy 	
8	<p>SRA Governance Draft SRA SCIO application – standard working Committee discussion over points</p> <ul style="list-style-type: none"> - =>16 years for voting rights - Suggestion from MM to discuss / adjust and improve wording of document. Val Cameron to be invited to April meeting 	VM to invite
9	<p>Planned site visit Fort William – Thurs pm / MM to check on progress</p> <p>Invergordon – possible site to visit</p>	MM
10	<p>Spring Fair 10.00 – 13.00hrs 28/3/2015 Strathpeffer Community Centre Stall – rota needed MC / TJ / HC available</p>	

Close of meeting 21.15hrs

STRATHPEFFER RESIDENTS ASSOCIATION

DRAFT MINUTES OF MEETING WEDNESDAY, 8TH APRIL 2015 2015 AT 7.30pm

Strathpeffer Community Centre

	ITEM	ACTION
1	<p>Welcome and apologies</p> <p>Present – Mandy Macleman, Tor Justad, Pat Justad, Keith Palfreyman, Sandra Fleming, Walter Fleming, David Genney, Phoenix Dawn, Hamish MacKenzie, Mark Clough, Val Moffat, Tim Dawson</p> <p>Apologies – Ann Sant, Cara Hickey, Andy Moffat, Heather Crocket</p>	
2	<p>Minutes of previous meeting – add Ann to apologies</p> <p>Proposed MC and seconded TJ</p>	
3	<p>Treasurer's report – Treasurer not at meeting. No changes to SRA finances since last meeting. Estimate for supplying power to garden received - £3,500 - £4,500. Cheque for £21 from sales and donations to be paid into SRA account</p>	CH
4	<p>SCIO – Val Cameron – VM to see if VC can come to next meeting.</p>	VM
5	<p>Feasibility Study</p> <ul style="list-style-type: none"> ☐ Meeting 1st April with DG, TJ, VM, CH, PD, SF, WF, KP plus Dougie Miles (HC) revealed that HC would be reluctant to continue to inspect/maintain play equipment in new facility but could probably help fund training for volunteers including RoSPA ☐ Discussed questions raised by DG after meeting 1st April. VM to send responses ☐ Option 4 to develop the playing field area was rejected ☐ It was agreed that SRA needed to see capital and maintenance costs plus possible income for all the other three options before a definite decision could be made. ☐ There was a concern that HC did not understand that the MUGA was not going to be a commercial operation and because of this were wanting infrastructure way beyond what was necessary for a free community facility. ☐ The Community Garden is primarily a facility for the local community and it was anticipated that most of the users would walk to it. ☐ It was agreed that the Community Garden should be as low maintenance as possible. 	<p>VM</p> <p>DG</p>

6	<p>Planning Permission/play park contributions</p> <ul style="list-style-type: none"> ☐ VM to write to Albyn to see if they would like to make a contribution to the garden. ☐ HC are holding £2,163 from developments (including £1,600 from Blairninnich) for community benefit. MC to draft enquiry to Planning Team Leader in Dingwall about these funds being made available for community garden ☐ Morrison's may be obliged to donate when they build on their empty plots 	<p>VM</p> <p>MC</p>
7	<p>Men's Shed</p> <ul style="list-style-type: none"> ☐ Next meeting in Richmond on 4th May at 7.30pm ☐ Shedders are looking at draft constitution 	<p>VM</p>
8	<p>Site visits</p> <ul style="list-style-type: none"> ☐ Fort William similar project. Took 5 years to break ground. £400,000 project. MM will contact Helen MacKenzie to confirm that a visit can be made on Thursday, 23rd April, 2015 ☐ Evanton community wood is local and have similar project with interesting Men's shed. Would benefit Men's shed visit. 	<p>MM</p>
9	<p>SRA webpage</p> <ul style="list-style-type: none"> ☐ Entry for What's next – AGM - 13th May 2015 followed by ordinary meeting. Feasibility study completed very soon!! ☐ Men's Shed – next meeting 4th May at 7.30pm in the Richmond ☐ Also agendas and minutes of recent meetings 	<p>HM</p>
10	<p>Duke of Edinburgh – still a work in progress</p>	<p>TD and HM</p>
11	<p>Funding – set up a funding group – volunteers – MM, MC, VM</p>	
12	<p>AOB</p> <ul style="list-style-type: none"> ☐ AGM – Wednesday, 13th May at 7.30pm in the SCC ☐ SRA accounts need to be made up for the year ending 31st March 2015 and copied to MM for examination ☐ Confirm with Clara shortfall on DG's fee and advise MM – HC may be able to fund this. 	<p>VM</p> <p>CH and MM</p> <p>CH and MM</p>

Meeting closed: 9.30pm

STRATHPEFFER RESIDENTS ASSOCIATION

DRAFT MINUTES OF MEETING WITH DAVID GRAHAM

TO DISCUSS FINAL DETAILS OF FEASIBILITY STUDY

7.30PM ON TUESDAY, 19TH MAY 2015 IN SCC

	ITEM	ACTION
1	Present: David Graham, Tim Dawson, Ann Sant, Clara Hickey, Mandy MacLeman, Pat Justad, Tor Justad, Hamish MacKenzie, Val Moffat, Andy Moffat, Mark Clough Apologies: David Gedney	
2	It was agreed that option 2 would be developed	
3	It was agreed that SRA seek to buy the land. DG advised that HC had unofficially indicated a value of £50K, but agricultural land is only £4K an acre. Proposed garden is 5 acres so most it should be is £20K	Who was following this up?
4	Scottish Land Fund – SRA needs to contact them for advice. If HC will sell the land for a peppercorn price SRA wouldn't need money for purchase but SLF might cover legal, valuation and planning application (approx £2600) costs. Mandy suggested that it might be possible to get money from the HC Discretionary fund for planning permission?	I don't think anyone volunteered to follow this up but VM has information etc. and will do. MM
5	It was agreed that it was vital and urgent that SRA achieve charitable status asap – SCIO. This might reduce planning application charges and also will make it easier to get a grant to fund a project officer who would help SRA raise funds into the future.	Sub group set up at meeting 13.5.15 – HM, TJ, CH, MM?
6	Chisholm Trail – SRA needs to find out who owns this. It is part of the Core Paths. VM suggested that John Wombel might know who to contact about this.	VM
7	Parking – this issue needs to be addressed. SRA agreed that extra parking should not be provided as the facility is primarily for local people who can access it on foot. Parking shortage only occurs infrequently when there are courses/conferences on at the CC. After school hours, at weekends and in school holidays there is no shortage. It was felt that the MUGA was perceived as a commercial venture. It was agreed that the word MUGA should be substituted by something like, “Unmanaged hard surface informal play area”! It was agreed that it was important to get HC councillors on board by inviting them to a presentation/tour of the site etc.	Suggest this is decided at next SRA meeting VM

	SRA could explain to them that the SCG was a facility for local people..... Date not decided. Mandy suggested that Robbie Bain be invited to next SRA meeting DG advised that SRA should draw up a Parking Plan	Again, next meeting
8	Path maintenance costs Paths for all Crofting training Did Mandy say she might be able to help with these costs?	Did anyone volunteer to follow this up?
9	Short fall in funding – Mandy asked for the figures. She might be able to help.	CH/MM
10	Fund raising – need to organise some events to take place towards the end of summer	Next meeting
11	New natural play policy – might be to SRA advantage. Mandy will send details	MM
12	Empowerment agenda – Mandy will talk to Pablo (?sp) about this fund. Is this the same as item 11?	MM
13	Ardersier Park – Mandy sent email about open day to VM who failed to follow up.... VM will retrieve email and see if SRA can visit.	VM
14	Renewable energy – HM will investigate potential for generation alternative energy for project.	HM
15	Construction Design M..... regulations – needs to be a prime contractor for development.	
16	Public Contractor requirement – I lost the plot here! Does SRA need to do anything? Does the need depend on capital cost?	
17	It was agreed that the next meeting should be a week earlier on Wednesday, 3 rd June – usual time and place.	
18	The meeting closed at 21.00	

Strathpeffer Residents Association

Meeting Wednesday 3 June 2015 19.30hrs
Strathpeffer Community Centre

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies Present: Clara Hickey, Mandy Macleman, Val and Andy Moffat, Ann Sant, Hamish MacKenzie, Sandra and Walter Fleming, Tim Dawson, Heather Crockett</p> <p>Apologies: Posy Piper, Pat Justad, Tor Justad, Mark Clough</p>	
2	<p>Minutes of previous meeting Proposed CH Seconded AS</p>	
3	<p>Treasurer's Report Figures from David's provisional business plan / feasibility study £1037.50 overspend. Funding from Tenant Assoc will cover room hire and stationary costs. Committee will need to fund raise / allocation of funding Bank Account as last month</p>	
4	<p>SCIO Progress Scale progress. SCIO Constitution requires formalised by committee ASAP. Once formalised require special public meeting (14 days notice) Advertise locally - posters at shop / community RVA advise that Trustee Insurance is necessary and will cost approx £150. <u>Purpose of meeting:</u></p> <ul style="list-style-type: none"> - Public approval of new SCIO constitution - agree who are to be trustees and numbers - trustees should be the current 4 SRA office bearers (minimum) Requires 5 trustees minimum as quorum (MM recommend 7) - Resolution OSCR document - Invite Val Cameron from RVA 	CH and HM to meet
5	<p>Men's Shed Andy Wilcox spoke to Ross Sutherland – spare garage at rear of current garage in Strathpeffer. Power / lighting / no H2O. Water and waste at front of garage. Possible plans for renovation However £450 / month rental and 6 month lease Men's shed team to negotiate with RS</p>	
6	<p>Duke of Edinburgh HM discussed DoE guidance / what's expected of committee PVG required for adults working with children</p>	VM to speak to VC (RVA)

7	<p>Funding No further info from Julie Ferguson HC re developer contribution. Grant applications only after SCIO constitution Annual HC running cost application (reg tenant assoc)</p> <p><u>Fund raising ideas</u> Car boot sale - Aquadome (indoor) £10 / double table Application for discretionary fund (£500) Plant sale at square (linked with garden project) Sat 13 June 10 -12 Ceilidh (adult feis musicians / Cat's Back?) TD to cost MM suggested setting up "friends of the garden" 100 club 50% of monthly winning goes to SRA – for further discussion Register with HC under "highland small society lottery registration" discuss at next Committee Meeting Nominated person would allow SRA to hold raffle with good prizes Link with boosting membership of SRA</p>	<p>SF Sun 28 June 7 – 12 AS to book double table CH to complete VM and CH and all plant offers.</p> <p>TD</p> <p>Forward to next meeting</p>
8	<p>Land deeds from land registry CH to contact HC for deeds. MM advised that needs to come from legal dept MM to check</p> <p>CH to contact HIE for possible funding</p>	<p>MM to inform CH of best route to obtain deeds CH</p>
9	<p>Feasibility Progress Meeting with DG 19/5/15 - SLF progress ref Julie Holmes – no further progress Chisholm Trail – waiting for information form George Sim. Parking Plan – not yet required Show case SCG for HC councillors / officials / planners – committee members to prepare presentation and arrange meeting (MM recommended during the day) possible date end August Invite general public Advertise in Strath Times</p>	<p>VM / CH / TD / HM 18 August 2015 pm VM to check with RB re Counsellors commitment</p>
10	<p>New natural play policy Doug Miles – new guidelines MM to share</p>	
11	<p>Empowerment Agenda MM to keep Pablo, Head of Comm Democratic Service informed of SRA development</p>	
12	<p>Renewable Energy HM discussed one option. For future discussion</p>	
13	<p>SRA web page – HM updated TD suggested documents to be uploaded to website and future mailing all linked to site. To add this month – Spec Gen meet / Planning for open meeting / plant sale / Car boot sale Facebook needs updated</p>	<p>HM</p> <p>AS / CH</p>

14	<p>SRA member skills Individual member skills required for DG business plan VM gathering to inform DG</p>	<p>VM</p>
15	<p>Name of project – DG has requested confirmation of project “Community Park” “Kinellan Park” Future opportunity for local community to choose name of the development area.</p>	
16	<p>AOB</p> <p>Clarification for DG that CH / Community Centre not taking role in the lead of the project (as project taking SCIO route)</p> <p>RVA AGM 11/6/15 – SF and WF attending</p> <p>MM re SCIO trustee training – RVA will offer training possibly with group from Balantore in Alness and RCAC - possible dates 25/26 June 10.00 – 15.00 MM to confirm availability</p>	<p>SF WF</p> <p>MM to check with VC and confirm</p>

Meeting closed 21.25hrs

STRATHPEFFER RESIDENTS ASSOCIATION

**APPROVED MINUTES FOR MEETING WEDNESDAY, 1ST JULY 2015 AT
7.30PM**

Strathpeffer Community Centre

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies Present: Tim Dawson, Mandy MacLeman, Clara Hickey, Val and Andy Moffat, Walter and Sandra Fleming Apologies: None</p>	
2	<p>Minutes of previous meeting Proposed VM, seconded CH</p>	
3	<p>Treasurer's Report CH reported £1,561.98 had been sent to DG and room hire had been paid for. SRA has received £270 from HC for running costs and £80 received from plant sale and donations. Thanks to everyone who bought plants and made donations. Balance of £2000 in bank.</p>	<p>CH to check how much is left to pay DG consultant for feasibility study</p>
4	<p>SCIO Progress Thanks to CH for completing edit of the draft SCIO ready for typing up.</p> <ul style="list-style-type: none"> ◆ It was agreed that SRA board need have just 3 office bearing trustees but could have up to 9 trustees altogether. ◆ Resolution OSCR to be done after SCIO accepted at special public meeting on 12th August 2015. ◆ 14 days notice of meeting required ◆ No longer need to consult VC but send her copy of completed SCIO before meeting. ◆ It was suggested JB be invited to the board. ◆ Invite to special meeting – VC, Pablo (Head of Com Democratic Service) – contact details needed 	<p>VM to type up and send copy to MM, VC and CH</p> <p>VM do posters, put notice in next edition of Strath Times and email all interested in project. VM to email VC and send SCIO plus copy to HM for private side of web page VM</p> <p>VM</p>

5	<p>Men's Shed</p> <ul style="list-style-type: none"> ◆ Premises behind Strath garage – SMS to try to renegotiate rent etc. VM to write from SRA ◆ Caring and Sharing – no progress ◆ Age Scotland – VM to ring Carol Summers area Community Development Officer initially and then set up SMS meeting with her. 	<p>SMS</p> <p>VM</p> <p>VM to chase</p> <p>VM</p>
6	<p>Duke of Edinburgh</p> <ul style="list-style-type: none"> ◆ PVGs are not transferable. TD and HM need to reapply. ◆ MM pointed out that SRA would need to have a Child Protection Policy and Child Projection Officer - HM was nominated! 	<p>TD, HM</p> <p>WHO IS CHECKING THIS OUT?</p>
7	<p>Funding</p> <ul style="list-style-type: none"> ◆ Julie Ferguson HC replied that Albyn had fulfilled their obligation so no money from that development but MM thought there might still be a chance because TECs had accepted less (Chisholm Path upgrade – could be used as leverage). is also another £2,000 from the Ardival developments once work begins on garden. VM to send copy of planning doc. to MM ◆ Car boot sale – No tables available at AquaDome. Decided to try MFR at the Black Isle Show ground instead ◆ Application for discretionary fund (£750) almost ready to go. ◆ MM suggested that she might be able to get a further £200 from the discretionary fund. ◆ Plant sale at square raised £80 – Thanks to all. ◆ Ceilidh Cat's Back? Can do for £200 and date provisionally late November. Check Shinty date 7th November ? ◆ No membership charge but “Friends of the garden” 100 club and “Highland small society lottery registration” Held 	<p>VM MM</p> <p>SF to investigate</p> <p>CH to complete and send</p> <p>CH, MM</p>

	over to September meeting.	
	<p>Land deeds from land registry</p> <ul style="list-style-type: none"> ♦ HC legal department have map but cannot guarantee correct so SRA will have to pay £50 for land registry search ♦ HIE funding possibility dropped 	CH
9	<p>Feasibility Progress</p> <ul style="list-style-type: none"> ♦ SLF progress ref Julie Holmes – information – held over to Sept meeting. ♦ Chisholm Trail – still waiting for information from George Sim/Robbie Bain ♦ Show case SCG for HC councillors / officials / planners –no response from Robbie Bain. New date – September meeting – DID WE DECIDE? ♦ Presentation – CH Will do but nearer the time. ♦ Advertising – ST, posters – when definite date got. 	<p>VM</p> <p>VM – to chase up</p> <p>VM - to chase up</p> <p>CH</p> <p>VM</p>
10	<p>New natural play policy</p> <ul style="list-style-type: none"> ♦ Doug Miles – new guidelines MM still trying to speak to DM 	MM
11	<p>SRA web page</p> <ul style="list-style-type: none"> ♦ Web page needs updating. ♦ Draft minutes not to go on public page – only approved ones. Agenda OK for public page. ♦ This month’s highlights – Plant sale - thanks to all. Notice of special meeting followed by ordinary one on 12th August 	
12	<p>Facebook up date – CH has posted photograph of plant sales and will add date next meeting.</p>	CH

13	<p>Report on RVA AGM 11/6/15 WF reported that the meeting was very interesting.</p> <ul style="list-style-type: none"> ◆ Speaker for the section about Community Empowerment went too fast for him to take notes. MM will try and get a copy of the Power Point presentation. ◆ Andy Kelly, Sport Scotland indicated it might be possible for SRA project to attract funding for sports equipment up to £100,000. 	MM
14	<p>SCIO trustee training - Friday, 3rd July 11 – 2pm in Alness. West End Community Centre, Fir Hill. TD, VM, AM, SF, WF can attend. VM to, contact AS, PJ, PD, HC to see if they are interested.</p>	VM
15	<p>Correspondence</p> <ul style="list-style-type: none"> ◆ Invitation to Plantation Open Day 11/7/15 None of the members present were able to go. Anyone else able? ◆ Janet Bowen emailed SRA with congratulations on progress. It was suggested SRA invite her to join the SCIO board. VM to email. 	<p>.</p> <p>AS, PD, HM, PJ, HC?</p> <p>VM</p>
16	<p>AOB</p> <ul style="list-style-type: none"> ◆ Strath Times article about special meeting for SCIO plus ordinary one on 12th August 2015. Also show case meeting if date set in time (dead line – 15/7/15) ◆ Need to check BIG T & Cs and make sure their logo is on documents etc. 	VM

Close of meeting - 21.05

Next meeting – Wednesday, 12th August, 2015 at 7.30 in the Community Centre. This will be the special meeting to agree the SCIO and the ordinary one straight after.

STRATHPEFFER RESIDENTS ASSOCIATION

MINUTES FOR SPECIAL MEETING WEDNESDAY, 12TH AUGUST 2015 AT 7.30PM

Strathpeffer Community Centre

	AGENDA ITEM	ACTION
1	<p>Welcome</p> <p>Present – Clara Hickey, Tim Dawson, Sandra Fleming, Walter Fleming, Tor Justad, Andy Moffat, Val Moffat, Mandy Macleman, Val Cameron, Ann Sant, Hamish MacKenzie, Heather Crockett</p> <p>Apologies - None</p>	
2	<p>Special meeting – purpose to agree SRA SCIO constitution. General discussion of points raised by committee members</p> <ul style="list-style-type: none">) TJ raised issue of No 16 –SCIO wording accepted and No 38. VC advised minimum number for SCIO is 3) VC advised to read “Code of Conduct for Trustees”) SCIO is company limited by guarantee to £2 million) TD raised No 11 SCIO wording accepted as group may require individuals from “surrounding area”) Resolution - Consitution of SRA SCIO proposed TD, seconded by AS. Document to be signed by AS (Chair) and forwarded to VC to process. Case officer will be allocated and SRA will receive acknowledgement in 11 days and SCIO acceptance in approx 48 days) In addition OSCR application form to be signed and forwarded to VC to process 	Committee members to read
3	Close	

MINUTES FOR ORDINARY MEETING WEDNESDAY, 12TH AUGUST 2015

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies</p> <p>Present – Clara Hickey, Tim Dawson, Sandra Fleming, Walter Fleming, Tor Justad, Andy Moffat, Val Moffat, Mandy Macleman, Ann Sant, Hamish MacKenzie, Heather Crockett</p> <p>Apologies - None</p>	
2	<p>Minutes of previous meeting -- accepted</p> <p>) VM proposed, CH seconded</p>	
3	<p>Treasurer’s Report</p> <p>) CH advised £1694.31 in bank, + £384 yet to be banked (£300 of that allocated to men’s shed project)</p> <p>) Funds sufficient to pay final bill (final amount to be confirmed). Business Plan will need extra funding</p> <p>) MM advised HC discretionary funding £750 and tenants particular grant scheme £150 available</p>	CH
4	<p>SCIO trustee training - Friday, 3rd July see report</p> <p>) attended by TD, VM, AM, WF, MM</p> <p>) covered roles and responsibilities, requiring more training in the future</p> <p>) trustee job description</p> <p>) Require code of conduct for trustees, members to read document, MM advised examples in appendix</p> <p>) HM to add above document to members area of website</p>	ALL HM
	<p>Men’s Shed</p> <p>) Premises progress – Ross Sutherland’s shed</p>	WF, AM, VM

	<p>behind garage £450/month with 6 month lease only. Andy Wilcox in negotiation with RS. VM yet to receive reply from Morrisons re request for plot to use</p> <ul style="list-style-type: none"> J Caring and Sharing (Inverness Charity) donated £300 to project J Age Scotland – meeting with Carol Summers area Community Development Officer - SRA are registered 	
6	<p>Duke of Edinburgh</p> <ul style="list-style-type: none"> J PVGs progress – await SCIO completion J Child Protection Policy – CH to email Community Centre policy. For discussion at next meeting J Volunteering policy needed for SRA. Generic policy on line to share. 	CH
7	<p>Funding</p> <ul style="list-style-type: none"> J Developer contributions - no progress J Discretionary fund applications – discussed J Revised stall plans – Stall at the Square Sat 5 Sept 9.30 – 12.00. Encourage donations J Ceilidh - Arrange for 2016 due to 2 other local ceilidhs later in 2015 	<p>MM, VM</p> <p>ALL</p> <p>Discuss 2016</p>
	<p>Land deeds from land registry</p> <ul style="list-style-type: none"> J Land registry search progress – carry forward 	CH
9	<p>Feasibility Progress</p> <ul style="list-style-type: none"> J SRA await final report from David Graham. Discussion around SRA members (TD and others) writing business plan. Good option. J VM to contact DG to confirm outstanding balance of feasibility study / push for completed document / establish how much of business plan DG has completed. Agree to retain final payment until plan received. J SLF progress ref Julie Holmes – chase contact 	<p>VM</p> <p>VM</p>

	<ul style="list-style-type: none">) Notice about Show Case meeting) Stall at the Square 5/9/15) Next meeting 9/9/15 	
12	Facebook up date – as above	CH
13	Correspondence - nil	.
14	AOB VM advised she has paid £10 annual membership to Ross-shire Voluntary Action	

Close of meeting – 21.30hrs

Next meeting – 9 September 2015 19.30hrs

SRA RESIDENTS ASSOCIATION

AGENDA FOR MEETING WEDNESDAY, 9TH SEPTEMBER 2015

STRATHPEFFER COMMUNITY CENTRE

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies</p> <p>Present Tim Dawson, Tor Justad, Val Moffat, Andy Moffat, Clara Hickey, Mandy Macleman</p> <p>Apologies – Ann Sant, Walter and Sandra Fleming</p>	
2	<p>Minutes of previous meeting (special and ordinary)</p> <p>CH proposed TD 2nded</p>	RVA membership paid by VM not MM hc to change
3	<p>Treasurer's Report</p> <p>£1634 balance</p> <p>£1753 invoice to David</p> <p>£150 obtained from tenant association MM</p>	
4	<p>Men's Shed - Premises progress – Morrisons – no feedback yet (unlikely)</p> <p>Ross Sutherland - 2 month lease then £500 monthly 2 year lease – not viable</p> <p>Project proposal – intergenerational ideas (CH) bench building - men's shed / Dingwall Academy for outside community centre. Funding available. Tutor available.</p> <p>VM to check with men's shed group before pursuing</p>	<p>VM</p> <p>VM / CH</p>
5	<p>Duke of Edinburgh</p> <p>) PVGs progress, Child Protection Policy, Volunteering policy – suggest hold over to next meeting?</p> <p>) Hamish MacKenzie who was helping co-ordinate DoE pulling back from group but will continue to support website</p>	TD
6	<p>Funding</p> <p>) Developer contributions – communication back from Albyn – no further funding available</p> <p>) Discretionary fund application (for business fund) instead to fund show case day / refreshment / printing - ammend amount to £200</p>	MM

	<ul style="list-style-type: none">) tenant participation fund £150 MM obtained) Stall in Square cancelled. Alternative date 3/10/15 9.30 – 12.00 	ALL
7	<p>Land deeds from land registry</p> <ul style="list-style-type: none">) Land registry search progress – MM advised not required as asset transfer. Liability only for legal fees. Funding via DTA to cover legal costs. 	
8	<p>New natural play policy</p> <ul style="list-style-type: none">) Doug Miles – MM to catch up before 16/9 	MM
9	<p>Feasibility Progress</p> <ul style="list-style-type: none">) SRA final report from David Graham – discussion of final document Points to discuss with DG - Site running cost / annual training costs MM suggests daytime workshop to establish cost of running project 2 -5 pm Wed 16/9 Wyvis Room. Need evidence backing costings from DG (after meeting 16/9)) Business Plan - in house plan (TD) to be drafted by showcase meeting) (DG not charging for 1 ½ abortive work).) Outstanding balance for feasibility study see point 3) Scottish Land Fund progress ref Julie Holmes – not relevant) Scottish Water – DG is chasing up) Is the project viable – yes, with review of costing.) Explore rural skills courses – Evanton / UHI / Forestry / Cycling – dirt bike course to work alongside garden development.) Big lottery fund report following final feasibility study document– include interest / community cohesion / volunteers / enthusiasm / practical helpers / potential local partnership 	<p>TD</p> <p>MM(facilitator) CH TD VM</p> <p>TD</p> <p>DG</p> <p>?</p> <p>VM</p>
10	<p>Show case meeting 1st October</p> <ul style="list-style-type: none">) Agree invitation format) HC councillors / officials / planners/ invited guests - 1st October 14.00 – 15.00. Brainstorm list for invitations) 15.00 until 16.30 for general public 	VM to send

	<p>Presentation – CH and TD to meet to arrange content 17/9</p> <p>Need material from DG – option 2 / design for display</p> <p>SRA agree general content. Kinellan Rm to be booked. Tea/ coffee / cake</p>	VOLUNTEERS TO ATTEND ON 1/10/15
11	<p>SRA web page documents to be sent to TD who will forward on to HM</p> <ul style="list-style-type: none">) Notice about Show Case meeting details, copy of invitation to public) Stall at the Square) Next meeting – 11/11/2015 	TD / HM
12	Facebook up date – CH to maintain	CH
13	<p>Correspondence</p> <ul style="list-style-type: none">) Highland and Argyll & Bute Regional Network AGM – Saturday, 12th September (appropriate for local Tenant to be invited (?Phoenix))) Crerar Hotels Trust – for 2016) Intergenerational Network Meeting – Monday, 28th September) Age Scotland – network 23/9 10.30 – 14.30 Local groups / sharing 	.
14	<p>AOB</p> <p>PJ and TJ to step down from group but will cont to support project</p>	

Close of meeting – 21.15hrs

Next meeting – 11/11/2015

STRATHPEFFER RESIDENTS ASSOCIATION

MINUTES FOR MEETING WEDNESDAY 11 NOVEMBER 2015

	AGENDA ITEM	ACTION
1	<p>Welcome & apologies</p> <p>Present – Clara Hickey, Tim Dawson, Sandra Fleming, Walter Fleming, Andy Moffat, Val Moffat, Mandy Macleman, Ann Sant, Heather Crockett</p> <p>Apologies - None</p>	
2	<p>Minutes of previous meeting -- accepted</p> <p style="padding-left: 20px;">) VM proposed, CH seconded</p>	
3	<p>Treasurer's Report</p> <p style="padding-left: 20px;">) CH advised £285.81 in bank (Feasibility Study final bill paid)</p>	
4	<p>Men's Shed – no new news/ no meeting for 3 months.</p> <p>CH highlighted £300 allocated for Men's Shed purpose. VM indicated there was no absolute stipulation of use of money. CH still has inter -generational project as possible project – bench making linking to Men's Shed Project.</p> <p>No uptake for walking football by men's shed group</p>	CH to follow up
5	<p>Duke of Edinburgh</p> <p>No further update HC to contact potential DoE volunteers</p> <p style="padding-left: 20px;">TD to contact HM re website</p>	<p>HC spoke to the MacKay family – Jonathon has found alternative volunteering but will contact committee again if looking for more opportunities</p> <p style="text-align: center;">TD</p>

6	<p>Fund raising</p> <ul style="list-style-type: none"> - Christmas fair 28/11/15 (10.00 – 13.30) – stall info and sales (plants / teddies). Suggested rota for stall 	<p>ALL – rota to CH</p>
7	<p>Feasibility Progress</p> <ul style="list-style-type: none"> - Report about show case meeting – generally positive feedback - Review for Strath Times by VM - Feasibility study report to go on website with link to website on facebook 	<p>VM</p> <p>TD / CH</p>
8	<p>Next steps</p> <ul style="list-style-type: none"> - Business Plan – well done TD for writing - TD requesting detailed feedback from committee members by 27/11/15, full discussion of business plan at next meeting 9/12 15 - OSCR application for SRA to become a SCIO. Some editing done and document completed. CD to send off signed docs 	<p>ALL feedback to TD by 27 November</p> <p>CH to send</p>
9	<p>Correspondence</p> <ul style="list-style-type: none"> - non to report 	
10	<p>AOB</p> <ul style="list-style-type: none"> - none 	

Close of meeting – 20.40hrs

Next meeting – 9 December 2015 19.30hrs