

STRATHPEFFER RESIDENTS ASSOCIATION

APPROVED MINUTES FOR MEETING ON WEDNESDAY, 4TH JANUARY 2017

	ITEM	ACTION
1	<p>Welcome and apologies Present Tim Dawson, Sandra Fleming, Walter Fleming, Andy Moffat, Val Moffat, Clara Hickey, Mandy MacLeman, Heather Crockett Apologies Ann Sant</p>	
2	<p>Minutes of previous meeting Item 4 – Change VM intro to AS intro Minutes proposed VM and seconded by WF</p>	
3	<p>Treasurer’s report From CH – current total £1115.92 Annual account to MM for independent verification</p>	
4	<p>Matters Arising Scottish Land Fund</p> <ul style="list-style-type: none"> • New legislation for land asset 23/1/17. MM to email 2 documents re legislation changes / guidance. • Claire Munro (Dev Manager for Asset Management at HIE) provides advice to SRA • VM raised issue of whether SRA needs formal valuation of land. Agreed to hold off arranging until guided by new legislation. <p>Business Plan</p> <ul style="list-style-type: none"> • Alan Jones has offered to update business plan for £5000. Committee felt excessive amount and discussion around the HC preferred business plan template and the possibility of modifying the current business plan. • Quote for doing valuation – Torrance £500. Graham and Sibold £950+ VAT! • Feasibility costings - i) Revenue - £16,282; ii) Capital costs - £1.5m iii) Project person - £7,500 • CH to speak to Claire Munro (see above) for advice. • VM highlighted need for sub surface survey. Awaiting quote from Caintech. VM will chase. • MM to send other Dingwall contact for subsurface surveys. • VM to share current application to SLf <p>Men’s shed</p> <ul style="list-style-type: none"> • Business case - closing date for submission for use of Water Sampling Pavilion to HC land asset meeting is 18/01/17 for February meeting. Rateable value of building is £3,300. £100 pa is being offered for the lease and zero rates applied for. • Fund raising Application to McColls/ Greggs Foundation / Age Scotland – once ownership / lease confirmed . Other application to Discretionary fund HC and MacKenzie NY Villa Trust. 	<p>MM</p> <p>CH</p> <p>VM MM VM</p>
5	<p>Correspondence DTAs information shared by VM</p>	

	<ul style="list-style-type: none"> Community Empowerment Act comes into force on 23rd January 2017. ASPIRING COMMUNITIES FUND – looks like this fund is for disadvantaged communities so Strathpeffer may not qualify. Scottish Government will be holding several stakeholder events throughout Scotland – February 2017. Check Gov. website for information 	
6	AOB <ul style="list-style-type: none"> VM to work on revised SCIO objectives MM to share new SCIO objectives Note dates as Charity Commission required to approve changes, followed by SRA Committee before AGM Website. Discussed problem and way forward – possible funding through SLf CH and TD suggested for immediate time Dropbox should be used to store / share documents. Committee felt good plan. CH and TD to proceed and share info. Membership – 2 new members Neighbourhood watch scheme following Pump Room break in. General discussion around possibility of evening info session supported by SRA. MM to locate neighbourhood watch website link Strath Times - Meetings and summary to be added to the listings 	VM MM CH TD MM VM/CH
7	Next meeting – Wednesday, 8th February 2017 (apologies TD and HC)	

STRATHPEFFER RESIDENTS ASSOCIATION

APPROVED MINUTES FOR MEETING ON WEDNESDAY, 8TH FEBRUARY 2017

	ITEM	ACTION
1	Welcome and apologies Present: Tim Dawson (in chair), Clara Hickey, Val Moffat, Andy Moffat, Dr Christopher Birt Apologies: Heather Crockett, Ann Sant, Sandra and Walter Fleming, Mandy MacLeman	
2	Minutes of previous meeting – Proposed – AM Seconded TD	
3	Treasurer's report – current total £1,295.92	
4	Matters Arising <ul style="list-style-type: none"> Scottish Land Fund – VM and CH to complete application on 10th February. Items to be included <ul style="list-style-type: none"> i. Business Plan revision – Alan Jones £5,000 ii. Valuation – Torrance £500 iii. Autocad topographical survey – Caintech £395 +VAT iv. Website – expenses 	VM CH

	<ul style="list-style-type: none"> • SCIO revision <ul style="list-style-type: none"> i. Application form – Suggested information about Men’s Shed entry: <i>Promoting and support of the Men’s Shed.</i> ii. Add in aims: <i>Providing activities for developing the sale of plants and other appropriate things from crafts and refreshments.</i> iii. Change of financial returns date done – end of March. We have until December to send the return to OSCR. iv. Constitution – VM has completed most of the DTAs template. Will discuss blanks and hopefully complete with CH on 10th February • Dropbox – It was agreed that we should start using this for all documents. Subscribers get an alert when anything happens in it. Discussed need for trustee training for use of it but no dates set. • Website – This is now working. The possibility of taking the administration of it in house. AM is to write to Hamish about that, and also ask about what expenses he has incurred. • Neighbourhood Watch Scheme – It was suggested this was passed on to the Community Council. CH to contact • Men’s Shed <ul style="list-style-type: none"> i. HC have agreed to lease the Water Sampling Pavilion to SRA Men’s Shed on a 5-year self-repairing lease with an opt out option, at £100 pa. VM to ask for a statement of the condition of the building. ii. Fund raising – VM has identified some grants for the Shed. ASDA/RVS will give up to £1000 which can be used for running costs. Age Scotland will give up to £2500 for capital spending. VM has started these applications. iii. Insurance – HC have suggested getting a quote from them. Other possibilities are the SMSA’s insurers and CH has the name of another insurer that was cheaper than the HC. VM to get quotes 	<p>VM</p> <p>VM CH</p> <p>AM</p> <p>CH</p> <p>VM</p> <p>VM</p> <p>VM</p>
5	<p>Correspondence</p> <ul style="list-style-type: none"> • Cycling UK – VM advised that the offer wasn’t as straight forward as it had appeared. Cycling UK has drafted an article for the StrathTimes and Village website. SRA will not be driving it forward. • Pop Up Boutique – Saturday, 11th February 11.00 – 16.00 in the Richmond. 10% of sales to SRA. Our thanks to Phil and Sarina. • Highland & Islands webinar about Community Right to Buy on 17th February 10.30 – 11.30. VM to register. We should get a recording of it even if we don’t log on for it. 	<p>VM</p> <p>VM</p>

6	AOB <ul style="list-style-type: none"> • Membership – 4 new members • Village website – <ul style="list-style-type: none"> i. SRA entry has committee members listed. None, bar one, have recently attended meetings. VM will contact Posy and ask for them to be removed. ii. Information on the site needs to be updated. iii. CH suggested that SRA take over the administration of our section. CH knows how to use the system. 	<p style="text-align: center;">VM</p> <p style="text-align: center;">CH</p>
7	Meeting closed at 20.55. Next meeting Wednesday, 8 th March 2017	

STRATHPEFFER RESIDENTS ASSOCIATION
APPROVED MINUTES FOR MEETING WEDNESDAY, 8TH MARCH 2017 19.30
Strathpeffer Community Centre

ITEM	ACTION
1 Welcome and apologies Present: Walter Fleming, Clara Hickey, Trina Wombell, Val Moffat, Andy Moffat, Tim Dawson, Claire Munro (HIE), Ann Sant, Heather Crockett Apologies: Sandra Fleming	
2 Minutes of previous meeting TD proposed and VM seconded Accepted	
3 Treasurer's report Balance £1315.92	CH
4 Matters Arising <ul style="list-style-type: none"> • Scottish Land Fund • CM shared with committee ongoing support offered for SLf application. CM stressed need for clear evidence in 5 year business plan of viable project, wish to buy land (and in correct format). For SLf application the following required: <ul style="list-style-type: none"> - Independent market valuation of site (CM suggested contacting Robbie Bain for HC guidance) - site survey / sub soil survey costs (3 quotes) Committee to develop brief for application. CM keen to edit then SRA in position to request quotes and timescale from min 3 consultants (CM list of consultants) before final application to SLf CM advised to re-contact Diane Campbell (DTAS) for further support / guidance Strathpeffer Pavilion sale discussed. Following Strathpeffer Community Council public meeting on 2/3/17 email sent by Archie MacNab SCC member asking SRA to register interest to buy on behalf of the community as SCC not constituted to apply. After	<p style="text-align: center;">VM CH</p> <p style="text-align: center;">VM</p> <p style="text-align: center;">CH to CM within 1/52</p> <p style="text-align: center;">VM CH</p> <p style="text-align: center;">VM</p>

	<p>lengthy discussion SRA have declined the request and letter sent outlining reasons by VM.</p> <ul style="list-style-type: none"> - Community Right to Buy Legislation - SRA's SCIO constitution - SRA Membership - Manpower - Community Team Organisation Timeline Continuity - Business experience <p>Letter to be shared with committee and sent to SCC ASAP</p> <ul style="list-style-type: none"> • SCIO revision VM to adapt and share in preparation for 10th May AGM – include definition of geographical area / learning and recreational opportunities • Dropbox – TD encouraged all to sign up / use SRA folder • Website – up and running • Neighbourhood Watch Scheme delay until suitable time to collaborate / discuss plans with Community Council • Men's Shed <ul style="list-style-type: none"> i. Full repairing lease offered by HC for use of Water Sampling Pavilion at £100/year ii. Fund raising iii. Insurance and valuation iv. Change of use application v. Zero rates <p>The WSP may not be listed after all!</p> • Pop Up Boutique £15 raised. Our thanks to Maggie and Suzie's Boutique and the Richmond Hotel. • Webinar, Community Right to Buy feedback - AM shared info with group 	VM
5	<p>Correspondence Shared. VM to forward DTAS email about Climate Change Action Plan to CH</p>	VM
6	<p>AOB</p> <ul style="list-style-type: none"> • Membership 2 more members 	VM
7	Next meeting Monday, 10 th April 2017	

STRATHPEFFER RESIDENTS ASSOCIATION

APPROVED MINUTES FOR MEETING MONDAY, 10TH APRIL 2017 19.30

Strathpeffer Community Centre

	ITEM	ACTION
1	Welcome and apologies – Tim Dawson in chair Present: Val and Andy Moffat, Sandra and Walter Fleming, Tim Dawson, Clara Hickey, Trina Wombel Apologies: Ann Sant, Heather Crockett	

2	Minutes of previous meeting - Proposed by VM seconded by CH	
3	Treasurer's report £1383.72 in bank	CH
4	<p>Matters Arising</p> <ol style="list-style-type: none"> 1. Scottish Land Fund – Feedback from Claire Munro. CM has indicated that SRA would be advised to revise the application and brief for the consultant for the business case. <ul style="list-style-type: none"> - Brief – This was discussed along with the comments from CM and TD - Land valuation - Clara will write to Robbie to see if HC will pay for half - Valuation - We don't think we will get the land for £1. Maybe we could get a 50% reduction? - Viability of scheme? Need contractor to look at this and flag up good ways to increase income. Clara is going to rewrite the brief taking CM's comments into consideration - 2 briefs – one for underground survey and one for business case. - What are capital development costs? Ref CM point 5 (SLF will want to have a strong indication of the proposed funding for the capital development) and point beside 10 (Please note, SLF is unable to consider funding towards capital development costs). - Outputs – Contact by prospective consultant and SRA. TD pointed out that there could be a lot of enquiries (as he found with the tenders for the Feasibility Study) so to mitigate/control this VM suggested that SRA has a dedicated email address for responses to the brief for the business case. CH will do this. - Time line – ask bidders to get their tender in by three weeks. Give a timetable of delivery. - Business Case – The HC preferred template for the business case should be given to the chosen consultant. The more help we can give them the better. We only want to have the business case rewritten once! - Original Business Case – It was decided not to contact RB to find out where to find the minutes of the HC meeting when this was considered. 2. Strathpeffer Pavilion – Response to SCC – SRA response wasn't circulated because things had moved on and Hi stepped in. Archie didn't mention our response at the CC meeting. Steering group meeting 26th April at SCC 7pm 3. SCIO revision VM indicated proposed changes to SRA SCIO. TD has made further comments and these need to be taken into account. 4. Geographical area is to be, "Strathpeffer, Contin and Marybank, Scatwell and Strathconon and Garve Community Council areas and visitors to the village". 5. Objects – These have been amended to more correctly describe the function and facilities of the park. "To provide advice about cultivation of food, flowers, shrubs etc. Growing spaces for individuals and 	<p>CH</p> <p>CH</p> <p>CH</p> <p>CH</p> <p>CH to ask CM for clarification</p> <p>CH</p> <p>CH</p> <p>CH</p> <p>VM</p>

	<p>groups will be made available. Healthy eating and life styles will be promoted.</p> <p>6. Men's Shed - The words "Men's Shed" have been avoided in case it isn't viable long term. In its place, "Promotion and support of facilities to encourage older people to share skills and knowledge, and to provide opportunities to gain new skills, interests and form new friendships to combat social isolation.</p> <p>VM will read TD's comments and amend as necessary. Revised SCIO and application form will be posted in Dropbox.</p> <p>7. Men's Shed – No real progress. AM – acting Chair. Weekly meetings are being held in the Good's Shed. Core of 3 men attending regularly and another 7 who have been once. No projects yet – difficult in Good's Shed. There has been a slide presentation. Until it is clear that enough men turn up regularly no outside speaker can be invited. On 30th March the shed rejected the idea of using the lock up at Ardival. The men don't seem keen on the Water Sampling Pavilion because of the self repairing lease. The lease is for 5 years with a get out clause on both sides. The Shed will be responsible for insurance on the building as well as contents. The Water Sampling Pavilion may be confused with the Pump Room this may effect the valuation and amount the building has to be insured for. Zero rates and change of use applications are both in hand. Meanwhile the shedders are trying to find a piece of land locally that might be suitable for the shed.</p> <p>4. Prep for AGM? Tenants needed – New SCIO, Treasurer's report – MM to approve. Chair's report to be written and presented by TD as AS will not be at meeting in May.</p> <p>5. Strathpeffer Community Association - CH introduced the idea of partnering SRA and the Community Association, both are quite similar and because of the location. Would it make sense to merge the two organisations? CM couldn't be on the board but could do some of the jobs. It may help with volunteers and having access to paid staff. Not to do now but think about it for May. What about a 100 club for SRA, Community Association and Peffery Way group?</p> <p>6. Council elections 4th May. TD suggested SRA contact all the candidates and ask if they prepared to support SRA. TD to attend to this.</p> <p>7. Drop box – All have access except Mandy. TW preferred to be on the email circulation list only.</p>	<p>VM</p> <p>AM</p> <p>TD, CH,MM</p> <p>CH</p> <p>TD</p> <p>VM to note</p>
5	Correspondence	

	<ul style="list-style-type: none"> ● Tenant Participation magazine (March) and Scottish Social Housing – Charter (April) and TIS Annual Conference (9-12 June) – No action. ● Items from RVA’s newsletter <ul style="list-style-type: none"> - The Fundraising Regulator has just opened consultation on the Code of Fundraising Practice, closes on 28 April, seeks views on: Charity trustees; The fundraising ask; Solicitation (disclosure) statements; Raising concerns about fundraising practice (Whistleblowing); People in vulnerable circumstances; Charity collection bags; Third parties and General questions on the Code. https://www.fundraisingregulator.org.uk/code-of-fundraising-practice/code-consultation CLARA INTERESTED - Community Planning Partnership workshop on 10th May at the Capstone Centre Alness. No interest. - Highland Local Outcome Improvement Plan – 23rd June in the HC chamber, Inverness. No interest. ● Policing 10 Year Strategy Consultation - Police Scotland are currently interested in hearing from people in relation to their 10 year policing strategy. If you are interested and able to complete the following survey that would be appreciated. Please note that the survey will close on the 8th of May at 12 noon. https://consult.scotland.police.uk/consultation/2026 - NO Interest. ● Local Fire Plan Review & Development of New Local Fire Plan - The Scottish Fire and Rescue Service are reviewing their existing plan and developing a new Local Fire Plan for Highland. They would like to hear If you are interested and able to complete the following survey that would be appreciated. Please note that the survey will close on the 8th of May at 12 noon. https://consult.scotland.police.uk/consultation/2026 No interest. ● Good governance – 27th April – Trustees have already attended similar ● The Digital Garage – This is too early for SRA ● BIG – Grants for improving lives – Again too early for SRA 	CH
	<ul style="list-style-type: none"> ● Meeting closed 9pm 	
7	Next meeting Wednesday, 10 th May, 2017 after AGM Advance apologies from SF. WF. AS.	

STRATHPEFFER RESIDENTS ASSOCIATION

APPROVED MINUTES MEETING WEDNESDAY 10TH MAY 2017

Strathpeffer Community Centre

	ITEM	ACTION
1	Welcome and apologies – Present: Clara Hickey, Tim Dawson, Andy Moffat, Val Moffat, Mandy Macleman (HC), Heather Crockett Apologies: Ann Sant, Sandra and Walter Fleming	

2	Minutes of previous meeting – Accepted. CH proposed TD seconded	
3	Treasurer’s report – Current total balance £1153.72	CH
4	<p>Matters Arising</p> <p>Scottish Land Fund progress Matters Arising</p> <p>1. Scottish Land Fund progress</p> <ul style="list-style-type: none"> - Briefs (one for underground features and one for business case). VM to check quote from Caintech and get a comparison from Property Land Surveys, Inverness. To be sent to Claire Munro. 4-5 tenders to be sought by 14/6 giving 1 week to review and then submit to finalise stage 1 funding. Expect a 2 month turn around. Stage 2 funding to be submitted within 6 months. Therefore, consultant appointment to be made by 1/9/17 and request completion by consultant by November 2017. - Land valuation CH reported that HC were happy to meet half the cost using the District Valuer. Sub soil survey, drainage and utilities VM to confirm costing from companies (Property land survey highland / UMS Elgin / Caintech) - Outputs – Contact by prospective consultant and SRA. CH to set up dedicated email address for this? - Clarification about capital development costs CH to send current document to Claire for comment <p>2. SCIO revision - Completed, but it was decided that it was not sensible to make any changes to the SCIO at this stage.</p> <p>3. Men’s Shed</p> <p>3. Now a certified group with a membership pack. The Sheddors have decided they don’t want to use the Water Sampling Pavilion after all. VM has advised all the HC officials and will inform the Community Council. Group will continue to use Good Shed.</p> <p>4. Strathpeffer Community Association Partnership / merging of local groups to be discussed at the next Strathpeffer Comm Assoc meeting</p>	<p>VM</p> <p>VM</p> <p>CH</p> <p>CH</p>
5	Correspondence VM updated group. CH to write to Rory Dutton to inform SRA not applying for Development Trust status	CH
6	Membership General frustration re progress of project. General discussion about community engagement. Community clean up proposed. Invite counsellors. Suggested date 10/6 10 .00 – 13.00 hrs. MM to check if funding available.	MM
7	Next meeting Wednesday, 14 th June, 2017 at 7.30pm starting with the AGM. This was changed to 21 st after the meeting closed. The date was changed in order to take account of returns of documents for the SLf Application	

STRATHPEFFER RESIDENTS ASSOCIATION – SC046287

APPROVED MINUTES FOR MEETING WEDNESDAY, 21 June 2017 19.30

Strathpeffer Community Centre

	ITEM	ACTION
1	<p>Welcome and apologies</p> <p>Present: Walter Fleming, Sandra Fleming, Clara Hickey, Val Moffat, Andy Moffat, Tim Dawson, Ann Sant, Heather Crockett, Maureen McCluskie, Shirley Stephenson</p> <p>Apologies: Mandy Macleman, Ann Sant</p>	
2	Minutes of previous meeting TD proposed and CH seconded	
3	Treasurer's report Balance £1112.00	CH
4	<p>Matters Arising</p> <ul style="list-style-type: none"> • Scottish Land Fund 3 quotes required for business plan and sub soil survey. Trustees to look at current SLF application – aim final document to Claire (HIE) by end July for August review / final document to be sent for funding in September. Currently have 4 quotes for business plan and 2 for sub soil survey (Claire ok with numbers). • Website Hamish MacKenzie still has administrative rights over website. AM to chase. Website not on SLF application - ? To be added? Add to next meeting agenda. • Business plan 4 tenders / bids Buchanan Shaw / Alan Jones Assoc / Sandy Anderson / community Enterprise 4 – 5 trustees to review and score by Friday 30 June, use Dropbox • Land valuation Await cost of District Valuer fee – Highland Council to pay ½ • Mens' Shed Dingwall up and running <p>Strathpeffer off over summer with intention of restarting in Autumn. AM to contact Sheddiers with proposal to make bench for outside community centre and children's park. VM contacting Cromarty Sawmill for possible supply.</p> <ul style="list-style-type: none"> • Members - 77 • Clear up - Saturday mornings – 4 volunteers thanked for their impressive work. General discussion about continuing a Saturday clear of the area – agreed to 	<p>End July</p> <p>AM</p> <p>AM</p> <p>VM</p>

	<p>continue through the summer months.</p> <ul style="list-style-type: none"> • SCA - No quorum at the last meeting <p>Joint meeting SCA and SRA proposed for 13 Sept 19.30 re merging of groups.</p> <p>Amendment to approved June minutes - SRA renewed registration as a registered tenants' organisation. Gail Coburn and Alison MacAskill signed the paperwork prior to the AGM.</p>	CH
5	<p>Correspondence</p> <p>Shared.</p> <p>TD – Email re visits – little feedback, hold off plans until after summer</p> <p>General request to improve document management. All hard copies and hard copies to be kept in SCC office.</p> <p>And strong request to use Dropbox for any filing and for all trustees to familiarise themselves with the contents.</p>	ALL
6	<p>AOB</p> <p>Discussion re HISEZ conference content. Useful info re appointing independent contractors and value in sharing process and documents with other local groups.</p>	
7	Next meeting Wednesday 9 August 2017 19.30	

STRATHPEFFER RESIDENTS ASSOCIATION – SC046287

APPROVED MINUTES FOR MEETING WEDNESDAY, 9TH AUGUST 2017 AT 19.30

Strathpeffer Community Centre

	ITEM	ACTION
1	<p>Welcome and apologies</p> <p>Present: Val and Andy Moffat, Sandra and Walter Fleming, Ann Sant, Tim Dawson, Mandy McLeman, Drs Chris and Angela Birt.</p> <p>Apologies: Clara Hickey, Heather Crockett</p>	
2	<p>Minutes of previous meeting. As amended item 5</p> <p>Proposed – VM Seconded - SF</p>	
3	<p>Treasurer's report. No change since last meeting so balance £1112.00</p>	VM
4	<p>Matters Arising</p> <ul style="list-style-type: none"> • Scottish Land Fund (SLF) – Our application has been acknowledged. <p>Email from Claire Munro – Reminding us about the changes that need to be made to the Scottish Charitable Incorporated Organisation (SCIO) constitution prior to SLF Stage funding application – geographic definition.</p>	CH/VM

	<p>SLF requires that all groups receiving support operate an open membership policy – i.e. that anyone resident in the defined area (of voting age) has the right to become a member. We can expel members who for example compromise our aims. We would be required to remove or amend the clause 14 which states “The board may, at its discretion, refuse to admit any person to membership”</p> <ul style="list-style-type: none"> • Website. AM reported that the site wasn’t working. Previous documents had disappeared. It has not been possible to contact HM. Alternative provision was discussed. MM suggested Spanglefish (free) or Spanglefish Gold (£29.95 pa) – can remove ads, Spanglefish Plantinum (£399 pa). TD uses Squarespace at £130 pa and is relatively easy including document management. TD will ask Squarespace if more than one person can edit and manage the website. TD to also investigate a linked email address. • Business plan – Buchanan Shaw tender ranked as 4th. Discussion about the other three consultants’ tenders and their scores which were close. No decision was made about which consultant to appoint. Await SLf decision. Hope to appoint in September. Business Plan should be complete November. • Land valuation – no feedback yet. • Mens’ Shed <ul style="list-style-type: none"> - Group suspended for the summer. AGM to be called in September. At present AM is acting chair and WF treasurer. Need to form a committee with more office bearers. - Bench for Community Centre – shedders have been contacted about this but no responses. Will consult again in September. - Cromartie Sawmill – see clean ups – because of the poor support VM declined to ask Sawmill for wood for this. • Clean ups – Started 10th June. Disappointing support from the community. VM questioned the viability of the project. Without more volunteers, the Community Park will not be sustainable.... SF to plan a fun session to try and draw in more people/children. AS suggested a Sunday afternoon. • SCA - Joint meeting – Held over to next meeting. 	<p>AM</p> <p>TD</p> <p>TD</p> <p>AM</p> <p>AM</p> <p>VM</p> <p>VM</p> <p>SF</p> <p>CH</p>
5	<p>Correspondence</p> <p>a) Via Age Scotland</p> <ul style="list-style-type: none"> - RVS what does this stand for please? & ASDA - £250 - £1000 and can be used for rent / insurance <p>b) Claire Munro – Thanks for sending SLf application and wishing us well.</p> <p>c) Greenspace Scotland – The Ordnance Survey (OS) has published a free interactive digital map identifying accessible recreational and leisure greenspace in Great Britain. The dataset is available from OS</p>	

	<p>http://www.os.uk/opendata or can be viewed via OS Maps www.os.uk/osmaps.</p> <p>Find out more about OS Greenspace https://www.ordnancesurvey.co.uk/getoutside/greenspaces/</p> <p>d) Caintech – land survey quote £1,464.00 forwarded to SLf</p> <p>e) Office of the Scottish Charity Regulator (OSCR) - Trustees' Week in 2017, Scotland's Third Sector Governance Forum will be hosting two events across Scotland, one in Inverness and one in Edinburgh. Still a limited number of places left for the Inverness event on 13 November 2017. OSCR has also sent information about a logo which can apparently be downloaded.</p> <p>Meet the regulator in Glasgow on 29th August....</p> <p>Notice of changes in date protection legislation from 25th May 2018.</p> <p>Ross-shire Volunteer Action – Free information session about the Data Protection changes coming into force on 25th May, 2018. Maureen Falconer from the Information Commissioner's Office at Strathpeffer Community Centre Monday 11th September 9.15am – 12.30pm. VM and AM could go. SF and WF also expressed an interest. To book your place, go to http://bit.ly/2ucwl8D</p>	
6	Amendment to approved June minutes required, forgot to include SRA renewed registration as a registered tenants' organisation. Gail Coburn and Alison MacAskill signed the paperwork prior to the AGM.	
7	Next meeting 19:30 hrs, Wednesday, 6 th September 2017.	

STRATHPEFFER RESIDENTS ASSOCIATION – SC046287

APPROVED MINUTES FOR MEETING WEDNESDAY, 6 September 19:30

Strathpeffer Community Centre

	ITEM	ACTION
1	Welcome and apologies Present: Clara Hickey, Chris Birt, Sandra and Walter Fleming, Claire Munro (HIE), Heather Crockett, Tim Dawson Apologies: Val and Andy Moffat, Ann Sant	
2	Minutes of previous meeting. Proposed (SF) and accepted (CB)	
3	Treasurer's report. Account balance £1020.92	CH
4	Matters Arising – with Claire Munro <ul style="list-style-type: none"> • Scottish Land Fund stage 1 To check again when SRA receive money – check if invoices are required <ul style="list-style-type: none"> • Constitution Check with asset transfer info that our constitution is CHC – should be able to advise. HC asset transfer – look at map and info Rory from DTAS could possibly help <ul style="list-style-type: none"> • Expelling - no one expelled on grounds of race etc 	

	<ul style="list-style-type: none"> • SCVO ?? Model – avoid. DTAS would have one. Include conflict of interest. • CM suggested one individual to work through constitution changes – TD agreed to do. • CM encouraged project delivery plan timings (email) Route map discussed. • Discussion around the preferred consultant/ tender choice. From formal scoring process, Alan Jones is the preferred choice. CH to contact with contract and covering letter. CH to inform unsuccessful applicants. • CM keen to establish date for SLF application – to arrange meeting with Robbie Bain (HC) w/b 18/9 to share update of SLF funding / asset transfer request / criteria for asset transfer eligibility • Land valuation – nil update • Membership – need more. Request list for next meeting • SCA and SRA? – ongoing • Website – sra. strathpeffer.eu v Square Space - Discussion regarding alternative provider. TD put forward square space and CH moonfruit. On balance cost in favour of latter. CH to approach junior to set up (and pay) Once new website set up TD to write to HMack <ul style="list-style-type: none"> • Mens' Shed – state of suspension! Skiff building interest, but no location to build <p>Clean ups – Started 10th June - Fun session. SF to contact Bob Irvine of school gardening group – school engagement.</p>	<p>CH</p> <p>VM TD CH</p> <p>VM</p> <p>CH TD SF</p>
5	Amendment to approved June minutes required, forgot to include SRA renewed registration as a registered tenants' organisation. Gail Coburn and Alison MacAskill signed the paperwork prior to the AGM. Agreed – VM to amend	VM
6	Correspondence - nil	
7	Next meeting 19:30 hrs, Wednesday 4 October	

STRATHPEFFER RESIDENTS ASSOCIATION – SC046287

APPROVED MINUTES FOR MEETING WEDNESDAY, 4TH OCTOBER 2017 AT 19.30

Strathpeffer Community Centre

	ITEM	ACTION
1	Welcome and apologies Present: Abbie Lucus, Chris Birt, Val and Andy Moffat, Clara Hickey, Tim Dawson, Heather Crockett Sandra Fleming, Walter Fleming, Linda Lawson Apologies: Ann Sant, Angela Birt.	
2	Minutes of previous meeting. What is CHC? Proposed TD seconded CB	
3	Treasurer's report. No change since last month.	CH
4	Matters Arising	

	<ul style="list-style-type: none"> • Scottish Land Fund stage 1 – Grant has been approved. You don't get money until you need it. They will cover the invoice. • Constitution progress (expelling, conflict of interest, DTAS model). Put on hold until decision about SCA is made. • HC asset transfer – TD expressed concern about HC ability to respond to our request in time. Need to get this done by April. • Project delivery plan timings – Project delivery plan from CM. • Feed back - consultants. CH has emailed all the consultants. Alan Jones successful Consultant to complete project. CH has invited him to meet with SRA on Thursday 12 October at 2.30pm. Template to be used from HIE for Consultant (dropbox for review). Termination notice 1 month. Payment of consultant – 30% after initial consult, 30% on draft and 30% final report (or should that be 33%?). Final deadline for report 31 Jan 2018. Contract to be signed at meeting on 12 October. CH to send feedback to unsuccessful applicants. • Land valuation – email to be sent to Robbie Bain and Mike Dolan (Estates). Asset transfer template for land valuation request. Template adjusted to fit project. (TD) CH to complete final template. RB and MD - 48 hour response required. If no timely response, TD to send letter requesting reply within 10 days. (TD to circulate to Trustees before sending) • Membership – 3 new members approved • SCA and SRA – LL discussed proposed village philosophy with potential for developing umbrella planning group ("development trust"). Potential for paid officer. Eg Ullapool / Gairloch / Helmsdale. CB to contact Gairloch for feedback. CH to speak to Rory Dutton for guidance • Website ongoing. CH to feedback on alternative sites • Mens' Shed – meeting 9 November to agree progress or amalgamation with Dingwall Mens' shed • Clean ups – Feedback from Bob Irvine of school gardening group, possible 5 November event... • Amendment to June minutes done • Fundraising – suggested garden visits in Strathpeffer (Janet Bowen) Great idea – plan for 2018 	<p>CH</p> <p>CH</p> <p>CH</p>
5	<p>Correspondence</p> <ul style="list-style-type: none"> • 2 emails from members – Janet – Well done! Trina apologising for not being able to help with the clean ups. • Dornoch networking meeting 3rd October, sorry it's too late for this! • Social enterprise training – info from CM via 	

	<p>Shirley Tennant, HIE, Development Manager, DD +44 (0)7393 007054, reception 01463 245245</p> <ul style="list-style-type: none"> - An introduction to tendering 2 Nov. Inverness - Pre-start leadership 22 Feb. Lairg <p>All are fully funded. -Leading growth for aspiring leaders (6 days) Oct/Nov/Dec - £300</p> <p>Ross-shire Voluntary Action Training Programme 2017-2018 Selecting & Recruiting Trustees 7/10/2017</p> <p>Time: 9.15am- 1.00pm at Strathpeffer Community Centre Topics covered on the day will include the following:</p> <p>Planning To Recruit Trustees, How To Prepare Your Board For New Trustees, Board Skills Assessment, Introducing Diversity Within Boards, Legalities Of Recruiting A Trustee, Roles Of Trustees, Promoting The Role, Inducting And Welcoming New Trustees, Evaluating The Process</p> <p>Costs: (£15 per head for members & £20 per head for non-members). For further details please contact Ross-shire Voluntary Action on 01349 866417 or Email OSCR rva@rossvolact.org.uk</p> <p>OSCR Annual monitoring – accounts and annual return has to be submitted by 31/12/17.</p>	
6	Next meeting 19:30 hrs, Wednesday 8 November	

STRATHPEFFER RESIDENTS ASSOCIATION – SC046287

APPROVED MINUTES FOR MEETING WEDNESDAY, 8TH NOVEMBER 2017 AT 19.30

Strathpeffer Community Centre

	ITEM	ACTION
1	Welcome and apologies Present: Val Moffat, Clara Hickey, Tim Dawson, Sandra and Walter Fleming, Mandy McLeman, Chris Birt Apologies: Andy Moffat, Ann Sant, Heather Crockett, Angela Birt, David Genney, Sarah Smyth.	
2	Minutes of previous meeting. Proposed by CB Seconded SF	
3	Treasurer's report. £948.92 in bank.	CH
4	Matters Arising <ul style="list-style-type: none"> • The Highland Council (THC) asset transfer – response to SRA request - nothing happened yet. TD received helpful email from Rory Dutton and had a meeting with Claire this afternoon. We must make sure the constitution is consistent with asset transfer guidance, Highlands and Islands Social Enterprise 	TD

	<p>Zone (HISEZ) and The Office of the Scottish Regulator (OSCR). TD is working on this.</p> <ul style="list-style-type: none"> • No further feedback re consultant • Land valuation – Draft map done. Letter for valuation done - OK with small grammatical change. CH/TD to arrange appointment with Mike Dolan of the Council next week. • Membership – 7 new members approved. Alter Excel spreadsheet so all members are on same list with extra column stating status and put in alphabetical order. Re-email old supporters who still aren't members and ask them if they still support the project and wish to become members. • Strathpeffer Community Association (SCA) and SRA – Nothing new to report. TD hopes to go to next SCA meeting at end November. CH to let him know date. • Website – It was agreed that SRA should use Weebly and that Hamish Hickey be commissioned to set it up and ensure that SRA can manage it. • Men's Shed – VM reported that the shed was having an AGM on Thursday 9th November pm. It is hoped that the shedders will make some decisions about the future of the shed. The shed has been offered free use of a premises on the Brahan Estate. It is excellent for project work but has no WC or heating.... • OSCR – annual return – VM to reset password and email to CH so she can process this. 	<p>TD</p> <p>VM</p> <p>CH and TD</p> <p>CH</p> <p>AM</p> <p>VM and CH</p>
5	<p>Community Council proposal that SRA and SCA try to take over water sampling pavilion, cascade in square and gardens behind square. No action decided.</p>	
6	<p>Business Plan</p> <ul style="list-style-type: none"> • Meeting with AJ – minutes approved. MM says that leasing will probably not oblige the council to continue with maintenance. Payment of 30% fee after initial review. VM to check what the Scottish Land Fund confirmation of funding letter says about how we draw down the money, and forward to CH. • Focus meeting with residents to prioritise areas of development. Below the priorities flagged up at meeting <ol style="list-style-type: none"> 1. Infrastructure*, drainage** and paths***. Based on option 2. 2. Young play area and older play area – Once the paths are done the younger children's play area must be developed because there will be a path through the existing one! 3. The community building will be downsized to a basic (much cheaper, off the shelf affair) shed for tools/second hand portaabin. This information to be forwarded to Alan Jones. 	<p>VM and CH</p> <p>VM</p>

	<p>*** It is possible that the path from the bus stop steps to the Chisholm Path and down it to the School could be upgraded by THC. They have an environmental budget and are looking for projects. MM will consult with residents and make a case for the path upgrade on our behalf. We need to provide MM with map clearly showing the route of the path. TD to try to get shapefiles from David Graham. Also needed photographs of steps, trees that are in the way and the standing water.</p>	<p>MM CH TD SF/WF</p>
7	<p>Correspondence</p> <ul style="list-style-type: none"> • Email from Gale via CB – Proposed meeting with the group on Friday, 12th January 2018 or if this isn't suitable any day that week. CB to investigate this. • SLF stage 1 Application update request – sent info – AJ, Asset transfer request and valuation process. All done. Claire Munro – Pleased to hear we have met with AJ and she is happy for us to put Alan in touch with her. Keep her posted. 	<p>CB</p>
	Meeting closed at 20.45.	
8	Next meeting 19:30 hrs, Wednesday 13 th December 2017.	

Further notes about the priorities for the Community Park

The items below were included in the discussion at the focus group but not raised at this evening's meeting. I think they need to be included in the information we pass to Alan Jones.

STRATHPEFFER RESIDENTS ASSOCIATION – SC04628

APPROVED MINUTES FOR MEETING WEDNESDAY, 13TH DECEMBER 2017 AT 19.30

Strathpeffer Community Centre

	ITEM	ACTION
1	Welcome and apologies. TD welcomed Anya and Roddy McGregor Present: Val Moffat, Tim Dawson, Sandra and Walter Fleming, Clara Hickey, Anya and Roddy McGregor Apologies: Andy Moffat, Chris Birt	
2	<p>Additional agenda items</p> <ul style="list-style-type: none"> • Record of work in kind. Put on the agenda for each meeting so everyone can report how many hours they have done each month. Andy will create a spreadsheet and update on Dropbox. 	<p>AM</p>
3	Minutes of previous meeting. Proposed SF seconded WF	
4	Treasurer's report. £948.92 less 2 months room hire about £24.32. CH will do the paperwork for getting the HC grant next year.	<p>CH</p>

<p>5</p>	<p>Matters Arising</p> <ul style="list-style-type: none"> • The Highland Council (THC) asset transfer - Defer to Jan/Feb • Underground survey – VM to find quote and all the information received from Caintech and forward to WF and SF to action. • Land valuation progress – Instructions have gone through to Ricki Cheng (Graduate property surveyor THC) who will be looking at the land on Monday and reporting back 26th Jan 2018. • Membership – 3 new members total membership now 92. Application forms to be sent to AM and RM • Strathpeffer Community Association (SCA) and SRA No progress on this, but there is a separate meeting to discuss ways of bringing together as many groups in the village as possible. Provisional date 18th January 2018 in Pavilion 3pm to 7pm TBC. • Website Hamish Hickey will do this - CH and he will sit down over Christmas to draft it out. • Men’s Shed in suspension for time being • OSCR- Need to ask them about changing our SCIO. Changes – increase the quorum. Claire Munro flagged up the need to make sure the community were represented at meetings to be open and transparent. CH will look at other constitutions to see what they say about quorums. VM to draft out something for the Facebook page and CH to edit. 	<p>TD/CH</p> <p>VM, SF, WF</p> <p>TD</p> <p>VM</p> <p>CH</p> <p>CH</p> <p>VM for AM TD</p> <p>CH</p> <p>VM and CH</p>
<p>6</p>	<p>Business Plan</p> <ul style="list-style-type: none"> • Scottish Land Fund draw down procedure. CH has checked this out and as soon as we get an invoice SRA must send a scanned copy of it, so they release the money into our account and we can then pay. When TD met with Claire Munro she said we had a bit of flexibility because our Business Plan will cost less than we originally asked SLF so should be OK for shape files. It was agreed that we need to go ahead with the shape files no matter what. • Response from Alan Jones - AJ has agreed to go ahead based on what was identified at the focus group meeting. There is still a chance of getting Leader funding, can’t apply for less than £10K and it is matched funding. • Skills audit – 11th January 6pm, Wyvis Room, Strathpeffer Community Centre. • Electricity to small community building – It was agreed that this is needed. VM to check with AJ that electricity is included in the costings for business plan. • Chisholm Path – progress with application to THC for upgrade. MM not at meeting. CH will ask MM when she sees her about what progress she has made with this. 	<p>CH</p> <p>VM</p> <p>CH/MM</p>

7	Report against project delivery plan – Sheet from SLF dates put in	ALL
8	<p>Correspondence</p> <ul style="list-style-type: none"> • Gale – 12th January booked for visit and expenses claim for £348.60 from Scottish Community Alliance completed and sent to DTAS, for verification. The committee wondered why £300 was needed for Gale's expenses. VM to write and ask for a breakdown. • Social Enterprise Strategic planning workshop – Tuesday, 13th February 9.30 – 4pm Strathpeffer – Free. Book a couple of places (Tim, Val, Sandra? Possibly able to attend) • Grow Wild Community Project Funding 2018 - Too early for us to think about. 	<p>VM</p> <p>VM</p>
	Meeting closed at 21.00	
9	Next meeting 19:30 hrs, Wednesday 10 th January 2018	