

**Approved minutes of the Coigach Community Development Company  
Directors' Meeting, Monday 20<sup>th</sup> Sept 2010, 7.00 pm**

Present and Apologies: Present Linda Macleod, Ann Macleod, Iain Muir, Nick Clooney, and Richard Williams. Apologies-Steve Husband, Phil Shaughnessy, Anne Macleod.

1.Minutes of last meeting/s

The minutes of the Directors' meeting 16th August 2010 were approved, proposed by Nick seconded by Richard.

2.Matters arising

Iain stated that he had arranged a conference call at 7.30 pm with Lesley Benfield who had been helping us with the recruitment of the LDOs. We would proceed with the Agenda until the call and then Linda would leave the room when we were discussing the LDO post.

AAB stated that she had now contacted DTAS re membership. There was a new rep for this area, Rory Dutton, Ann had sent contact details for the LDOs and ourselves and he hoped to meet us in the near future.

AAB had been in touch with Joseph re the junior members. We looked at the A of A which stated that the junior members could decide amongst themselves a representative to come to meetings, until the AGM when they would have to elect from their number a junior rep. It was suggested that maybe Face book could be used to recruit more junior members.AAB to liaise with the junior members though some away soon for the Oct Hols.

**3. LDO recruitment**

Linda left the room at this point.

Nick confirmed that Linda and Peter Muir had been successful at interview and had accepted subject to contract. It had been decided to offer the post as a job-share and Nick wanted this meeting to note that he had called a meeting of available Directors soon after the interviews on Mon 6<sup>th</sup> Sept to explain why it had been decided that the post could

best be filled as a job share. The Directors present had agreed that this would be the most satisfactory outcome.

Nick discussed with us some points arising from comments made re the contract of employment which he had e-mailed to all Directors. Lesley called at 7.30pm as arranged and we discussed the points with her re the Terms and Conditions of the contract. Nick would incorporate the changes into the contract and mail to the rest for the approval of all parties before the successful candidates would be required to sign. It was anticipated the start date would be Oct 11<sup>th</sup> 2010. Nick added that all the details from the candidates not called for interview should be destroyed or deleted and the details from the interviewees would need to be kept for a specific period.

Linda returned to the meeting.

#### 4. Director Vacancy.

The appointment of Linda meant that there was a vacancy on the Board now for another Director. Iain suggested that a fair way would be to co-opt the person who was next on the list of candidate Directors at the election. Iain to contact and ask the person if he would agree to this.

Linda's appointment had also created a vacancy for the role of Company Secretary.

At this point Richard had to leave making the meeting inquorate.

#### 5. Reports from sub-committees

As we did not have the members of the Land and Housing or Piers and Harbours sub-committees present to report on any progress AAB gave a brief report from the Community Energy sub-committee. AAB had met with Alison Hitchings to itemize what needed to be done before we could request the full EIA required by HC. Obviously with CARES funding being at an end for the time being at least, further funding for the work necessary would need to be sought from elsewhere. Alison had heard that the Highland Leader Board was meeting in the near future and we had on behalf of CCDC filled in a project enquiry form. Liz Whiteford had brought this to the attention of the Board and said it was likely that we would be eligible for Leader funding for this. AAB did not know

when the deadlines were for this funding. Leader funding does require matched funding. Iain suggested that we arrange a meeting in the near future when Steve was at home and with LDO's present if possible, to prioritize what actions needed to be taken. AAB and Iain to action.

#### 6. Bank Account / Finance

Iain is setting up an account with Alliance and Leicester (Santander) they required a copy of Articles of Association and the details and signatures of the Directors. Iain obtained these from those present. The charges for the account were £5 per month. We would have to decide who would be the signatories on cheques at our next quorate meeting. Sheila Green had agreed to be Treasurer and AAB had given her copies of the Minutes so far

#### 7. AOCB

Nick said he would need to look into Employer Liability Insurance.

Iain suggested that as people were asking who the successful candidates were we should put a notice in the next edition of the Ull News. AAB to action.

Iain suggested we compile an e-mail group of Associate Members of CCDC to keep folk up to date.

Iain had met with Amanda Bryan re the Living Landscapes programme. Iain suggested we look at the web link he sent to us. It is the SWT eco system approach to land management and they are keen for Coigach to be involved.

#### 8. Date of Next Meeting

18<sup>th</sup> October 2010 7pm

Meeting ended just after 9pm