

Kyle & Lochalsh Community Trust

Teleconference of Kyle & Lochalsh Community Trust Board – 10/03/2022 at 19.00 via MS Teams

Item	Minutes	Action Points
1	Welcome, Introductions, Apologies KLCT: Apologies: None. Everyone welcomed by Chair.	Maggie Cunningham (Chair), Charlene Maguire (Trustee), Tristan Southall (Trustee), David O'Donnell (Trustee), Gareth Morgan (Trustee)
2	Conflict of Interest None.	
3	Approval of previous minutes 06/12/2021. DoD proposed. MB 2 nd Also note of meeting of 17 th Feb – CM Proposed. GM 2nd. Corrections: None	
4	Matters Arising - Covered in reports / items below	
5	KLCT Trust Manager and Staff reports - Sent via e-mail on 10 th March 2022. With staff progress reports.	- Trustees to be sent Management Review of the Plock, undertaken by the Ranger, for review.
6	Financial report - Annual accounts to be agreed to be presented to the AGM. Draft Accounts (v2) were sent to the audit committee. However, the audit committee has not met.	- Board to review and agree annual accounts. Any comments by midday 14 th March. In absence of comments, accounts shall be considered approved by trustees.
7	Topics to discuss Health & Safety Visit from Safe Hands – Highland Council, to approve KLCT for work with young people. - Felling of trees on Plock. - Trip to Norway, late March with 4 (17 ya) students. With Mathew & Judith. All PVG and risk assessments in place / pending. Safeguarding - More volunteers are lined up to help with Forest School.	
		- More volunteers to be confirmed through Disclosure Scotland. - All Trustees to be confirm Disclosure Scotland.

		<p>Proposed changes to Articles of Association</p> <ul style="list-style-type: none"> - Trustees felt that it was important to retain the membership role at the AGM in approving the accounts. 	<ul style="list-style-type: none"> - Board to have further opportunity to review proposed changes and comment by midday on 14th March. - Proposed changes to be included in AGM agenda.
		<p>New Trustees</p> <ul style="list-style-type: none"> - 2 potential trustees have been identified to be put forward at the AGM. Still space for more. 	<ul style="list-style-type: none"> - Alison French and Anisha Mcdermot to be approved as ordinary members.
		<p>Risk Register</p> <ul style="list-style-type: none"> - Gareth proposed alternative structures. 	<ul style="list-style-type: none"> - FW and GM to discuss options for improving format.
		<p>Pontoons</p> <ul style="list-style-type: none"> - Awaiting licence from Marine Scotland. - All work on pontoons done. All chains inspected. - Swinging moorings have also been inspected and are clearly labelled. - Pontoon supervisor. KLCT staff will do a daily walk around. 	<ul style="list-style-type: none"> - Inspection report to be sent to Tony Usher at Highland Harbours.
		<p>Salaries</p> <ul style="list-style-type: none"> - Salaries may need to increase as the organisation grows and existing staff take on more management responsibilities. Consideration must take account of whether it is project funding or core funding. - CPIH is now above the 2% which has previously been built into salary increases. - Board are very open to the idea of salary increases, particularly following the success of efforts to secure future funding. 	<ul style="list-style-type: none"> - FW to circulate a proposal for salary increases, with comparative salaries. - A review of job description may also be required. - Audit committee to review salaries.
11	AOCB -	<ul style="list-style-type: none"> - Audit Committee – scheduled for 24th March. - AGM – ideally would like to bring forward to the 7th April in order to get an earlier response to the shop. - Membership applications - Gareth Morgan approved. - Distribution of collaboration minutes 	
12	Date of Next Meeting	After the AGM – TBC.	
	Close	Chair closed the meeting at 20.30	

Minutes approved by:

Minutes seconded by:

Date: