

## MINUTES – DIRECTOR’S MEETING 10<sup>th</sup> OCTOBER 2017 AT 7.30PM

### 1. **Attendance:**

Present: Murdo Mackay (Chair), Neil Campbell (Secretary), Richard MacIennan, Dougie Ferguson, Finlay MacIennan, Rhoda MacDonald, Lisa MacDonald (Development Officer), Linda Armstrong (Land and Finance Manager), Anna Helfrich (Commercial Manager) and Mark Crichton (Marketing Coordinator).

### **Apologies:**

Neil MacDonald, Roddy Macdonald, George Macleod and Norman Iain Mackay.

### 2. **Declaration of Interest:**

### 3. **Approval of Minutes 19<sup>th</sup> September 2017**

The minutes were approved.

### 4. **Review of Action Points**

- **Dyke Maintenance/Repair** - Angus Williams (Williams Stone Craft) has provided a quote for a possible course on dry stone walling
- **TNM Soundproofing** – Ron asked that the other side of the wall be checked for soundproofing. Dougie has carried this out and has confirmed that there is no soundproofing in either side of the wall.
- **The Cliff Access Road** – Type 1 has been laid at the Cliff to fill in pot holes.
- **Malcolm Maciver**
  - Marquee – Malcolm believes the current marquee frame is strong enough to support a permanent structure i.e. glass walls and roof. It was decided a winch would be too bulky.
  - Cattle Grid – Complaints have been received from Pairc Niseaboist residents regarding noise from the cattle grid. Malcolm Maciver to provide a quote for installing a layer of neoprene and bolting the grid to reduce noise (snagging).
  - Septic Tank – A vent is required (snagging).
- **Talla na Mara No Smoking Policy** – Anna has spoken to the Machair Kitchen re a smoking ban at Talla na Mara. They believe it to be unfeasible to ask customers not to smoke near the building. It was agreed to fix the cigarette ash box to the wall and to investigate ash bin bollards which would also prevent people from driving on the paving at the entrance.
- **Generator** – Conference call to take place to discuss connection to Talla na Mara.
- **Talla na Mara Campsite Licence** – CnES have confirmed that Talla na Mara can operate year round but to be mindful of bad weather. Should there be campers staying during poor weather, they can shelter at the back of the building.
- **Broadband** – two croft tenants in Luskentyre have received wayleaves from SSE. This would suggest that a broadband box will be located at the Luskentyre Bridge.

## 5. Updates

### Financial

Monthly WHT report for September (Appendix 1) was duly noted.

### Commercial Manager's Report

The report was duly noted (see Appendix 2).

- **Opening Event** – It was agreed to meet in the next few days to finalise invites.
- **Talla na Mara Salt Bins** – It was agreed to purchase 2 salt bins for Talla na Mara.
- **Directors Code of Conduct** – The Code of Conduct (see Appendix 3) was approved.
- **Talla na Mara Unit 4** – A quote to remove the sink in unit 4 was approved.

### Development Officer's Report

The report was duly noted (see Appendix 4).

- **Seilebost School** – Lisa, Neil and Richard met with Fiona Porteous to discuss possible savings to the proposed works. Suggestions include swapping the heating for panel heaters instead of an air source heat pump and also using volunteers to strip the building. Even with the savings, there is an estimated cost of £200,000. It was agreed to proceed with the planning application and change of use.

It has transpired that there is no fire separation between the two classrooms which are currently being let as business units. In order to continue leasing both class rooms, policies will have to be drawn up to mitigate risk.

### Land and Crofting Report

The report was duly noted (see Appendix 5).

- **RSPB Storage at the Cliff** – A concern was raised regarding the storage of rat bait by the RSPB at the Cliff.
- *This item was removed due to confidentiality reasons*
- **Fencing** – The fence at a Luskentyre house plot was opened to allow access for a soakaway. It had been agreed that a gate was to be installed in place of the fence. This has not yet been done and has allowed sheep to escape. The tenant to be asked to close the fence.

### Marketing Report

The report was duly noted (see Appendix 6).

- **Signage** – In principle it was agreed that the Trust was willing to help with the cost of installing more signage for Talla na Mara, the position and design to be of most importance, not size. WHT would consider their contribution to the cost being staff time and also the reduction in planning fee obtained due to

being a community group/charity. It was agreed to get a quote from Graphite Signs who made the other signs at Talla na Mara.

It was agreed that the sign at the entrance to Talla na Mara should be moved to make more visible.

- **Satnav Postcode**

Postcode to be located on the website.

## 6. Health and Safety

- **Table Trolleys** - It was agreed to consider using 4 wheel trolleys to move the tables after the meal at weddings. The trolleys could then be covered with tarpaulins and stored outside during the dance.
- **Poetry on Glass** – It was agreed to limit the poetry to a line on each window rather than a whole verse and to lose the herringbone pattern as too messy. Anna and Rhoda to discuss and aim to finalise in time for the opening event.

## 7. AOCB

- **Pontoon** – Quotes have been received for the repair of the pontoon. Awaiting the insurance assessor to visit the site.
- **Green Energy Award** – Scott Bennett has agreed to attend the award ceremony on behalf of the Trust, WHT to pay for his ticket. Duncan MacPherson to write a speech in the event that we win.
- **Harris Forum** – Neil Campbell attended the first meeting of the Harris Forum earlier this month. It has been requested that in future, 2 representatives from each community trust attend. It was suggested that one meeting per year could be held at Talla na Mara free of charge.

## 8. Brainstorming

- **Staffing** – Anna Helfrich (Commercial Manager) has resigned. The directors wished her all the best. Anna will serve 3 months' notice, with her last day of employment expected to be 27/12/17.  
Neil and Murdo have met with Kathleen Stewart and Jane Macintosh (HIE) who have agreed to cover the cost of a consultant who will look at the management/staffing structure.
- **Homeworking/flexiworking** – A request has been received from Deborah Coghill (Administrator) that staff be permitted to work from home, particularly during the winter months. Directors were in favour of this as long as core office hours were well advertised.
- **Catering at Talla na Mara** – It was agreed that feedback would be given to the Machair Kitchen following a number of misunderstandings/poor service at a training event held at Talla na Mara.

- **Tenant Code of Conduct** – It was agreed a tenant code of conduct would be drawn up and distributed to all WHT tenants in order to reduce harassment of staff. It would also include a formal complaints procedure, in which all complaints must be submitted in writing.
- **Monthly Directors Meetings** – Look at requirement for monthly directors meeting.

9. **Date of Next Meeting:** Tuesday 14<sup>th</sup> November 2017 at 7.30pm.

**Diary Dates for future meetings:**

- December 12<sup>th</sup>