

Minutes of Directors meeting of 29th February 2024, 5pm

Present: Rob Hadfield, Sam Payn, Jackie Inch Apologies: None

Chair: Jackie Inch

Minutes: Sam Payn

Minutes of 15th Feb meeting	Proposed Jackie Inch, seconded Rob Hadfield	action
Matters Arising	Museum electricity now also switched to Octopus. Jackie to chase refund of SSE balances on both Hall and Museum accounts	JI
Development Plans	Questionnaire responses: last few questionnaires still arriving. Around 20 responses were received as of meeting date & time, which is a good response given the wordiness of the questionnaire. Rob to review all responses and draw a consensus from them for discussion at the next meeting. It was agreed to present the conclusions from the questionnaire to the AGM.	RH
	New M&A: a draft for an update to the M&A has been provided by DTAS. Rather than trying to rush this through the AGM it was agreed to see if Mike Mackenzie wanted to review the changes and then any revisions required to be put to an EGM at a later date.	SP
	New accountants: SP had contacted seven accountants from the options list provided by DTAS and got four responses. Of these the preferred option was Brett Nicholls with £1,200 p.a. for the accounts, £12/person/month payroll (via their preferred provider) and support with Xero accounting once we set that up for bookkeeping. DTAS has offered support with Xero set up, and a discount code for the first 6 months. There is a discount after that for charities. Brett Nicholls to be put to the AGM as accountants for this financial year (September 2023-4).	SP
	Final accounts for 2022-3: SP rang Simmers who will send a list of outstanding questions to her.	SP
	Compliance documents: SP is conducting a review of basic compliance documentation for EE based on the templates provided by DTAS and SCVO.	SP
	Employment: a draft contract has been provided by StepScotland HR consultants pro bono via DTAS. Needs completing with Lynn. Once completed and before signature, contract to be reviewed by StepScotland HR.	JI SP
Hall	Creative Sessions continuing and popular.	
Harbour	Harbour – next maintenance window mid-March.	RH
Museum	Telephone/internet costs still to be addressed.	
Events	None planned at present.	
Stone Skimming	Merchandise order has been placed with Ruth Barratt. A new online ticketing platform has been adopted and there will be special merchandise for competitors, as opposed to visitors to the event.	
Treasurer's Report	Bank balance £ 6,816.32 as at 29/02/2024. Income is due from SSE refund (around £2,000)	JI

	SP to liaise with Jess regarding invoice A&BC for harbour use and how to get the Feed in Tariff paid.	SP
Date of next Meeting	14 th March 2024, 5pm, Easdale Hall	