

Eilean Eisdeal Directors' meeting

MINUTES for meeting dated 20/05/2025, 8pm, via video link.

Present	Kyle Mathews (KM, Chair), Jackie Inch (JI), Samantha Payn (SP), Hannah Bailey-Thomas (HBT)	Action
Apologies	Jhennia Leipert	
Conflicts of interest	None declared. Please would KM, SP, JI complete the conflict of interest form (W EE Register of Interests - blank.docx)	KM, SP, JI
Minutes of previous meeting dated 6/5/2025	Draft minutes of directors' meeting held on May 6, 2025 proposed by KL with minor amendment to wording (implemented by SP), seconded by JI	
Minutes of meeting dated 15/4/2025	20250415 -draft Meeting Minutes it was agreed to propose and second these minutes by email, as they relate to AGM administration	SP
Matters arising	S.P. to implement transcription thing (in progress). S.P. is circulating the correct link for April meeting minutes in these minutes.	SP
	H.BT. is in discussion with Amanda about the next hall committee meeting and budget.	HBT
	J.I. and A.N. liaising on a brief for builders for museum upgrade; S.P. to chase builders once contacted.	JI
	J.I. to circulate an employment summary explaining pay and working hour arrangements.	JI
	J.I. to look at harbour income and allocate 10% for harbour maintenance; S.P. to inform the Harbour committee.	JI
	J.I. did check with electricians but they have not got back to her. She will chase them again.	JI
	Tony Hill's proposed ladder at the harbour: he is awaiting the Harbour Committee plan for improvements before actioning. SP to look into planning permission costs.	SP
	Hall cleaner: Amanda will cover the work for now and send invoice to JI. We will advertise again in June.	HBT
Treasurer's Report	JI has asked the accountants regarding shifting payroll to them or a subcontractor, and moving our accounts to Xero (both points as per SP original discussions with them), but had no response yet. She will chase them. Financial Summary for February now available. Bank balance is looking very healthy, despite the second batch of WSSC merchandise being ordered. It is time to look at priorities for some spending on asset maintenance. Budgets for each asset: JI to consider income figures for Hall, Museum and Harbour and sketch out a budget allowance for each, whilst retaining enough income to cover the overheads: this means it cannot be as simple as just allocating a certain percentage of the asset's income as the maintenance budget. JI notes the wishes of any significant donor or fundraiser as to where they want their donation to go.	JI
Secretary's Report	Nothing to report	

Governance	<p>Procedure for correspondence - identifying which director is the “lead” on each project/email chain.</p> <p>SP commented that if all outgoing emails from EE have to go through the Secretary that will cause a bottleneck. Also, when an email is sent to the “directors@” address, we need to be cautious if we are discussing the EE approach by email between directors not to include the sender of the query.</p> <p>If the query clearly relates to Harbour, Hall, WSSC or Museum then the relevant director should take charge of that correspondence.</p> <p>If it’s not clear who should respond, we should discuss among ourselves and allocate. You can always check in the WhatsApp group if someone is handling a particular correspondence.</p> <p>JL’s letter outlining her time constraints in the summer was discussed. It was agreed that other directors are happy to take up the slack through the summer and we wish the Puffer a successful season, and look forward to JL having more time for EE in the autumn. SP to write back to her.</p>	
Museum	<p>JL’s offer to focus her available time on progressing the employment matters is gratefully accepted.</p> <p>Antonia Newlands has offered to apply to the ABC Supporting Communities Fund (deadline 26/5/2025) for the museum. (See below re this fund and the hall kitchen).</p>	JL
Harbour	<p>Storm damage/erosion at south side of harbour: from the legal advice helpline we have, it seems that, broadly speaking, there is no liability for damage caused to others adjoining property through erosion of owned land as the erosion is an unforeseen event. It is important that this did not occur because of/after anything actively done by the landowner. However there may be clauses in the relevant title deeds that affect this. EE are very sympathetic to the problem of the exposed septic tanks and we await suggestions from the Harbour Committee to see if there is any way we can assist.</p> <p>HBT commented that after erosion on the west side of the island, the Hills used their own funds to add gabions to the shore under their house, having asked permission of the landowner to do the works.</p>	
	<p>SSE installation of new transformer: SP to take this correspondence over from JI. SP to ask the SSE guy over for a site visit, and to stress that the WSSC cannot be imperilled by possible works overrun.</p>	SP
	<p>Members’ discount: SP to chase up the last few cash membership payers to see if they’re renewing this year and therefore eligible for harbour fees discount/</p>	SP
Hall	<p>There was discussion of raffles at events - local businesses are getting “fatigued” at being asked for prizes regularly, but raffles do generate around £100-£200 of additional income per event.</p> <p>Providing WSSC merchandise for prizes would cause bookkeeping complications, but JI to look at whether a stash of merchandise could be set aside for this.</p> <p>Grant funding - what’s covered?</p> <p>It was agreed that the ABC Supporting Communities Fund has too tight a deadline (26/5/2025) this year to be of use as a top up for small equipment/consumables to the Lottery Grant just received.</p>	JI

	<p>KM confirmed that he has secured a Lottery Fund grant of £15,000 to be allocated £12,000 to the Hall and £3,000 to WSSC: funds to be spent within two years of receipt. £13,000 was the amount originally applied for for the hall, so to get £12,000 is great! This is to be spent on upgrading the kitchen, and receipts must be kept for 7 years. While it sounds a lot, it's not enough for the full amount of work needed, but maybe could be used for new electrical equipment (fridges, freezers, shelving, the cooker,perhaps) which could be moved out/kept safe if any structural/building-type work is undertaken in the longer term? HBT to convene a Hall Committee meeting to discuss how to incorporate this sum into a longer term plan for kitchen upgrade. The ABC Supporting Communities Fund is an annual offering, so maybe it could be incorporated in the long term plan? KM confirmed that WSSC are not relying on a kitchen upgrade being achieved this year.</p>	HBT
Stone Skimming	<p>KM intends the £3,000 Lottery Grant funding to go on improved signage, more recycling bins, social media advice, and improving the volunteer experience (new hi-vis jackets etc).</p>	
Community Matters	<p>Announcement about the Lottery Grant - KM to draft something and put it out on Islanders/social media. Visit by Duke and Duchess of Edinburgh: KM has shared the Royal itinerary and confirmed that Jonathan Feigenbaum (JF) and his two sons will also visit the island on that day. JF expressed willingness to discuss any island issues that he could help with. JI suggested KM raise the topic of replacing the bench up the Hill and the possibility of adding a couple of other benches elsewhere on the island.</p>	KM
Newsletter	<p>SP to start to collate one. Content to include Royal Visit, Lottery Grant.</p>	
AOB	<p>[I have integrated the AOB items under the relevant asset headings]</p>	
Date of next meeting	<p>3rd June, 8pm, via Teams.</p>	