

MINUTE OF MEETING

- **Present:**, Gordon Ness, Kirsty MacKay, David Wake, Barbara MacKay, Tim Langley

Item	Summary and Action	Who?	When?
1.	Apologies		
2.	Minutes of Previous Meeting		
3.	Matters arising	DW	Next meeting
4.	Financial Report		
5.	Report from the Trust		
6.	Progress Report	DW	16.09.22
7.	Health & Safety		

		<p>around, made some notes then commented that she was happy and left. Contact was made after the visit and it was confirmed that it was a random visit and there is nothing to be concerned about.</p> <ul style="list-style-type: none"> • A representative from PHSS, our H&S Advisor, is due for a site visit at the end of September 		
8.	A.O.C.B	<ul style="list-style-type: none"> • It was agreed that the Zoom format for meetings will be retained in the short-term, however there is some desire to return to face to face meetings. DW will discuss the purchase of dedicated video conferencing equipment with NHT. The current temporary arrangement using a laptop on the boardroom table is not suitable in the longer term. • It was highlighted that the contract of the Estate Worker expires at the end of this month. It is acknowledged that growth of the retail operation and cover for the Chargehand is making the requirement for a second staff member at Urgha more pressing. DW will discuss options with the NHT Office Manager. NHTC Directors agreed to underwrite salary costs for a further month until a decision is made by NHT. • A discussion took place about the role NHTC will play in future, with no immediate development projects planned. Following the meeting advice was sought from the company accountant. The gap between meetings will be extended to 3 months for the foreseeable future. 	DW DW DW	Next meeting 26.09.22 Next meeting
9.	Date of Next Meeting	<ul style="list-style-type: none"> • Tuesday December 6th 19:30 at Tigh an Urrais 		