

Minutes 10th April '25

Present: Sara Twaddle, Roddy Macfarlane, Kenny Mackinnon, Chris Whatley, John Boyle, Alistair Danter

Apologies: Sandra Wilson, Billy Shanks, Karen Pettit

Declarations of interest – none

1. Minutes of meeting 13th Feb '25 approved, proposed RB, seconded JB
2. Email issues
 - 2.1 Following 'hack' of RM's ECC contact made with 3DK who had spotted the hack + resolved the issue, RB's email re installed. 3DK advised that ECC should adopt a 2 step authentication system.
 - 2.2 Meeting agreed, ACTION AD to liaise with 3DK ref action required by Directors + time limits. To date SW has not set up a dedicated ECC email ACTION AD to liaise between 3DK + SW to make this happen.
3. DTAS engagement – paper noted (attached), key actions arising / required:
 - Ensure all language clear + jargon free, use "Word" language checker for newsletters + all public documents
 - Ensure Governance understood, language clear etc ACTION SW to follow up links with DTAS to arrange Director training.
 - Ref last AGM + Directors review ensure that in all public meetings clear bullet points are available
 - Relationship building via 'public space' creation eg New shop design + layout + Village Centre
4. Co. House Regulatory update – paper 4. Meeting noted contents of paper (attached) + new regulatory requirements
5. Dev workers report + next steps shop – covered in Dev workers report, attached + approved
6. Directors for Trading arm / shop, can also be Directors of ECC BUT should have some that are purely directors of Trading arm / shop – advice received from CSM (Paper 3 attached). An initial group of 4 should be sufficient. Meeting agreed to:
 - 6.1 Direct contact with individuals who have already expressed an interest – ACTION SW
 - 6.2 News letter to put out request for volunteers ACTION AD
7. Housing Master plan update:

- AD + AP have met with Rural Design who will be carrying out / leading the project, passed on key contacts within THC, LSHA, planners, SEPA, former owners etc
- THC have agreed funding for the Rural Design Fee, an Engineers fee + cost of digger for investigation pits across the site. ECC pay fees + claim from THC. Letter received from THC confirming payment process.
- ECC approved an additional £700 fee to cover the cost of a digital survey using QR codes for the project
- Meeting not clear on added value of a Rural Design options report in addition to their overall final report, clarification required ACTION AD to request Rural Design to come to next Board meeting.

8. Shop – Demolition complete, decommissioning of fuel tanks complete, both actions have been certified.

9. Finance update

- VAT registration complete
- Quickbooks now linked to HMRC + ECC has a Govt Gateway code
- ECC registered for MTD (Making Tax Digital)
- AD has had a meeting with VAT adviser + CSMCo, all aware of ongoing procedures
- First VAT claim will be submitted by end April VAT advisers will support process
- AD reported ongoing issues with 'hand over' of accounts between former accountant and CSMCo. SW has sent a formal request to former Accountant – Donald Rankin – requesting support for hand over.
- Annual Submission to Co.s Completed
- AD will be working on end of year accounts + annual report to OSCR in coming weeks.
- 'Good will' payment of £200 received from Scottish Power in relation to 'hassles' arising from disconnection request
- Repayments for a proportion of Non Dom Rates + Council Tax have been confirmed by THC following demolition of shop.

10. Annual Budget – approved subject to:

- a) Expenditure on QR code digital survey from ECC resources for Housing Master plan approved
- b) Expenditure on Rural Design 'options appraisal' document subject to approval following meeting + clarifications from Rural Design
- c) AD to inform Board of amount of VAT reclaim once calculation completed

d) VAT reclaim amount will affect amount required from reserves – AD to inform Board of calculation.

Board noted current Reserves position as:

Cash - £ 197,753

Investment 'Fidelity Fund' - £ 92,240

11. Windfarms update – no material developments to report.

- AD, SW + RM continue to attend meetings with Muirhall regarding development of Community Investment funds arising from their proposed development.
- Wind 2 (Ben Sca) non binding agreement to discuss possible share ownership agreed between Struan, Dunvegan and Edinbane community

12. Funding Application – Heather Mackenzie 2nd year veterinary nursing Level 3 diploma support for £4,000 agreed.

13. DONM – 22nd May 7:30 pm Edinbane Community Hall

PAPER 2 - DTAS engagement

Dear Member,

Thank you for attending our February DTAS Debate on **Community Engagement, Representation, and Inclusion**. We appreciate your time and valuable contributions to the discussion.

Key takeaways from the debate included:

- **Make Governance More Inclusive:** use clear language, avoid jargon and acronyms, and provide extra time for reading board papers. Following Tiree Community Development Trust's example, consider "Easy Read" formats and better sound quality for online meetings to support those with literacy challenges or disabilities. Governance should help not hinder participation.
- **Engage Young People and Underrepresented Groups:** Actively involve young people, ethnic minorities, and other underrepresented groups in decision-making. For example, having targeted initiatives such as Woodlands CDT's POC only discussion groups and topic focused initiatives such as their Anti-Racist Library. Rosemount's approach to targeting young people can also be learned from.
- **Invest in Training to Tackle Barriers:** Work with expert organisations to provide targeted training around barriers to active and full inclusion. For example, Woodland CDTs partnership with CEMVO to deliver anti-racism training. Rosemount Development Trust also tackled digital exclusion by working with a local further education charity to train board members in digital skills.
- **Build Stronger Community Connections:** Prioritise relationship-building by creating spaces where people naturally come together.

Attached you will find panellist presentations; with contact details should you wish to take forward any actions or conversations from the session.

There was also mention of a report around [Economic, Social and Cultural Rights in the Highlands and Islands](#) from one of our attendees, which you can find [HERE](#)

As our panellists highlighted, inclusion is an ongoing process, but small steps make a big impact. Let's keep the conversation going!

If you have any feedback, please fill in this [SURVEY](#) or would like to continue discussing these topics, please feel free to reach out.

The next DTAS debates will take place on Wednesday April 30th and will be led by the new Churches Support Programme at DTAS; we will be discussing the community ownership of Churches and the role of Development Trusts in the future of these important assets.

Best Wishes,

Julia Carreiro Rolim

Research Officer, Research and Insights Team

PAPER 4

This is an official email to your registered email address from Companies House.

In this email:

- reminder about changes introduced in March 2024
- new financial penalties
- get ready for identity verification
- register as an Authorised Corporate Service Provider (ACSP)
- changes to accounts
- how to keep up to date

[We introduced the first set of changes under the Economic Crime and Corporate Transparency \(ECCT\) Act on 4 March 2024.](#)

[We're introducing more changes over the coming months](#) that could affect you.

Over time, these changes will improve the accuracy and transparency of the data on our registers and strengthen our approach to tackling economic crime.

Find out what you need to do and when.

Reminder about changes introduced in March 2024

On 4 March 2024, Companies House introduced new rules for registered office addresses. All companies must, at all times, have an 'appropriate address' as their registered office.

There's also a new requirement for all companies to give a registered email address to Companies House.

You must keep your registered office address and your registered email address up to date to make sure you receive important information from Companies House.

We may take action against the company and its officers if you do not meet these requirements.

For more information about the new rules for registered office addresses and the new registered email address, [read our guidance on GOV.UK](#).

New financial penalties

[We introduced new financial penalties in October 2024](#). You may receive a financial penalty if you do not comply with your legal obligations – for example, not filing your confirmation statement on time.

We'll introduce more financial penalties for non-compliance as and when new measures come into force.

[Read more about how we'll use our enforcement powers to issue financial penalties](#).

[Sign up for email reminders to remind you when your confirmation statement is due](#).

Get ready for identity verification

Anyone setting up, running, owning or controlling a company in the UK will soon need to verify their identity to prove they are who they claim to be.

[You'll be able to verify using GOV.UK One Login](#), or through an Authorised Corporate Service Provider (ACSP).

To get ready for identity verification, it's important to make sure we hold the correct details for each officer and person with significant control (PSC) of your company.

You will not be able to complete identity verification if the personal information on your identity documents, such as your date of birth, does not match the information held on our register.

[Check the details we hold for you and your company on the Find and update company information service.](#)

You can [tell us about some changes online](#). For other changes, such as incorrect or missing information about directors or PSCs on your incorporation documents, [you'll need to file a paper form](#).

In the future, identity verification will become compulsory. From this point, if you or any other directors do not comply with identity verification requirements on time, you'll be committing an offence and will not be able to make any filings for your company. There'll be a range of consequences, including a financial penalty and being unable to start a new company.

Register as an Authorised Corporate Service Provider

Third-party providers such as agents or accountants, who wish to carry out identity verification checks on behalf of clients for Companies House, can now register their business as an Authorised Corporate Service Provider (ACSP).

To become an ACSP, also known as a Companies House authorised agent, third-party providers must be supervised within

the UK by a relevant Anti-Money Laundering (AML) supervisory body.

To register as an ACSP, third-party providers will need to use our ['Apply to register as a Companies House authorised agent' service.](#)

[Read more about what it means to be an ACSP.](#)

Changes to accounts

[The online accounts and Company Tax Return service is closing on 31 March 2026.](#)

If you use this service to file your accounts with Companies House and Company Tax Return with HMRC, you'll need to find alternative filing methods once it closes.

Over the next 2 to 3 years, [we'll be transitioning towards filing accounts by software only.](#)

We're preparing a detailed timetable and we aim to give companies 21 months' notice ahead of the change. Most companies can make the change now as software is already available. We've published an updated version of our [Find software for filing company accounts tool](#) to help companies to choose a suitable software product.

How to keep up to date

Read all the latest updates on our [Changes to UK company law website](#) and [sign up for our regular email newsletters.](#)

You've received this email because you provided this registered email address to Companies House. You cannot unsubscribe from emails to the registered email address as this is a legal

requirement under the Companies Act 2006. We will only use this email address to communicate about your company. The registered email address will not appear on the public register.

To change the company's registered email address, go to: find-and-update.company-information.service.gov.uk/registered-email-address

Please email enquiries@companiesthous.gov.uk if you did not provide this email address as a registered email address.

EDINBANE COMMUNITY COMPANY

DEVELOPMENT WORKER BOARD REPORT – March 2025

1. Edinbane Links Path

- We have reapplied for planning permission for the whole original path length, plus the new crossing at the campsite, so as to keep the full path valid in planning terms, even though we are only intending to build Phase 1 (Edinbane Shop to Campsite) at this stage.
- Submitted an application to the main Transport Scotland fund for active travel (ATIF 2025-26). Application is for at least 70% of the total cost (£1.3m).
- No guarantees we will meet the ATIF criteria (esp. spend/completion deadline March 2026) but worth applying to get on the TS/THC radar for active travel projects in Highland.
- We still have three outstanding access agreements to secure which could prevent ATIF funding being awarded if we are unable to resolve the landowner's issues;
 - Rachel MacPhee, croft No. 14 Edinbane
 - Calum MacRae, croft No.s 11 & 12 Edinbane
 - Karen Pettitt & Andrew Weeden, Edinbane Campsite

2. Edinbane Shop project

- Demolition complete, 50% grant from Highland Council received.
- Have submitted an EoI to Highland Council's CRF fund for £20,000 towards RIBA design stage 2-3 (full planning application) for whole redevelopment. Total cost would be £33,600.
- Business Plan first draft required shortly to support funding applications. If our EoI to CRF is approved I'll be doing the full application in next few weeks, and being able to include an initial BP would be good for credibility.

3. Village Centre scheme

- Funding of £20,000 has been awarded by FCC Scottish Communities Landfill towards approx. £33,000 total project cost.
- We have applied for another £5,000 from Scottish Sea Farms as well.
- Currently updating/confirming contractor's quotes with intention of work starting summer/autumn.

4. Coishletter Housing

- Highland Council have agreed the quote from Rural Design for the master planning and community engagement exercise. The process will take

place over Spring/Summer 2025 with ECC and Communities Housing Trust assisting.