

Minutes (draft) of Torridon and Kinlochewe Community Council (TKCC) Meeting held by Zoom on Wednesday, 30 June 2021 at 7.30pm

Present: Caroline Hamilton (Chair), Steve Schnabel (Treasurer), Tom Forrest, Alpin Stewart, Sally Cook, Mat Webster, Chris Davies (Secretary), Colin Stevenson, Councillor Alex MacInnes

4 members of the public

1. Apologies

Firefighter Emily John

2. Minutes of meeting on 12th May 2021

Approved subject to the following corrections:

Attendance – Colin Stevenson’s name to be added.

Item 10 – *Slattadale car park*: Martin Butcher, Watch Commander District Support, has advised that “No such undertaking [that the fire service will attend and assist with any anti-social behaviour where there is a fire risk] has been given as any alleged antisocial behaviour is a matter for Police Scotland. It is very important that the public are correctly informed of the role of the Scottish Fire and Rescue Service”.

Items 4 and 10 – *Bealach Mor Race* should be *Bealach Mor Sportive*.

3. Matters arising from minutes of 12th May

Celtman

The event went ahead as planned. TKCC would like to thank all the volunteers who helped to make it a success.

SS worked with the organisers to circulate to the community details of the event in advance and MW put the organisers in touch with HLH about the possible use of the Torridon Campsite for competitors. HLH put a lot of work in, considering health and safety issues etc, however Celtman ultimately decided they did not need it.

Community Housing Trust

CHT has agreed that their proposed consultation about possible affordable housing should be incorporated into the community survey for the development plan. They have also offered the services of their media person to help publicise the survey if necessary.

Torridon School

CH has asked HC for clarification about who owns the playpark and is awaiting a response.

Alex MacInnes email problems

CD has been communicating with AM using her personal email as AM still does not appear to receive emails from tkcc.scot email accounts. AM agreed to sort this out with HC as soon as possible.

Action: AM

Mack Sutherland

It was decided we did not need to invite Mack Sutherland to this meeting, since TF has been in regular contact with him and can provide a full roads update (see below).

COW Signs

SS contacted the COW Trust and they agreed to remove the signs.

MW will start the process of finding out what has happened to the brown tourist sign that used to be outside Torridon, and whether it could be reinstated.

Action: MW

Traffic calming – Kinlochewe

AM and other Ward 5 Councillors are meeting with Ian Moncrieff at HC next week to discuss this and other similar schemes in the area. TF emphasised that the Kinlochewe scheme had been under discussion for many years and that something needed to be done. AM agreed and said the Councillors have asked for it to be implemented as soon as possible.

AM agreed to update us by email after the meeting.

Action: AM

4. HC and NTS Ranger Service

HC Access Ranger: SS gave a brief report on his meeting with the new Highland Council Ranger, Gregor Watson. Gregor works from Weds to Sunday and his role is to implement the Outdoor Access code with a focus on education, e.g. production of leaflets. He has no enforcement powers and is responsible for a large geographical area. On private land, Gregor's jurisdiction only extends to 15 metres from the road. The landowner would be responsible for any issues outside this area. If you have suggestions as to where the HC rangers should focus their efforts these can be shared directly with the ranger team.

The HC Access Ranger Team can be contacted as follows:

Email: accessrangers@highland.gov.uk

Phone: 07881281 298503 (Skye, Lochaber & SW Ross)
07909 051223 (All other areas).

NTS Ranger, Torridon: National Trust Scotland (NTS) has confirmed that it has appointed Paul Bolton to replace Seamas MacNally as the Torridon ranger. He and his family will live at the Mains Farm. The NTS is also advertising for a seasonal ranger. It is unclear where the successful candidate will be accommodated. The NTS has advised that Terry Doe from Kinlochewe has been contracted to control the rabbit population on NTS land.

5. Emergency services report

Scottish Fire and Rescue Service - The attached written report had been provided by SFRS. This followed an email received from Watch Commander Martin Butcher that stated:

“No representative of Scottish Fire and Rescue Service will attend Community Council Meetings.

Watch Commander Joanne Mitchell will submit an update in the new format in time for each meeting, for the information of the Community Council and to be disseminated as you wish.

Any questions arising can be submitted by email only, to Watch Commander Mitchell at the email address given on the update document.

Please ensure that Watch Commander Mitchell is only contacted via her official email, as she is not permitted to use her private email address for SFRS business.”

It was agreed this was very disappointing and that Firefighter Emily John has previously done a great job presenting reports and answering questions. If we do not have an SFRS representative available to do the same in the future, it was agreed it would not be appropriate for TKCC to continue to have SFRS reports on our meeting agendas and we would politely suggest they circulate their reports by other means.

Action: CD

First responders – No report.

6. Community Development Plan update

Work is progressing well on the Development Plan survey and this is now in near final form. The SCDC will circulate a revised draft for review week commencing 19 July. A pilot will then be run on SurveyMonkey before being launched more widely. Flyers will be delivered to all houses with instructions on how to get a printed copy of the survey. The survey launch date is TBC but is expected to be some time after 23 August 2021. The next development plan meeting will be on 20th July.

7. Treasurer’s report

Current funds: £4,520.14, including the following grant funding that has been received:

Torridon toilets - NHI £1,000, £700 NTS, £1,500 HC Ward discretionary fund
Torridon refuse bin - NHI £410

8. Accounting procedures

The attached procedures were agreed and will be used by all TKCC members.

9. Roads update

AM advised that the HC has unlocked further funding for road repairs and that this is being allocated piecemeal to various improvement projects.

TF said he had just been advised by HC that overnight resurfacing works were commencing on the following evening on the Glen Torridon road between Kinlochewe and Coulin.

A commitment to complete works in Diabaig was given but AM was unable to provide dates.

SC said that repeated works/delays may cause frustration. Whilst progress is welcome and it is understood that some disruption will be inevitable, SC asked that the community be given advance notice of planned works to allow people to adjust their travel plans if necessary. She highlighted that recently the school bus had been significantly delayed as a result of unexpected works, leaving children waiting for 40 minutes in Shieldaig.

If TKCC is advised of planned roadworks it will publish details on its Facebook page and via the Visit Torridon mailing list.

10. Planning applications

No comments were made on the following:

Installation of ground mounted communications dish for temporary 12 month period Ref. No: 21/02557/FUL - Torridon Medical Practice Torridon Achnasheen IV22 2EZ

11. Any Other Competent Business

None.

12. Future meetings:

28 July, 29 September, 3 November, 8 December.

TKCC will continue to follow HC guidance on whether these meetings can be held in person. Currently the guidance is that we should continue to meet online.

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**SCOTTISH
FIRE AND RESCUE SERVICE**

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Scottish Fire and Rescue Service Update

**For Torridon and Kinlochewe
Community Council Area**

**Torridon Community Fire Station
Kinlochewe Community Fire Station**

Crew activities 15 April 2021 to 26 June 2021

Safety. Teamwork. Respect. Innovation.

999 Emergency Activity

Torrison – Responded to 3 incidents following 999 calls from concerned members of the public regarding unattended or potentially out of control camp fires at roadsides. Campers and caravanners were given fire safety advice to control or extinguish.

Kinlochewe – no call-outs.

Fire Safety Engagement Activity

A Summer Safety campaign has commenced, to offer campers and caravanners in particular, but also residents, specific fire safety and wildfire safety advice.

During the periods of Extreme or Very High Fire Risk in April, May and early June, both crews have been pro-active in engaging with members of the public to offer fire safety advice and leaflets as appropriate along the roadsides and at designated parking places on the roads from Torrison to Diabaig, Torrison to Shieldaig and Kinlochewe to Slattadale, including at the Forest and Land Scotland picnic site. Fire Risk warning notices were posted in village notice boards and on social media to inform residents and visitors of the dangers of inadvertently starting wildfires.

Liaison with Nature Scotland ranger to coordinate wildfire messages and exchange of leaflets.

Liaison with local businesses and holiday lets to leave supplies of fire safety leaflets to be handed out to visitors especially those purchasing camping equipment or supplies and disposable barbeques. One local shop has decided to cease selling disposable barbeques - thank you !

A concerned resident in Slattadale received a visit to offer specific wildfire safety advice regarding recommended actions to ensure the safety of his family and home.

Following the relaxation of Scottish Government Regulations, Home Fire Safety Visits have resumed, to help make people safe in their own homes. To request a visit for your home or a loved one, please speak with one of the firefighters or book via the website or call 08000 731 999

<https://www.firescotland.gov.uk/your-safety/for-householders/home-fire-safety-visit.aspx>

A range of specific Fire Safety leaflets can be downloaded from the website or are available in village noticeboards, from local businesses or from firefighters.

<https://www.firescotland.gov.uk/your-safety/community-safety-leaflets.aspx>

If you would like to receive personalised fire safety advice please speak to one of the firefighters, who will arrange for you to receive a visit at a mutually convenient time, or take a look at the Scottish Fire and Rescue Service website, where you will find both personal and business-specific fire safety information:

<https://www.firescotland.gov.uk/your-safety.aspx>

Recruitment

Both Kinlochewe and Torridon Fire Stations urgently require more crew members. If you would be interested to join us in protecting our communities please speak with any of the firefighters or for full information and to apply go to:

<https://myjobscotland.gov.uk/emergency-services/scottish-fire-and-rescue-service/jobs/rds-firefighter-highland-west-66811>



WE'RE RECRUITING

Retained Firefighters for KINLOCHEWE Community Fire Station

- Do you want to have a challenging role doing something different?
- Do you want to learn new skills that can be used in a variety of jobs?
- Are you over 18 years of age?
- Are you physically fit and in good health?
- Do you have good unaided vision and colour perception?
- Are you interested in helping to provide an important emergency service for your local community?
- Are you available to respond to Kinlochewe Community Fire Station for emergency call-outs?

If you can answer YES to all of these questions, we want to hear from you.

The Scottish Fire and Rescue Service seeks to attract talented candidates from across Scotland's diverse communities.

To find out more go to
www.myjobscotland.gov.uk



Follow us



firescotland.gov.uk



WE'RE RECRUITING

Retained Firefighters for TORRIDON Community Fire Station

- Do you want to have a challenging role doing something different?
- Do you want to learn new skills that can be used in a variety of jobs?
- Are you over 18 years of age?
- Are you physically fit and in good health?
- Do you have good unaided vision and colour perception?
- Are you interested in helping to provide an important emergency service for your local community?
- Are you available to respond to Torridon Community Fire Station for emergency call-outs?

If you can answer YES to all of these questions, we want to hear from you.

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Meet the crews

Torridon Crew:

Watch Commander Joanne Mitchell
Crew Commander Stephen Matheson
Firefighter Adrian Revitt
Firefighter Craig MacDonald
Firefighter Emily John
Firefighter Ivan Jones
Firefighter Keith McNicoll

Kinlochewe Crew:

Watch Commander Neil Morrison
Crew Commander Graham Phillips
Firefighter Simon Stewart
Firefighter Jonathan Petrie
Firefighter Stuart Pickering
Firefighter Jason Schreiber

District Support:

Watch Commander Martin Butcher

Contact Details for more information or questions:

joanne.mitchell@firescotland.gov.uk



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Torridon and Kinlochewe Community Council

Accounting procedures

June 2021

At the end of each year, TKCC is required to submit accounts to the Highland Council to explain where its funds have come from and what it has spent them on. These accounts must be verified by an independent person.

In addition, if expenditure has been financed out of grant funding, TKCC is required to account to and provide evidence to the grant funder for all relevant expenditure.

The above means it is essential there is a proper paper trail for all income and expenditure and that all invoices for items intended for use or in respect of TKCC are clearly identifiable – both in terms of what they are for, and that they are payable by TKCC.

To assist this process, it is proposed that the following measures should be implemented.

In respect of grants/discretionary funds, donations etc

1. All grants and donations to TKCC made by third parties must be paid directly into TKCC's bank account. Any funder or donor requesting bank details must therefore always be given the TKCC account information:

Account name: Torridon and Kinlochewe Community Council
Account number: 00854859
Sort code: 80-06-35

2. To enable the Treasurer to identify funds as they arrive, and to understand the expenditure that is being approved by the funder/donor, all application forms and other documentation relating to grant funding or other sources of finance must be copied to the Treasurer prior to submission. Similarly, any relevant correspondence with donors must be copied to the Treasurer.
3. All relevant follow up correspondence with grant funders, donors etc should also be copied to the Treasurer.
4. In the unlikely event that any small cash donations are received directly by a Councillor on behalf of TKCC, these must be paid immediately into TKCC's bank account. At the same time, the Councillor responsible should provide the Treasurer with a full breakdown of the amount, source and purpose of the donation(s).

Payment of invoices

5. All invoices for payment must be addressed to "Torridon and Kinlochewe Community Council" and sent to the Treasurer.
6. Invoices for payment should ideally be issued to TKCC by a third party supplier for payment to be made by the Treasurer direct to the supplier via BACS or online banking.

7. If this is not possible, the Councillor responsible should pay the invoice from the third party supplier themselves and submit a request for reimbursement to the Treasurer with the invoice or receipt attached. – see Appendix 1. Payment will then be made by the Treasurer to the Councillor via BACS or online banking.
8. Only invoices or receipts addressed to TKCC or the Councillor themselves will be eligible for reimbursement.
9. All invoices and requests for reimbursement must clearly state the name of the person/entity that is to be paid and provide full bank account details.
10. All invoices and requests for reimbursement must be accompanied by an explanation from the Councillor responsible about what each invoice/receipt is for, and whether it is to be paid for out of a grant, donation or any other source of funding.
11. All invoices addressed to TKCC should only contain items intended for use or in respect of TKCC. No other items should be included.
12. In cases where the Councillor responsible has paid an invoice from a third party supplier (and where the invoice/receipt is not addressed to TKCC, eg. a receipt from Tesco), it may be possible for the invoice to contain items that are not intended for use or in respect of TKCC. In such cases, the items that do relate to TKCC must be clearly highlighted on the invoice/receipt.

Approval of expenditure

13. Unless already part of an agreed budget authorised by TKCC (eg. as part of a grant funded project or local hero award), all expenditure above £50 must be approved in advance by at least two councillors plus the Treasurer.

Councillor expenses

14. All expense claims from a Councillor (eg. for petrol to distribute leaflets) must be approved in advance by the Treasurer and submitted on an expenses claim form to the Treasurer within 1 month of the expenses being incurred – see Appendix 2. Full details of the expenses should be included, together with full bank account details so that payment to the Councillor can be made by BACS.

Authorised signatories

15. The TKCC bank account must have 3 signatories at all times, comprising the Treasurer plus two other councillors. The Treasurer and at least one of these other councillors may have access to online banking, payments via which may be made by those people acting individually. Otherwise all BACS payment requests and cheques must require two signatories to authorise.
16. If any person who is a bank signatory ceases to be a councillor, they must be removed immediately from the bank mandate.

Torridon and Kinlochewe Community Council

REQUEST FOR REIMBURSEMENT

I, the undersigned Community Councillor, declare that I have paid the following on behalf of Torridon and Kinlochewe Community Council, and wish to be reimbursed.

Supplier	Purpose	Source of funding (eg. name of grant)	Amount (£)
Total (£):			

Invoices and/or receipts for each of the above must be attached. Only invoices or receipts addressed to TKCC or the Councillor themselves will be eligible for reimbursement.

Please pay the amount due to the following bank account:

Account name:

Account number:

Sort code:

SIGNED:

.....
(insert name)

Torridon and Kinlochewe Community Council

EXPENSES CLAIM FORM

I, the undersigned Community Councillor, declare that I have incurred the following expenses on behalf of Torridon and Kinlochewe Community Council, and wish to be reimbursed.

Nature of expense	Purpose	Date incurred	Amount (£)
Total (£):			

*All expense claims must be submitted within 1 month of the expense being incurred.
Petrol will be paid at 45 pence per mile.*

Please pay the amount due to the following bank account:

Account name:
Account number:
Sort code:

SIGNED:

.....
(insert name)