

# *Highland Malawi Trust*

Minute of meeting at 9 Lochardil Place, Inverness, on Thursday 11<sup>th</sup> October 2018.

1. Present: Doug Morrison (Trustee), Brian Macgill (Trustee) Reay Macgill (Trustee), Chrisanne MacLeod-Robertson (Trustee).
2. Previous minutes of meetings held on 30/05/2018 and 30/7/2018 were approved.
3. Bank balance: as at 11/10/2018 was £2,614.64.
4. Matters arising:
  - a. A donation of £360 had been received from Teanassie Primary School
  - b. Also small donations received from D Morrison and from K MacDonald ('Jar of grace').
5. Project update
  - a. Thandazga junior school classroom. Additional funds are required to meet escalations in costs to complete the new classroom building. An email had been received from Mr Lupia which revealed the snags which had been revealed and certain materials forming part of the roof had to be replaced to make it sound. It was agreed to meet the request provided that this would ensure completion of this project. Additional funding of 331k MKW being 291k for additional materials and 40k for transport.
6. Fundraising
  - a. Coffee Morning - church hall booked for 17/11/2018 and Crown School car park.
  - b. Annual quiz - sheets have been printed and available for circulation to supporters.
7. Publicity - Doug has added new photos to the website and Chrisanne has updated the Facebook page but will forward some further pictures.
8. Other Matters.
  - a. Brian reported that the OSCR website invited charities to indicate whether they maintained a Safeguarding policy. It was agreed to adopt a suitable policy based on existing charity example, noting however that HMT trustees have no direct or practical involvement with vulnerable adults or children.
  - b. It was agreed to send a letter of thanks would be sent to Teanassie Primary School.
9. Agreed Actions
  - a. Agreed additional funds to Thandazga project via bank transfer - Reay and Brian
  - b. Update website using available photos - Chrisanne and Doug
  - c. Letter to Teanassie PS - Reay
10. Date of next meeting Thursday 22<sup>nd</sup> November 2018

Signed: ..... Signed:.....