

**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in FOYERS PRIMARY SCHOOL, FOYERS ON WEDNESDAY 2 APRIL 2014**

<b>Present</b>	Graeme Ambrose, Jane Brown, Martin Donnelly, Katie Ellam, Sharon Ferguson, Ed Ley-Wilson, Craig Lightbody, Stewart MacPherson, Hugh Nicol
<b>Chair</b>	Ed Ley-Wilson
<b>In Attendance</b>	Fiona Ambrose (Secretary), Michelle Allcock (Treasurer)
<b>Apologies</b>	Peter Faye

**1. Minutes of Meeting of the Trust held on 5 March 2014**

Approval of the Minutes of the meeting was moved by Sharon Ferguson and seconded by Martin Donnelly.

The Minutes of the meeting held on 5 March 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**2. Presentations on Key Issues / roles**

Presentations were made by a number of Directors, the Treasurer and the Secretary on the following key issues and roles

- Funders
- Grant system
- Apprenticeship scheme
- Finance
- Company Secretary
- Communications
- Where do we want to be?

*Stewart MacPherson joined the meeting during discussion of the foregoing item*

It was **AGREED** that Graeme Ambrose would gather information about the potential development at Knockie Estate and add this to the list of future developments.

The Directors **AGREED** that a number of teams be set up with responsibility for the development of the following areas

- |                                     |                              |
|-------------------------------------|------------------------------|
| • Funding and other funding sources | Graeme (Lead), Peter, Ed     |
| • Grants                            | Sharon (Lead), Hugh, Stewart |
| • Apprenticeship                    | Sharon (Lead), Craig         |
| • Communications                    | Ed (Lead), Jane              |

No Director felt they had the necessary skills to undertake the role of Director Treasurer. It was **AGREED** that it would be appropriate to appoint a Co-opted Director to undertake this role and that the Directors should advise the Chair of any candidates they considered might be suitable.

Katie Ellam advised that she would not be available for a number of months so declined to put her name forward for any of the teams at this time but did indicate an interest in Communications.

The Chair advised of the timeline of activity over the next three months and it was **AGREED** that the Trust would hold an Open Meeting towards the end of June.

### 3. Grant Applications

*Jane Brown declared an interest and left the room during discussion of the following item.*

#### a) Small grant application – Summer Feis

Following discussion it was **AGREED**, that while the Trust would like to support this event, the applicant should be asked to seek a second quote from a local company for the travel costs.

#### b) Energy Saving Grant

Two applications for energy saving grants had been approved at the meeting held in February 2014. Both applicants had subsequently approached the Trust requesting that the payment of grant be made to them or their supplier in advance as both applicants were unable to pay the full sum prior to the grant from the Trust being received.

The Directors discussed in detail the requests but although sympathetic, **AGREED** that the Trust could not make payment in advance because of contractual and legal obligations which would then be placed on the Trust.

### 4. Trust Membership

#### a) Associate Membership

The Secretary advised that following the adoption of the new articles of association, there were now three categories of membership, namely Ordinary, Associate and Junior. A note of interest had been received from an individual seeking associate membership of the Trust. The Secretary had amended the membership application form to show the three categories of membership.

The Directors **ACCEPTED** the application for associate membership subject to the individual completing the new application form.

#### b) Junior membership

The Secretary advised that a young person under 18 years of age had completed an application for membership in autumn last year. She was advised at that time that her application could not be considered until the articles of association were amended / adopted to include Ordinary, Associate and Junior membership categories.

The Directors were delighted to **ACCEPT** the applicant as the first junior member of the Trust.

## 5. Invoices

*Martin Donnelly declared an interest in item a)2 and left the meeting during discussion of that item.*

### a) AGM

The following invoices had been received relating to expenses incurred for the AGM

1. Voluntary Action Lochaber - £158.40
2. Craigdarroch Inn - £68.50
3. A9 Accountancy Services - £1,044
4. Burness Paull LLP – £1,238.75

The Directors **AGREED** to pay the four invoices in the sums as detailed above.

### b) Secretary and Treasurer - March 2014

The following expenses were **APPROVED** and signed by the Chair

- Secretary's expenses for the period 3 – 26 March 2014 - £544.90
- Treasurer's expenses for the period 2 February to 27 March 2014 - £684.60

## 6. Sample letter with Logo

A sample letter with the new logo and company details had been prepared.

The Directors were delighted to see the new logo in use. It was **AGREED** that all Directors should place the logo together with their Trust contact details on all outgoing e mails.

The Chair read an e mail which he had received from Mrs Cameron thanking the Directors for their help with the logo.

## 7. AOB

### a) Commonwealth Games Tickets

Graeme Ambrose advised that SSE had invited Trust Directors to attend the Commonwealth Games Judo Finals on 26<sup>th</sup> July.

The Directors **AGREED** to offer the 4 tickets to members of the Trust.

### b) Land Purchase

Sharon Ferguson referred to a notice in the shop relating to land purchase by the Trust.

The Directors **AGREED** that the Chair would speak to Councillor Margaret Davidson and Martin Donnelly about the notice.

**10. Date of next and future meetings**

First Wednesday of each month at 7.30 p.m. (second Wednesday in January)

7<sup>th</sup> May  
4<sup>th</sup> June  
2<sup>nd</sup> July  
6<sup>th</sup> August

3<sup>rd</sup> September  
1<sup>st</sup> October  
5<sup>th</sup> November  
3<sup>rd</sup> December

14<sup>th</sup> January 2015  
4<sup>th</sup> February 2015  
AGM February 2015

Signed by Chair

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Date

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