

**FINAL**



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST LIMITED held at FOYERS PRIMARY SCHOOL ON WEDNESDAY 2 MARCH 2016**

<b>Present</b>	Graeme Ambrose, Frank Ellam, Peter Faye, Zoe Iliffe, Hugh Nicol, Stewart MacPherson, Ken Sinclair, Gordon McAndie
<b>Chair</b>	Zoe Iliffe
<b>In Attendance</b>	Steven Watson (Project Coordinator)
<b>Apologies</b>	Sharon Ferguson, Martin Donnelly

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting. She informed everyone that unfortunately the new Administrator candidate had decided not to take up the post. The Minutes would be taken by Steven and the issue discussed at the end of the meeting.

**2. MINUTES OF 10 FEBRUARY 2016**

The Chair highlighted the change to the Sporting Grant periodicity and amounts were as follows – Maximum two grants, maximum £250 each grant per year. Directors agreed this was the correct position as discussed in February. The Minutes were then proposed for approval by Peter Faye and seconded by Frank Ellam.

The Minutes of the meeting held on 10 February 2016 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**3. GRANTS**

*Graeme Ambrose, Peter Faye and Zoe Iliffe declared an interest and left the meeting during consideration of the following item.*

**a) Loch Ness Luvvies Letter**

The Luvvies advise that the grant funds approved on 4<sup>th</sup> March 2015 remained unspent due to a delay in their major performance. This is now scheduled for 22/23 April 2016. The Board discussed the issue under the chairmanship of Frank Ellam. It was decided to grant a **period of grace**, extending the date by which the grant should be either used or returned to 4<sup>th</sup> May 2016. This is because the next public performances are due to take place in April. All other grant terms and conditions remain unaltered. The Luvvies will be informed by letter and it will be suggested

that it would be best if future grant applications from the Luvvies were made at a time of the year which would reduce any likelihood of a similar problem recurring.

*Graeme Ambrose, Peter Faye and Zoe Iliffe returned to the meeting.*

**b) Roxana Elgar (Sporting)**

This grant was considered outwith the normal two-month cycle because the applicant had only recently qualified for a grand final event to be held on 12 March 2016. Approval would allow her to attend. The grant of £XXX was approved unanimously by the Board.

**c) HS Hardship** Deferred to the next meeting pending ongoing investigations.

**4. FINANCE REPORT**

Frank Ellam talked through his Finance Report. The changes since writing the report on 22 February included the payment of salaries. This included a payment for the new Administrator who had now given up her role. Frank advised that the transfer of funds from HSBC to Santander Corporate had been protracted, but that a cheque to Clarendon for the first payment to the Legacy Fund had been written, ready to send, once cleared funds at Santander allowed. Interest of £276 had been received. The Glendoe payment from SSE had been mailed to the Trust but not received. This should be expected to show in the accounts next month.

Frank further advised that £552,000 was in hand spread over 8 banks to take advantage of government banking guarantees.

The Trust receives an exemption from National Insurance payments as a small employer, however the (temporary) addition of Jeanette had resulted in the Trust exceeding the threshold and becoming liable for small amounts on the increased paybill. (£3.53)

An invoice from A4 Print and Design relating to the printing of the newsletter had also been received. This was **APPROVED** for payment.

There were no other questions for the Finance Director and his report was **NOTED** by the Board.

## 5. INVOICES / EXPENSES

The following were APPROVED by the Board.

- a) Project Coordinator February £156.78
- b) Outgoing Administrator February (FA) £334.45
- c) New Administrator (JT) £116.01

## 6. APPLICATIONS FOR MEMBERSHIP

- a) Fiona Ambrose, Inverfarigaig

The Directors **APPROVED** the application for membership from Fiona Ambrose who would be admitted as an Ordinary Member. Her payment of £1 was received.

## 7. COMMUNITY CONSULTATION DAY

All preparations were in place for the Trust's Community Consultation Day due to take place on the 3 March 2016. More directors were now available for the later part of the day. The response from other organisations supporting the event was particularly welcomed. (Boleskine Community Care, Foyers Fire Crew, SSE, HSCHT, CBS and Home Energy Scotland.)

## 8. ACTION LIST – TIME LINE

The Chair talked through the timeline. Accounts had been registered at A9. The website needed updated Wester Aberchalder Partnership. Grant Assessments for the April grant round had been allocated to directors. Frank would lead on grant admin in the absence of an Administrator.

## 9. UPDATE REPORTS

- a) **Community Council Liaison Director**

The basic report was NOTED. There was a need to clarify the position as regards the previous grant to the Community Council and their next grant application. A completion report was required for the £2,408 previously granted for a hearing Loop at the Hall, noticeboard repair and the running costs of the Community Council net of the funds received from Highland Council. Community Council meeting dates were now advertised on local notice boards.

- b) **Project Co-ordinator**

The Project Coordinator's Report was NOTED. He had missed the February Community Council meeting due to severe weather. A budget for the ongoing cost of producing the Stratherrick and Foyers News would be prepared.

- c) **Community land purchase**

The Community Land Purchase Report dated 22 February was NOTED. Since the date of writing the report, the contract had been purified (morning of 3 March 2016). The purchase was on-track. Stewart MacPherson advised that the field had been neglected for some time and was full of dockans. It would benefit from an application of Roundup and re-seeding with new grass after a season. Fences were in

reasonable order. Stewart also requested the confirmation of sums paid, so all directors could report this if asked at the Consultation Day or elsewhere. The accurate figures were £33,694 paid over to solicitors, being £32,500 for the land and £1,194 legal and survey costs. This was funded as follows - Scottish Land Fund £28,200 and S&F Trust own funds of £5,494.

d) The Apprentice Report was NOTED.

e) The Broadband Report was NOTED.

## 10. AOB

- a) Frank Ellam advised that since the Trust has begun the total sum spent on grants (including the white goods and renewable energy installs) were £320,664. The Board agreed this was an impressive figure which would be used at the Consultation Day.
- b) Frank Ellam advised that he was in the preliminary stages of selling his home at Easter Boleskine and that his personal plans for the years ahead were subject to change. The Board reiterated the crucial role he performed as Finance Director. Frank agreed to keep the Board up to date with developments.
- c) Hugh Nicol advised that a new Mother and Toddler Group had started up. The Project Coordinator will make contact via Paula Page to make the new group aware of the grant application process and to encourage the group's development.

### d) APPOINTMENT OF ADMINISTRATOR

The Chair advised that in spite of encouragement the appointee had decided not to take up the job for personal reasons. The Board discussed options and a way forward including contractors, employee status and agencies. Frank Ellam advised that the job, as currently described would fit best with HMRC definitions of an employee rather than as a contractor. Computer equipment was supplied by the Trust.

The Directors **AGREED** to revisit the post and that it be re-advertised, using the Inverness Courier on an employed basis. If contractors showed an interest, or if applications were limited, this status could be reconsidered. Meanwhile directors were encouraged to consider other possible candidates and alert them.

## 11. DATE OF NEXT MEETING

**Wednesday 6 April 2016 (Venue to be arranged)**

*The Meeting closed at 9.45 p.m.*

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_