



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS
COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK
AT 7.00pm ON WEDNESDAY, 9 JANUARY 2019**

Present	Peter Faye, Zoe Iliffe, Frank Ellam, Ken Sinclair, Garry Page, Olaf Olsen, Ian Bateman, Margaret Cormack, Gillian McIntyre
Chair	Peter Faye
In Attendance	Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator)
Apologies	Sharon Ferguson
Declarations of interest	None

1. INTRODUCTION

Action by

The Chair welcomed everyone to the meeting.

The Chair advised the Board that Director Julie Murphy has resigned from the Trust Board.

The Chair asked if any of the Board would like their photographs updated on the website and photos were required of the new Directors.

The Board were pleased to note the first payment for Stronelairg Community Benefit had been received.

The Chair advised that a number of Directors are required to provide recent valid identification in relation to our solicitors.

ITEMS FOR DECISION

**2. MINUTES OF THE MEETING 5 DECEMBER 2018
Matters Arising**

Retractable Cable installation.

Garry Page will return with quotes.

Action: Quotes for retractable cable.

GP

The Board queried if a particular grant applicant had responded to the Trust with the requested supporting documentation. No response received yet and a further request had been made.

Hannah Slater

The Board noted that the application from Hannah Slater remained deferred, pending discussions with applicant.

Website Security/Web Documents

The security issue was still evident on the website. Administrator and PC to continue with general housekeeping of site.

Action: Resolve security issue on website.

SW/LWK

Heritage Group

In relation to the strimmer, PC contacted group and it is understood they are now in possession of the appropriate equipment.

Christmas Ceilidh

The Board noted that approximately sixty percent of tickets were sold. The Board were pleased to note those attending enjoyed the event and consideration will be given to alternative dates and earlier marketing for the next event.

2. MINUTES

(a) 5 December 2018

Zoe Iliffe **PROPOSED** and Frank Ellam **SECONDED** and the Minutes of the Board meeting held on 5 December 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

(b) AGM November 2018

Frank Ellam **PROPOSED** and Gillian McIntyre **SECONDED** and the Minutes of the Annual General Meeting held on 28 November 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

(c) Post AGM Meeting November 2018

Garry Page **PROPOSED** and Margaret Cormack **SECONDED** and the Minutes of the Post Annual General Meeting held on 28 December 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

ITEMS FOR DECISION

3. FINANCE

(a) The Finance Director updated the Board and the figures in the finance report. At the end of month, the balance at the bank was £634,767. Since the report £376,288.75 had been received from SSE for Stronelairg. This comprises two years' payments. The second payment is index linked. The Finance Director took the Board through the cashflow forecast and advised this recent funding was included. The Board noted the overspend on administration costs, contractors, Director expenses, comms team, accounts insurance and professional fees.

The Finance Director highlighted that student grants have also overspent, however this is mainly a timing issue and there is sufficient budgeted for the remainder of the year.

The Board noted the underspend on apprenticeships as the Trust is still waiting for the invoice, however the estimate remains accurate.

The Board noted that projects Broadband, Foyers Bay and Riverside remain underspent.

The total remaining unspent in the current budget to June 2019 is £405,866.

The Finance Director took the Board through the additional income due over the next two years from Stronelaig. This totals £199,000 next year and the following year £311,000. The Finance Director has included a £200,000 spend for Wildside during January 2019 and a legacy fund deposit increase to £21,500 per month until June 2019, thereafter the sum will drop to £10,100 and then increase to £12,500 per year from July 2020. Once the fund is at £1-million the financial advisors will then review their fee.

From July 2019 the budget spend is for overheads and “normal” grants only, amounting to £19,250 per month.

From projections over the next two years the lower cash balance will therefore be £390,783. The Trust Financial Policy requires 15 months grant and overheads be kept. When the Trust set the budget in June 2019 it should look at maintaining all existing commitments and usual grants and have additional funds remaining for other projects.

The Board queried which bank account(s) the Stronelaig funds go into. Finance Director explained that £200,000 will be going out immediately for Wildside and there are also funds to pay out to Boleskine Community Care and the Riverside Field project, therefore the balance will go to the Redwood Bank with an interest rate of 1.35% at 35 days’ notice.

- (b) Administrator Expenses (LWK) for December 2018 £128.78.
- (c) Administrator Timesheet (LWK) for December 2018 – 9 hours overtime.
- (d) Project Co-ordinator Expenses (SW) for December 2018 £224.25.
- (e) Book-keeper’s Invoice (FE) for December 2018 £177.00.
- (f) Invoices.

The Board discussed the current system of verification and authorisation of invoices to pay. As expenditure is increasing the

Board discussed a two-signature process for authorising spend. The Finance Director will investigate an e-accounting system to provide the Trust with a possible electronic purchase order system. The Board noted that there are always two signatories to make the payment.

Action: Speak to A9 Accountancy re suitable electronic accounts packages. FE

The Board **APPROVED** the payment of (b) to (f) above.

The Board noted that the book-keeping fee appears very low, given current market rates and the complexity of the work involved.

Action: Discuss fees with Finance Director. Chair

4. GRANTS AND POLICY DOCUMENTATION

Grant Applications

The Board had reviewed the updated documentation. There was a query over the wording in the Non-Constituted Group guidelines, concerning the phrase “sessional workers”. Steven confirmed this was the correct wording.

Minor amendments were required in the Sporting Grant Application.

Action: Amend document as discussed. SW

The Board discussed the information required on the student grant application form and the sufficiency of the requested detail, in particular in relation to the year of study.

The Board discussed the content of the completion report.

The Board discussed the number of applications per student and that this should now be monitored more closely.

Action: Add request for current year / duration of current module of course. SW

The Board **approved** the revised grant forms.

Action: Send revised forms to SSE. SW

General Data Protection Regulations - Updated

The Board had reviewed and **approved** the GDPR documentation.

5. PROJECT DIRECTORS

Finance

Lead Frank Ellam and Peter Faye, Deputy in capacity of "Chair."

Funders

Peter Faye as Community Benefit Negotiator. Deputy to be appointed.

Communications

Lead, Gillian McIntyre: Deputy, Olaf Olsen.

Riverside Field

Lead, Zoe Iliffe: Deputy, Garry Page.

Foyers Bay

Joint Lead, Peter Faye and Olaf Olsen.

Broadband

Lead, Sharon Ferguson: Deputy, Ken Sinclair.

Grants

Lead, Zoe Iliffe: Deputy, Frank Ellan

Apprenticeships

Lead, Margaret Cormack: Deputy, Ian Bateman.

Foyers Units

Joint Lead (separate projects), Peter Faye and Ken Sinclair.

Energy, Renewables and Transport

Lead, Margaret Cormack: Deputy Garry Page.

Community Council Liaison

Ian Bateman.

Events/PR

Gillian McIntyre.

Insurances/HR/H&S

Peter Faye.

Stronelaig Community Panel

Lead, Chair: Deputy, Margaret Cormack.

GDPR

Zoe Iliffe.

ITEMS FOR NOTING

6. PROPERTY AT WILDSIDE

Formal acceptance of SFCT offer still awaited from vendor's solicitor. Trust solicitor continues to be vigorous in chasing the vendors' agents.

The Finance Director sought reassurance that the solicitor's bank account was insured, and it was confirmed that The Law Society of Scotland provided adequate security over Client Accounts.

The Board discussed another property in the area.

7. RIVERSIDE FIELD

The Board looked at the recently received concept masterplan from the architect. The plan detailed eighteen items, including amongst other things paths, village hall, bandstand, viewing tower, allotments and rock-climbing wall. These were suggestions to show what could be accommodated. The Board were pleased and were positive it would open discussions with the community on what they would like to see.

The Project Co-ordinator took the Board through accompanying comment from the architect expanding on the masterplan and other imagery. Directors to review and return with any comments.

Action: Review and return to Project Co-ordinator with any comments on the masterplan. Board

Action: Invite Colin Armstrong Associates to next meeting. SW

8. COMMUNICATIONS TEAM

The deadline for next news 20 February 2019.

Natural Cultural and Heritage Fund application deadline for ERDF for funding toward Wildside is 22 April 2019. Steven ran through some of the exceptions and requirements of the funding. The Trust may have to match fund a significant sum.

Action: Continue to explore the ERDF funding option. SW

9. BROADBAND TEAM UPDATE

The team updated the Board that they are waiting for responses from two local estate landowners.

The team explained the need for funding the fibre optic cabling sooner rather than later, in readiness for the expansion and increased demand anticipated from a larger network. The fibre optic cable will run from the Gorthleck exchange to the village hall allowing as much traffic as required, thus future proofing the network. This may or may not involve some initial subsidy to CFWN, depending upon subscription levels.

The Board discussed that it would be advantageous for the Trust to have the fibre optic cable.

The cost of the cable at £12,000.00 was originally approved by the Board in July 2018 and the approved budget was verified by the Finance Director.

The Board discussed the May 2017 agreement with CFWN and their liability for internet provision to be reviewed after one year. The Board noted there is nothing in agreement in relation to the review of charges and it was suggested discussing a reduction of cost to subscribers. The first anniversary after a network profit was a possible point for review.

The Board expressed some concern at the speed of the rollout.

10. MEDICAL ADAPTATIONS GRANT

The Chair read out a letter from the recipient of the recent medical adaptation grant and was pleased to note the vast improvement to the life of the recipient and their family. The Board noted and were grateful for the thanks expressed to the Trust.

Garry Page left the meeting at 10.15 p.m.

11. GRANT QUARTERLY UPDATE

The Board noted the most recent Grant Award Notice.

12. MEETING AND GRANT DEADLINE DATES 2019

The Board discussed the grant deadlines and the appointment of new Directors so close to the December Grant Approval meeting. The Board discussed moving the AGM date to permit more time for new Directors to familiarise themselves with the processes involved in grant assessment.

Action: Check commitments re AGM date being moved to 30 October 2019. SW/LWK

13. AOCB

Project Co-ordinator Update

The PC presented his report and was pleased with the Christmas Ceilidh and noted that grant applications continued to roll in. Paper copies of the news had been distributed.

Membership Applications

The Board noted the recent applications from Patricia Bastera, Julie Russell and Gillian Haston.

Action: Send out Membership Certificates.

LWK

Community Suggestion

A letter has been received from a community member with suggestions to encourage people to involve themselves more in outdoor activities and make them less cost prohibitive, such as provision of bicycles and other equipment. The Board agreed it was a good idea in principle but felt a more formal approach from a constituted group would be appropriate, rather than direct subsidies to individuals, which the Trust is unable to facilitate. The Wellbeing Group were cited as a good example of such an arrangement. Further discussion with the correspondent to occur.

14. DATE OF NEXT MEETING

Wednesday, 7.00 p.m., 6 February 2019, Stratherrick Public Hall, Gorthleck.

The Meeting closed at 10.40 p.m.

Signed by Chair (PJF) _____

Date _____