

MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 7.00 pm ON WEDNESDAY 2 JUNE 2021

Present Frank Ellam (FE), Jillian Barclay (JB), Kirsty Balfour (KB), Lorraine Lewis (LL), Gareth Jones (GJ), Catriona Fraser (CNF), Chris Gehrke (CG)

Apologies Chris Finlay (CF), Russell Bain (RB)

Non-attendance Martin Donnelly (MD)

Chair Kirsty Balfour (KB)

In Attendance Laura Walker-Knowles (LWK), Tony Foster (TF)

Declarations of interest: LL declared an interest in SOSA2019 grant application.

A. INTRODUCTION

The Chair welcomed everyone to the meeting.

It was confirmed that Martin Donnelly had formally been removed via letter as a Director of the Trust.

Action: Remove MD from Companies House – LWK.

B. MINUTES 5 MAY 2021

CG **PROPOSED** and JB **SECONDED** and the Minutes of Meeting held on 5 May 2021 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters Arising

The Board noted the small number of actions arising had been addressed including the Riverside Steering Group and member directory and other group mailing list.

Summer Gala Update

The Board noted the report and JB highlighted the main points to the Board. The gala plan has been scaled down and will be a 'mini gala' running from 11 a.m. until 3 p.m. on Saturday 24 July. There is an incentive of free burgers for volunteers on the day. The Fire Service have confirmed they will be present for support throughout the day, subject to call outs. JB is awaiting a response from SOSA in relation to setting up and running the barbeque. The soup ladies will be running teas and coffees. Provision of music is being discussed with Karla Stewart.

A tombola, raffle and miniature garden competition will all be held. JB has also contacted Jenny in relation to pony rides.

Currently the event is set to be purely outside, but there is scope for inside with the potential Covid restriction changes.

Further suggestions to include mindfulness and/or yoga sessions.

The Board noted that any money raised on the day was fund raising for individual groups with £10 payable to the Trust for holding a stand on the day. These funds will go towards next year's gala. Groups who do not fund raise, such as spin and chat can show case free of charge.

Four gazebos have been purchased and Stratherrick Green Team has a micro-grant for the other four.

Mark Henderson, Caretaker is the Covid officer for the event. The Board discussed track and trace and having someone on the door for anyone entering to use the facilities.

Action: Draft e mail for SW to contact the rest of the community groups in relation to stalls - JB

C. FINANCE REPORT

The Board noted the circulated Finance Report and supporting documents, with the only change since the date of the report and the end of the month a small amount of interest.

The Board noted the Saffron Building Society account has been closed. However, with the Stronelairg and Corriegarh funds due in June, it is likely sometime in the next few months additional bank accounts will need to be opened to ensure all the Trust funds continue to be held within the compensation limit.

The Board **AGREED** that the Knockie Trust Secretary be paid 40 hours for additional Covid administration.

Finance Officer Job Specification

The Board noted and discussed the job specification, the hourly rate and going to press with the advertisement for an employed Finance Officer to take on finance duties of the present Finance Director as well as the book-keeping. The Board discussed potential changes that may be required to the Financial Management Policy.

The Board discussed the position of Finance Director and that despite efforts there had been little interest. The Board also discussed the pros and cons of filling the position of Finance Director and recruiting for the position of Bookkeeper.

It was noted that additional signatories may be required over and above the Trust policy, currently a minimum of two, to ensure availability of signatories during absences. Online banking access for the Finance Officer were also considered.

Boleskine Community Care Grant for Care Manager and Hub Costs

The Board noted the circulated documents.

Year three funding is due to be released in the sum of £18,852.80, they have underspent £10,740.57 and the reasons are set out in the commentary in the report. The BCC funding includes a care manager for two days a week, currently they only pay for one day, but are looking at adding an assistant therefore further underspend during year three is unlikely. The Board discussed BCC carrying forward £2,806.00 underspend to year 3. The Board noted items such as training that were included in the application have been held up due to Covid. BCC have also changed supplier for the provision of the carers and therefore need to procure new uniforms. The proposal is to repay the balance of £7,934.57 by deduction from the year three payment.

The Board discussed the current care provider and the spread of BCC activities and the funding for the Care Manager. FE confirmed the Trust currently pay for a proportion of the Care Manager's employment but not the Carers. The Board discussed requesting a brief report on recent outcomes and plans for the next 12 months from BCC. The Board discussed generally circulating a pro forma social impact report for completion to groups, forming part of the condition of a grant award.

The Board **AGREED** to release the year three payment as discussed.

Action: Give thought to arranging local business meetings - TF

D. GRANT APPLICATION

(a) **Student Grant Applications**

(i) Applicant: **Meg Somerville**

Amount applied for: £500

Purpose of grant: Student Expenses

The Board **APPROVED** the grant in the sum of **£500**.

Fund: Green Highland

(b) **Constituted Grant Application**

(i) **Applicant: Stratherrick Green Team**

Amount applied for: £1,962

The Board **RATIFIED** the grant award in the sum of **£1,962** which had been approved via e mail.

LL left the meeting for the next item.

(ii) **Applicant:** SOSA2019

Amount applied for: £8,716

The assessing Directors did not have a recommendation when the paper went to press. Although £2,516.00 of the grant applied for was for specific group activities, the Board noted that the project focused on individual activities, however consideration was given to the impact of Covid on the community and rebuilding through health and well-being activities.

Consideration for more flexibility and guidance with the application had been received from SSE today and KB read this out. The emphasis is to focus on community benefit not individual benefit, however, with various limiting conditions the grant could be approved.

The Board approved that part of the application relating to group activities (£2,516.00) and then discussed and supported the £6,200 for individual activities with application of conditions as per the Trust and SSE. In particular, a drawdown system of £1,000 a time with a requirement for feedback on 'social impact' prior to the any further instalment. This could be compiled from a short questionnaire SOSA sends to members receiving funding, or similar.

The Board discussed reducing the grant award to match the number of members but agreed that numbers will likely increase post-Covid restrictions.

The Board discussed the lobbying received by members of the group and it was noted this was not helpful. KB will write a covering letter to Officers of SOSA to explain the Directors' feelings regarding this.

The grant award would be a specific 'Covid Recovery Grant' which would be time limited and related only to the current situation.

The Board noted and appreciated the support from SOSA2019 with various activities.

The Board **APPROVED** the grant in the sum of **£8,716**.

Fund: **to be confirmed**

Action: Draft and circulate covering letter to go to SOSA in addition to grant offer – KB.

LL returned to the meeting.

E. QUARTERLY UPDATES

Riverside

The Planning Application has been submitted and a number of people have commented via social media both positively and negatively. TF has been in touch with the six community members interested in the steering group, however, currently this is more of a residents' group. TF has requested feedback on some proposals and has received three positive responses. The Planning Application came in late to the Community Council and they will ask for an extension and an informal chat, if that is acceptable to the Trust Board. TF has said to the people in the local area that they should register their support or objection and at the same time the Trust will carry out a survey to capture both the local thoughts and the wider thoughts in terms of the Application, this could then be collated and submitted as part of the Application.

Around ten community members would like Riverside to remain as a field. TF has advised that the Scottish Land Fund grant received for the field is for sport and recreational activity. Therefore, if this does not go ahead the Trust would potentially have to sell the field and return the grant. TF highlighted that it was interesting to note that not all residents were not aware of this.

The Board discussed withdrawal or suspension of the application if necessary. The majority of responses received via e-mail said no to withdrawal but to suspend for a couple of weeks.

The Board briefly discussed the budget requested by KB for benches and football goals to go on the field, if the steering group requested.

Action: Send e mail with details on items for the field – KB

Apprenticeships

There Board noted there was no formal update.

CNF relayed a suggestion from the community that the Trust employ an apprentice to work alongside the Trust Manager or the Project Co-ordinator. KB confirmed this idea had been put forward at the previous community assembly working group and confirmed it was listed in the discussion notes.

F. MONTHLY REPORT

Funders

FE reiterated a request for dates for Greencoat's new contact to be introduced to KB, TF and GJ.

Action: Dates and times to FE – GJ and KB

G. COMMUNITY ACTION PLAN

GJ updated the Board. The current position of the CAP is the documentation of the plan; this will be drafted from suggested projects forming the next set of working groups. GJ highlighted the change of emphasis that had been undertaken, originally the mandate was for the Trust to take the CAP forward, however this has now morphed into a mandate for a plan to be implemented by the community. GJ has been talking to Nick about the governance of the plan

and a need to put distance between the Trust and the plan. However, it appears we need to find a way now to reattach the plan to the Trust.

CG noted this was a very good point as the plan was broad ranging and there was the question of who could drive it forward as part of it is not necessarily central to the remit and mission of the Trust. It is broad and ambitious and not balanced with the resources at the Trust's disposal. LL agreed that the community cannot be led to assume the Trust can deliver all. CNF highlighted that the Trust should be seen as financiers only with the Board overseeing projects, but the groundwork carried out underneath.

The Board discussed in detail the need for Nick to make it clear who will take forward a project, with definitions of those projects that are statutory/government.

The Board discussed governance in detail and noted the first CAP did not have a driving organisation and the current CAP suggests an anchor organisation. The Board discussed and made suggestions to set up a forum on decisions and where money should be invested going forward. After further discussion, the Board noted the way forward was to continue with the way the Trust currently operates and ideas formed from steering groups fed into the CAP would go to local groups and stakeholders to take forward, in the way we work now, with funding awarded based on those eligible groups' (new and existing) and stakeholders' applications with capacity to deliver. The Trust providing support and advice from the current team and new recruits.

H. PROJECT OFFICE UPDATE / TRUST REPORT

The Board noted the report and were pleased to note the Trust have employed Caroline Tucker as the Project Co-ordinator. Caroline starts on 8 June 2021.

I. AOCB

Community Council

KB met the Community Council last night and at the next meeting the Board will consider their grant application. In the interim, they would like to keep £893.63 for the administration salary.

The Board **AGREED** for £893.63 to be kept for June and July salary.

Resignation

The Board noted that Chris Finlay will be resigning as a Director, the official date has not yet been finalised.

CNF offered to be a replacement signatory.

Action: Further signatory volunteers to e mail KB

Action: Suggestions for additional Directors - all

J. DATE OF NEXT MEETING

02/06/2021

7.00 p.m. Wednesday, 7 July 2021 via Teams

The Meeting closed at 10.05 p.m.

Signed by Chair (KB) _____

Date _____