

**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT WILDSIDE CENTRE, WHITEBRIDGE AND MS TEAMS AT 7.00 p.m. ON WEDNESDAY 2 NOVEMBER 2022**

Present	Kirsty Balfour (KB), Catriona Fraser (CNF), Maureen McGuire (MG), Ken Sinclair (KS), Maire Brown (MB), Gareth Jones (GJ)
Apologies	Mark Sutherland (MS), Chris Gehrke (CG)
Chair	Gareth Jones (GJ)
In Attendance	Tony Foster (TF)
Non-attendance	-
Minutes	Laura Walker-Knowles (LWK)
Declarations of interest:	KB declared an interest in Children's Christmas Party.

**A. INTRODUCTION**

The Chair welcomed everyone to the meeting.

**B. MINUTES OF BOARD MEETING – 5 OCTOBER 2022**

CF **PROPOSED** and MB **SECONDED** and the Minutes of Meeting held on 5 October 2022 were **AGREED** as a correct record, subject to amendment to item (D) paragraph 5 to include that sequencing of delivery would be driven by the Board and item (E) to include the form of non-constituted grant application would be exceptional and **APPROVED** and signed by the Chair.

**Matters Arising**

In relation to the exceptional grant application for the Whitebridge. The Board agreed to avoid confusing the issue and it would be more appropriate to fund this out of the cost-of-living crisis pot and make that clear in the award. This is an exceptional situation and not a precedent. The Board **AGREED** in principle to fund the application on that basis.

Statement of Investment Principles

The form was available at the meeting for signing.

Internal Financial Procedure

Carried forward - to be drafted – MK.

The Board discussed the number of signatories and Directors who are currently available to sign. Both KB and CG are standing down but have offered to remain available for banking through co-option or re-election.

The Board discussed how much longer CV's financial services would be retained and the Board would like to extend the availability of CV's services in an advisory capacity.

The Cost-of-Living grants will be processed in the same way the covid grants.

#### Articles

The suggested changes have been circulated around Trust Members and will be voted on at the AGM.

#### Quotes for Ramp at Wildside

Carried forward.

#### Two-way Radios

Suggestion made to hire two-way radios, rather than purchase.

#### Storage

Sarah has cleared out the cupboards, mainly books, into boxes and they will go to a charity.

#### Charitable Status

TF and LWK are looking into this. A9 have initially highlighted the value of the investments may go against an application for charitable status. The Board briefly discussed the various potential structures of charity and trading arm.

*Action: Access bank account – CF/MK*

### **C. FINANCE**

The Board noted the circulated finance reports.

The Board **APPROVED** the annual accounts as previously circulated.

### **D. GRANTS**

#### **(a) Sporting**

**(i) Applicant:** Alex Sutherland

**Purpose of grant:** Attendance at National Event

**Cost:** £250

The Board **RATIFIED** the grant in the sum of **£250.00**.

#### **(b) Constituted Group**

**(ii) Applicant:** Farr Primary School

**Purpose of grant:** £300 individual educational grant for children attending Farr, living in the Trust area for various activities.

**Cost:** £1,800

The Board discussed the funding from Strathnairn.

The Board **APPROVED** the grant in the sum of **£1,800**.

The Board discussed funding extra-curricular activities for school age applicants and are keen to support children through their formative years. The Trust will be reviewing the student grant system in this respect as this whole group are missing from the system. In relation to the Farr grant application this highlighted to Directors that schools in the Trust area are missing out.

The Board are keen to send out an anonymous survey to collate suggestions on the use of a discretionary fund.

*Action: Review of student grants/grants in relation to the possibility of additional support to individuals - KB*

*Action: Medium size grants for parent councils - KB*

*Action: Circulate SW e mail re student grants – GJ/CF*

*KB left the meeting for the next item.*

#### (c) **Non-Constituted Group**

(iii) **Applicant:** Children's Christmas Party

**Purpose of grant:** Children's Christmas Party

**Cost:** £350.00

The Board **APPROVED** the grant in the sum of **£350.00** with the condition to collate receipts and invoices and to return any underspend.

### **E. TRUST MANAGER'S REPORT**

The Board noted the circulated report.

The Directors were pleased to note that Matthew Rhodes had been appointed as the new Trust Facilities Manager. CF will meet with Matt once a month.

The Housing Survey is closed, and the Pulse Survey will open on 4 November 2022 with results available in time for the AGM.

Cost of living grant application has now been advertised and applications received.

Communication output has increased noticeably with Jillian Barclay in post and the Board noted the positive feedback received on the latest issue of the Trust Newsletter.

The Board is struggling to get all Directors together on 15 November, but a non-Board Meeting event is still in the planning.

The Board discussed the work with Nick Wright.

TF is arranging a meeting between the Community Council and the Trust in December. TF has indicated to the CC that the Trust would also be interested in Community Enterprise holding a session to assist in understanding each entities' roles in the community and supporting the most efficient joint working. TF anticipates this would be a two-hour session and a meeting will be arranged for January 2023.

#### Nick Wright

TF explained the 'Place Planning' work aims to provide the Trust with a visual representation of each hamlet and people's vision on where the CAP should be rolled out. The Board noted that it would be useful to have one Director attend at each of the several meetings for representation and feedback.

#### Riverside Planning

Determination is expected in the next few weeks.

#### Foyer Slip

Questions received and passed to the Trust Architect.

Directors noted planning is taking an excessive amount of time so there is a push to get things through now.

#### Errogie

Planning for Errogie is expected before the AGM.

#### SSE

TF is meeting with SSE tomorrow in relation to the Lease at Lower Foyers. The Trust owns the buildings but not the land. There are major works being undertaken at the substation and SSE want to discuss potential impact.

#### Pathways

There is a meeting in relation to 'app' costs tomorrow.

#### Feedback

The work in relation to school and post school projects has received complimentary feedback and the Trust will bring the projects to next month's meeting.

#### Housing

Testing has taken place at the Wildside land.

The Trust has received a few queries from tenants with ransom strips who are interested in the purchase, but this should not impact on the sale. The Trust will not follow the Highland Council policy. The road opposite was adopted by the Council and has no value as the law recently changed.

It was noted a housing needs survey, along with Nick Wright's work and analysis will be completed before housing is decided on at Wildside/other areas.

#### Riverside Field

MS has been door to door talking to residents Riverside. The key issue remains communication. The Board noted the various groups that are in place.

The Board discussed implementing a new Trust Policy that steering groups meet once every two months for all major projects. It was suggested steering groups should be arranged once planning is received as there's not always information for discussion. The Board agreed ad hoc may be preferable with agenda setting at the start of the financial year.

*Action: Circulate place plan dates to diaries – TF*

*Action: Draft policy in relation to project agenda setting/steering - TF*

### **E. GRANT/PROJECT PRIORISATION TOOL**

The Board noted the circulated draft scoring matrix created by TF and KS to support decision making in project and grant assessments. The matrix is tied into the goals in the CAP. TF explained the process and a project application, or larger grant application, would be assessed in the usual way and scored using the matrix to calculate a final score. The formula considers individual benefit, which scores lower. If a low score is calculated below the threshold for support the application will be reassessed by the Board, with applications over £20,000 automatically being assessed by Directors, rather than staff.

The Board discussed the monetary value attached to larger grants. The outputs of the tool provide a justification for decisions. The Board noted in relation to fundraising any available match funding would be included/highlighted.

The Board worked through two hypothetical projects and scored the scenarios.

*Action: Different scenarios test matrix – TF*

*Action: Staff to work through scenarios with matrix - TF*

### **F. AGM PLANNING**

The Board agreed to provide catering to those attending the place meeting being held before the AGM.

### **G. AOCB**

The Directors briefly discussed encourage schools to apply for cost-of-living funding for a breakfast club, however the Directors weren't sure of the school's capacity to host.

The Board discussed having a PO Box.

02/11/2022

*Action: Speak to LWK.*

**J. DATE OF NEXT MEETING**

Next meeting, AGM 23 November 2022, 7 p.m. Hybrid – Wildside/MS Teams.  
7 December 2022, 7 p.m. Hybrid – Wildside/MS Teams

*The meeting closed at 10.20 p.m.*

Signed as a correct record of the meeting

Signed .....  
Chair (Gareth Jones)

Date .....