



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS  
COMMUNITY TRUST HELD AT WHITEBRIDGE HOTEL AT 7.00pm ON  
WEDNESDAY, 1 MARCH 2017**

**Present** Peter Faye, Zoe Iliffe, Sharon Ferguson, Ken Sinclair, Julie Murphy, Hugh Nicol, Gordon McAndie, Gary Page, Stewart MacPherson and Frank Ellam

**Chair** Sharon Ferguson

**In Attendance** Laura Walker-Knowles (Administrator)

**Apologies** None

**Declarations of interest**

Sharon Ferguson, Gary Page and Stewart MacPherson **DECLARED** an **INTEREST** in the Friends of Inverness Royal Academy Grant Application update.

**HRI Architects, Andy Bruce**

The Chair introduced Andy Bruce of HRI Architects. Andy made a presentation in relation to ideas and time-scales for the potential use of the Riverside land, with reference to their detailed submission. The Board noted that HRI Architects had experience of similar projects and had worked with other community groups. Following his presentation, the Board asked various questions.

The Chair thanked Andy Bruce for attending the meeting and giving his presentation

*The presentation finished at 7.50 p.m. and Andy Bruce left the meeting.*

**1. INTRODUCTION**

The Chair then formally opened the Board meeting.

The Trust's webmail and website quota was over the allocated amount of 500MB. The Directors were asked to delete all old emails off their server accounts. Once the emails are downloaded to a local hard drive the emails on the server should be automatically deleted and this should then relieve pressure on the system. There is the option to increase the capacity to 1000MB for an additional £80 per annum, increasing the cost to £175 p.a. The Board **AGREED** we should double the capacity due to the increase in the number of Director accounts, website data and newsletter traffic.

Steven has returned to work today on a phased return, working 3 days a week. He will be getting up to speed with projects and getting back in touch with individual teams.

**Action  
by**

There is a Daffodil tea party, in aid of Marie Curie on 15 March at 2 p.m. at Foyers Primary School if any Directors available to pop along.

*Action: Contact Calico to increase the Website capacity to 1000MB* ZI

## 2. MINUTES – 1 FEBRUARY

### MATTERS ARISING

There were a few amendments to the Minute of 1 February - Frank Ellam needs to be added on to the attendees and the discussion and agreement on the change in the policy and employees' contracts in relation to sick pay.

Zoe Illffe **proposed** and Gordon McAndie **seconded**.

The Minutes of the Board meeting held on 1 February 2017 were thereafter **AGREED** subject to the amends above as a correct record and **APPROVED** and signed by the Vice Chair.

*Action: Amend and circulate minutes.*

LWK

## 3. FINANCE/INVOICES/EXPENSES

### (a) Finance Report

The Board noted the Finance Report. Frank Ellam then updated the position. The index linked annual payment from Glendoe is two weeks behind. There is a small delay in distributing payments so this will now be in March.

With regard to the first payment due shortly for the Corriegarth windfarm, receipt of the funds from Invenergy in March rather than June will temporarily send us over the compensation limit with the bank. Frank asked the Board if the Trust could open a further bank account to ensure the funds were protected. The money would not be required in the account long-term, it just coincides with a low point in expenditure now rather than in June when it would not have been an issue.

The Board **AGREED** to opening an additional bank account.

*Action: Frank to open new bank account.*

FE

(b) The Administrator's expenses for February in the sum of £103.90 were noted.

(c) The Administrator's Timesheet for February with 0.5 hours over-time was noted

(d) The Book-keeper's Timesheet and Invoice for February in the sum of £147 (12 hours) was noted.

(e) Director's expenses (PJF) of £49.49 was noted.

The Board **APPROVED** the above items (b) – (e) inclusive for payment.

*Action: Issue payments b – e above.*

*FE*

#### 4. RIVERSIDE FIELD

The Board had two submissions and presentations to consider, one from Colin Armstrong Associates with a quote £11,500 - £12,000 and HRI Architects with a quote £16,000 - £20,000 (estimate including additional charrette fees).

The Board discussed both presentations and the fees. Both are reputable companies but it was noted that HRI have more experience of community-based projects. Relative to the cost of the whole project a higher fee for additional experience would be acceptable.

*Gordon McAndie left the meeting at 8.40 p.m.*

Additional discussion about applying to the Big Lottery Investing in Ideas fund for £10,000 toward the architect fees for phase 1.

The Board **APPROVED** the instruction of HRI Architects for phase 1.

*Actions: Instruct HRI Architect.*

*Riverside field sub-group to meet.*

*Complete and submit BLF Investing in Ideas Application.*

*Team*

*SF/SW*

#### 5. FOYERS BAY

Peter Faye ran through the site plan. SSE will grant the Trust a right of access to the fish farm site but past the fish farm site access will be granted for the purposes of maintenance only. SSE need to keep the road clear for access to the power station. They have said the Trust will be required to bear a share of the upkeep and maintenance of the road, therefore PJF is requesting a Schedule of Condition recording the state of the carriageway prior to any sign off, detailing the current state of road. PJF ran through the Heads of Terms which will be the basis of the lease. SSE reserve the right to review the rent payable should the Trust begin to charge commercial charges and make a profit from the site. It was noted however that the intention is that any charges the Trust intend to

make would be to cover administrative costs only, this via the CIC set up to run the facility. FE will contact A9 to seek clarification on the particular terms of setting up a CIC. Community members would of course be given free access subject to signing up to certain rules and regulations.

Working through the proposed Heads of Terms the following amendments were suggested:

- Flexibility on length of slip
- Fishing and other non-invasive recreational activities to be permitted from the shore
- The Trust will be permitted to make modest administrative charges to users from outside the Community

Subject to those amendments the Board **APPROVED** the Team progressing the lease and instructing Macleod & MacCallum to complete the legal work (as per the previous quotation obtained).

*Action: A9 to advise on timing of formation of CIC.*

FE

*Contact SSE re amendments to Heads of Terms and thereafter instruct solicitors to complete Lease*

PJF

## 6. FRIENDS OF INVERNESS ROYAL ACADEMY

PJF advised, as per the grant condition imposed, that he had met with the Friends of Inverness Royal Academy to agree the process of releasing the seed corn funding. The group were encouraged to make an annual assessment of possible needs as the basis for a main grant application in future and then to draw down funds as and when required. The variable element of the existing grant is the £2,000 that is ring fenced as a seed fund for the current year. What FIRA propose is to contribute a maximum of £500 per annum for each qualifying pupil to go on school trip/s. To avoid running out of grant funds, the Trust could set aside, for example, £5,000 for release should children qualify to go on these trips. The existing £2,000 fund and any future funds would only be drawn down as and when required. PJF and FIRA had discussed and agreed the procedure for this process. Each school trip requires a non-refundable deposit potentially eighteen months before the trip and this will always be paid by the parents/guardians. Therefore, if a pupil then decided not to go on the trip, the Trust's funds would be protected. When the trip's final payment is required it will then be paid by FIRA directly to the school on the latest date possible.

It was also noted that there might be an opportunity for multiple lower cost trips each costing less than £500. If the total of £500 is not used for one trip, FIRA would like to be able to allow a child to use the £500 for up to three trips per annum.

Previously the Trust had agreed up to £500 for one trip per student per year so the Board was asked to consider and approve a cap of

£500 for multiple trips per student per year. PJF confirmed he was satisfied that FIRA have a robust application system for students which have to be signed off by FIRA before being forwarded to the Trust.

The Board **APPROVED** the adjustment to the use of funds for student trips.

## **RATIFICATION OF TUTORING FUNDS**

The Board **RATIFIED** the email **APPROVAL** for unspent funds to be used for extra-curricular tutoring for FIRA students and associated transportation.

### **7. APPRENTICESHIP QUARTERLY UPDATE**

SF advised that there had been a slight amendment to the Apprenticeship Scheme requirements on companies applying for an apprentice. Previously companies had been required to submit their accounts with the application form but this had been putting some interested companies off. The Scheme and forms have therefore been amended to say we may ask to see a company's balance sheet.

SF also advised that there was an Apprenticeship Day to be held at the IRA in March.

*Actions: Advertisement on buses etc. IRA – Apprenticeship Day.*

*SF*

*Update the application form on the website.*

*SF/SW*

### **8. AOB**

#### **(a) Quest's Commercial Event**

PJF advised that he had been approached by Quest Adventures who are arranging an event which would start in Foyers. The company had been directed to the Trust by SSE. The event is taking place on 10 June 2017 and comprises cycling, running and kayaking. Quest Adventure Series have identified Loch Ness and SSE has agreed that they can use the shinty pitch as their base and suggested the use the fish farm site to park vehicles and other associated uses. The company would bring their own marquees and kayaks etc. There is an opportunity for local businesses and local volunteers to take part and receive some remuneration. They will also make a substantial donation to the group assisting them, that being the Trust. There would be no road closures.

The Board discussed the event and wondered how much the donation to the Trust would be. PJF confirmed he did not know as this hadn't been discussed in detail.

The company will be sending details of the event to PJF for inclusion in the next issue of Stratherrick & Foyers News.

It was **AGREED** that PJF would go back to the company to discuss and agree the donation to be made.

*Action: Progress discussions with Quest Adventure*

PJF

### **(b) Broadband**

Sharon Ferguson went through the Cromarty Firth Wireless Networks (CFWN) proposal for VDSL (Very high bit rate Digital Subscriber Line).

The idea is that this project will grow organically from a small test phase and then gradually extending throughout the area. SF presented the initial costs and timescales to the Board.

The cost of the initial test phase would be £8,413.50 divided by 30 houses. £280 for infrastructure and £310 for the equipment per house supplied by Better Broadband UK. The £8,000 that the Trust would pay is the £280 infrastructure per house. For the first three years CFWN would propose to maintain the network and operate the whole business under a service arrangement.

There would potentially be a grant available of £250 from BDUK to help towards the £310 installation costs leaving around £60 payable by each household. The Board discussed whether the Trust should bear this cost so as to leave the householder paying only the monthly fee. The Board discussed how grants for this would work and how we could administer multiple applications. Frank Ellam suggested that the grants could be operated in the same way the light bulb scheme was.

There would be a need to hold an open event at the Hall for community members to come along to learn about the system and set up, etc.

The service agreement with CFWN would incorporate them operating the whole service; the £30 monthly fee payable by the householder would incorporate the cost of this service and support.

The Board **AGREED** to go ahead with a trial with CFWN.

*Action: Instruct CFWN to commence installation.*

*Confirm the commitment that would be required in writing from householders?*

SF

### **(c) SSE Fund Report**

ZI advised that SSE had contacted the Trust recently as they are going to be standardising their 6 monthly reporting procedures. FE has contacted SSE to ask whether the Glendoe and Dunmaglass

funds needed re-segregation of funds and reporting as these had always been dealt with together. It would seem however that a separate report for each fund is to be required. The reporting dates have moved to the end of March and end of September.

*Action: Confirmation on requirement of two separate report*

FE

#### **(d) Membership Application Form**

ZI confirmed that, as requested by the Board previously, she had updated the Membership application form and this has been circulated to Directors previously. The Board **AGREED** the amendment to the application form .

*Action: Upload new form to website*

*Action: Include updated form information in Chair's Report*

LWK  
ZI

#### **(e) Archiving**

FE asked for an update on the archiving quotes. LWK confirmed they had been requested and these were still awaited.

*Action: Chase quotes up*

LWK

#### **(f) Children's Christmas Party Grant Completion report**

GP advised that Susan Denoon had commented to him that the Grant Completion Report could be designed to be more straightforward in terms of financial reporting outcomes. The Board asked for clarification from Susan on what amendments she would like to see.

*Action: SD to be asked to provide more clarity on requested amendment as the completion report is not a financial reporting document*

GP

### **9. DATE OF NEXT MEETING**

Wednesday, 7 April 2017, venue to be confirmed.

*The Meeting closed at 10.45 p.m.*

Signed by Chair (SF) \_\_\_\_\_

Date \_\_\_\_\_