



**DRAFT MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 2 AUGUST 2017**

<b>Present</b>	Peter Faye, Zoe Iliffe, Ken Sinclair, Frank Ellam, Julie Murphy, Garry Page, Stewart MacPherson, Hugh Nicol
<b>Chair</b>	Zoe Iliffe
<b>In Attendance</b>	Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator)
<b>Apologies</b>	Sharon Ferguson

**Declarations of interest**

Stewart MacPherson **declared an interest** in Friends of Inverness Royal Academy and Foyers Fire Station. Hugh Nicol **declared an interest** in Stratherrick and Foyers Public Hall and Garry Page **declared an interest** in Friends of the Inverness Royal Academy, Stratherrick Public Hall and Andrew Stocks.

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting.

**2. MINUTES – 5 JULY 2017**

Frank Ellam **proposed** and Julie Murphy **seconded** and the Minutes of the Board meeting held on 5 July 2017 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

**MATTERS ARISING**

As per the last meeting, cash floats for expenses have been arranged for the Administrator and the Project Co-ordinator.

The Project Co-ordinator has obtained quotes and designs for good quality plaques and is a later agenda item. The noticeboards would also be discussed as a separate item.

Community wide project suggestions are ongoing.

The Riverside Team has been added to the timeline.

The field has been mowed.

**Action  
by**

### 3. GRANT APPLICATIONS

#### (a) Foyers Fire Station

Grant application for costs of annual fireworks display.

This application was **DEFERRED** until the next meeting when all the necessary paperwork should be available.

*Stewart MacPherson and Garry Page left the meeting.*

#### (b) Friends of Inverness Royal Academy

**Grant applied for:** £9,830

**Purpose of Grant:** The application is for multiple activities including outdoor activities in Aviemore, a Christmas Trip to the Kart Raceway, three ski-ing trips for 20 children and a school trip fund to draw on as individual applications are received by FIRA.

The Board discussed the grant application and the number of skiing trips and the level of funds held for school trips.

A Director, being a friend of Inverness Royal Academy, noted initially that he was surprised to see this grant application as he was not aware of it being discussed at a FIRA meeting.

The relative value and the educational value of some of the activities were also questioned and considered. It was noted for the skiing trip/s the parental contribution was nearly 50%. It was agreed that part of the Trust objectives were to provide activities for the local children who can't easily attend these types of activities. The trips applied for would be in addition to trips already provided by the school. This grant application is to enable more children to take part. The Board discussed this and that the funds were to compensate for the fact they lived in a rural area and did not have access to the activities in Inverness easily.

The Board **APPROVED** the grant (excluding the element of funds for the outdoor activities in Aviemore trip due to the question of its educational value) in the sum of **£8,235** subject to the following conditions:

- (1) All trips should be of an educational or socially beneficial nature.
- (2) Full acknowledgement of SFCT support in all correspondence.
- (3) Submission of articles and photographs to Stratherrick News.
- (4) Details of beneficiaries and event to be supplied for any call off from the £6,000 fund.

- (5) Any unspent funds to be returned to SFCT if not spent within 12 months.
- (6) Completion Report required for first year's funding

However, it was also noted that the Trust currently still holds £1,500 for FIRA from their last grant. The Trust understands that there are three further trips, £500 each, to be claimed from those funds, however, the relevant forms have not yet been received.

There is also an outstanding form required for the £500 already paid from that fund.

It was noted therefore that no offer of award of the grant can be given until FIRA have either (1) accounted for the remaining £1,500 being drawn and a completion report submitted thereafter, or (2) submit a completion report with the £1,500 being written back to the Trust to enable this subsequent grant award.

Funds allocated to this grant from Dunmaglass.

*Garry Page and Stewart MacPherson returned to the meeting.*

**(c) Boleskine Camandachd**

**Grant applied for:** £1,000

**Purpose of Grant:** The application is for safety helmets and camans for the juniors, a Christmas night out and tournament fees.

The Board noted the applicant had not realised they were also eligible to apply to the Strathnairn Trust for equivalent funding.

It was confirmed that the equipment is for the use of juniors who are resident in the Stratherrick and Foyers' area only as Strathnairn should cover the running costs and equipment costs for the junior residents in their area who attend.

The Board discussed the number of beneficiaries and where the balance of equipment for the full team would come from. Other attendees are from outside the Stratherrick and Foyers area. It was suggested that the Trust award the grant only if it was match funded by Strathnairn but decided this was not necessary on this occasion. However, the Board discussed the situation and agreed it may be more transparent in future if a joint application went to both Trusts.

The Board **APPROVED** the grant subject to the conditions that receipts are provided and a recommendation that future applications are joint applications with Strathnairn. The Board also included a condition of the grant that the group supply an article for the Stratherrick & Foyers News about their Christmas Event.

Funds were allocated to this grant from Glendoe.

**(d) Stratherrick Hall Committee**

*Hugh Nicol and Garry Page left the meeting.*

**Amount of Grant applied for:** £18,755

**Purpose of Grant:** The application covers three years of Hall running costs, thereby allowing local groups and users to use the hall free of charge. This would also enable Trustees of the hall to make plans and it would inevitably encourage more folk to make use of the hall.

The Board **APPROVED** the grant in the sum of **£18,755** with the conditions that:

- (1) An annual financial balancing/accounting exercise be carried out and details supplied to the Trust.
- (2) Funds to be granted in one year tranches with the first payment being made on 1 September 2017.
- (3) A plaque to be displayed showing that the facility is supported by the Trust and SSE.
- (4) Recognition of the Trust on all booking forms, notices, literature and correspondence issued by the Trustees of the Hall.
- (5) An article in the Stratherrick & Foyers News acknowledging the support and informing the community of the new free Hall usage.

Funds were allocated to this grant from Dunmaglass.

*Hugh Nicol returned to the meeting.*

**(e) Student grant - Andrew Stocks**

**Purpose of grant:** Books, tools and equipment.

**Amount applied for:** £500

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

**Fund:** Aberchalder.

*Garry Page returned to the meeting.*

**(f) Student grant - Gill Gray**

**Purpose of grant:** Toward the cost of the course fees and travel.

**Amount applied for:** £500

A question on the clinical evidence of reflexology and whether the qualification was from a recognised educational facility was raised. The Board discussed and noted the purpose of student grants was to encourage further education and to enable employment (no matter the type) from that further education. It was also noted that the course meets SCQF standards.

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

**Fund:** Glendoe.

*Action: Grants team meet to discuss education and qualifications*

*Grants  
Team*

**(g) Student grant - Ewen Fraser**

**Purpose of grant:** Books, professional subscriptions and transport costs.

**Amount applied for:** £500

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

**Fund:** Glendoe.

**(h) Student grant - Maire Brown**

**Purpose of grant:** Transport and books.

**Amount applied for:** £500

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

**Fund:** Glendoe.

**(i) Student grant - Cameron Jones**

**Purpose of grant:** Toward the cost of Post-Graduate Legal Diploma.

**Amount applied for:** £500

It was noted that, while a place had been applied for, places on the Professional Practice Course would not be allocated until September.

The Board **APPROVED** the Grant in the sum of **£500** subject to receiving confirmation that a place on the course had been offered and accepted.

**Fund:** Glendoe.

**(j) Energy saving grant - Craig Lightbody**

**Amount applied for:** £500

**Purpose of grant:** A solid fuel flue.

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

**Fund:** Glendoe.

**4. FINANCE**

- (a)** Frank Ellam ran through the finance report for July. The Trust did not receive the payment from Glendoe in July as expected. The cash balance is slightly higher than anticipated at £661,252.00. The expenditure budget has been updated and the budget for the Broadband project increased as agreed at last month's meeting.

**Invoices**

- (i) Book-keeping Invoice for July 2017 £196.00
- (ii) Administrator Expenses for July 2017 £108.16
- (iii) Administrator Timesheet for July 2017 2 hours overtime
- (iv) Project Co-ordinator Expenses for July 2017 £89.72
- (v) A4 Design £33.40
- (vi) AtoZ Signs £27.84
- (vii) Cowie £900.00

The Board **APPROVED** the payment of the invoices (i) to (vii) above.

**Annual Accounts**

The Finance Director confirmed the papers were with A9 for end of year figures and there would be no change apart from an amount for corporation tax. The annual accounts format for this year will be slightly different due to recent legislation changes.

The year end figures and comparisons with the prior year were then reviewed. The Trust received £266,287 grants. The deposit interest was higher than the prior year as The Trust had more funds in the bank. Income from legacy fund investments is not actually cash received however the Companies Act requires us to show the figures and the reinvestment of the units.

The Trust expended £60,000 of grant compared to £102,000 in the prior year, with group grants almost half the previous year, partly due to some quite substantial returns of unspent grant monies. For

the year 2016/17 individual and sporting grants were almost double, with the lightbulb scheme increasing energy grant figures. The Community Council are treated as "other" in the accounts although they are a group.

Administration costs were higher than last year as both the Administrator and Project Co-ordinator were employed for the full year. Contractors' expenses are for bookkeeping fees. Accountancy and tax were similar to last year. The Communications Team costs were higher compared to the previous year due to the increase in editions of the newsletter. Legal and professional fees are high as the Trust pay £3,000 a year for investment advice and will continue to until such time as the Legacy Fund reaches £1,000,000. Insurance has gone down this year. Overall there was £118,000 expenditure and a surplus of £154,000 for the year this year.

The Board then went through the balance sheet, including the value of the land and depreciation of equipment. The investments in Legacy Fund market value at the end of June were £190,000, almost £15,000 above what we paid for them. The Stock Market has performed well.

Current assets total £675,348. Creditors and accruals total £38,457. The majority creditor is the grant held for Boleskine Community Care. Reserves total £818,080.

The Board noted all the documentation and thanked the Finance Director for his clear and concise explanations and guidance.

## **5. NOTICEBOARDS**

The Project Co-ordinator had visited the Fort Augustus Noticeboard and noted that it would suit the Trust's requirements. A photograph of the noticeboard was circulated for reference.

The Noticeboard proposal paper recommended that the boards at Inverfarigaig and Lower Foyers be replaced. Foyers Shop and Upper Foyers were serviceable. The noticeboard at the Whitebridge Dell Road End could be serviced but was not large enough for its location. Stratherrick Public Hall is serviceable but is showing age. Errogie at Old School Post Box needs the latch repairing and Torness at Torness Cottage is serviceable but there is no local keyholder.

The Project Co-ordinator set out the cost options for delivery and installation or delivery with local installation. The Board considered the options and costings.

The Board discussed the maintenance of the wood and noted that re-varnishing was recommended every three years. A question was raised about the Trust purchasing the noticeboards rather than

the Community Council, as these would have to be accounted for as an asset to the Trust rather than a paid grant. A discussion therefore ensued about the possibility of the Trust creating a subsidiary company for this type of purchase/grant. It would also be useful going forward for the Foyers Bay project, broadband and similar projects. It was agreed that this would be investigated further with A9 before any noticeboards are ordered.

This was also noted that the noticeboards may be something the Community Council would want to deal with and there is currently no Liaison Director on the Trust Board. The Board discussed that it was possible the Highland Council may have initially installed them and it was noted that some of them may be on public land.

The Board discussed further and agreed that six noticeboards could be replaced subject to the Highland Council and Community Council agreeing. It was suggested that the Brownies and other young groups using the Hall could assist in their upkeep.

*Action: Speak to A9 Accountancy about a subsidiary community interest company being incorporated.*

FE

*Action: Re-quote for six noticeboards and installed.*

SW

## 6. MEMBERSHIP APPLICATION

The Chair advised that an application had been received from Mark Kelly of Whitebridge. The Board **APPROVED** Mark as a Member of the Trust.

*Action: Certify Mark as a member.*

LWK

## 7. AGM

A provisional date of 29 November 2017 was set.

Over the next month the Chair asked the Directors to review the Trust Articles to see if anything requires changing, amending or adding as the Articles can only be changed by resolution of the Members at the AGM. The Chair also asked the Board to review the Membership Register.

The Chair also advised the Board that she will be stepping down as Chair at the AGM but will re-stand as a Director.

A short discussion ensued as to the number of Directors that will be due for election. The Chair confirmed that the Articles require one third of the member Directors to stand down at each AGM. There was also already one existing vacancy for a member Director and therefore there would be four vacancies.

*Action: Circulate latest version of Membership List to Directors.*

LWK

## **8. REQUEST FOR ASSISTANCE**

For the purposes of those who had not been privy to the discussions last year, the Chair gave a brief background and update on the request for assistance from the Trust. The Board noted that this matter had been ongoing for some time and the family concerned had exhausted all other options. The Board were still very keen to help if possible. Previously the Trust had discussed a possible purchase of land or a suitable house which could then accommodate the family. It was noted that the house they currently reside in had been surveyed and valued for possible adaptation works last year but the proposal could not be supported at that time due to the Trust's financial restrictions. It was noted however that the Trust now has other funds available that may allow that proposal to be reconsidered and the Board therefore discussed the proposal again. Concerns were raised about the quotes that had been obtained as certain estimated costs seemed particularly high. It was felt that these should perhaps be re-visited and local contractors requested to provide quotations.

One option that had been proposed to the Board related to a property currently on the market but the Board agreed that this was not financially viable for the Trust to purchase. It was also considered too large and inappropriate a property for the family concerned. The Trust would also have to seek match funding for any purchase and that would inevitably take time.

The Board therefore discussed other properties and land for sale in the area and their availability and suitability. The Board also discussed a need for fairness, criteria and transparency so that certain residents were not seen to be "favoured" over the rest of the community. There was also a suggestion that the Trust could acquire more than one property and create an application process with a robust protocol.

The Board discussed the possibility of the creation of a new type of grant as the Trust's current and forecasted financial situation and the lack of suitable land/properties makes the adaptation of the current property a more realistic option.

The Board also discussed the possibility of offering a loan to the family and registering a second security on their current property.

Looking ahead, the Trust (with the assistance of the Scottish Land Fund, Highland Small Communities Housing Trust and/or Highland Council) could also look into acquiring land to build properties for the future. The Board discussed the land at Riverside but considered that this was not a suitable option as the cost of replacing the bridge would make it impossible.

The Board also felt that they would feel more comfortable with the purchase of a large plot of land to build multiple houses although there may have to be consultation with Trust members (as had been the case before the acquisition of the Riverside land). It was noted that the Kyle of Sutherland Community Trust had undertaken an affordable housing build in their community so the Trust could seek their assistance and adapt their model. It was also noted that affordable housing had been on the previous “wish list” following past community consultations.

It was therefore agreed that there seemed to be two possible short-term options ie. (1) either offering a loan to the family, or (2) the creation of a new form of grant that would be available to the whole community (but which would have to be restricted in some way due to the level of unrestricted funds available to the Trust), and one longer-term option, ie. undertaking a large scale affordable housing development project. Directors agreed that some initial outline proposals should be compiled for a subsequent meeting of the Board to enable the options to be considered further.

*Action: Update family's liaison.*

#### **9. FOYERS BAY TEAM UPDATE**

It was noted that that SSE's Directors had finally now signed off the Heads of Terms and this has been passed to SSE's solicitors. The Trust is therefore now awaiting the draft Lease.

A site meeting of the Bay Team has been arranged for Saturday 2 September. It was also noted that the fishing group is now a fully constituted group and their representatives have also been invited to attend the site meeting on 2 September.

#### **10. ENERGY TEAM UPDATE**

No update.

#### **11. LIAISON DIRECTOR UPDATE**

The Liaison Director position remains vacant. The Chair had not been advised of any points that the Community Council wished to raise with the Board.

#### **12. PROJECT CO-ORDINATOR UPDATE**

SW

It was noted that Steven has returned to working four days per week.

Steven updated the Board on the proposal for plaques and submitted a draft design and a model for the Board to consider. The cost for each plaque would be £75 (for the first) and thereafter £65 for subsequent plaques.

The Board **approved** the acquisition of the first plaque, which could be fitted to the Hall.

MSP Rhoda Grant accepted an invitation to attend the Broadband Open Day at the Stratherrick Hall in July. She agreed to press for the extension of the current Broadband grant scheme where voucher codes were available to reduce the costs of the scheme for households. This scheme was due to run-out at the end of 2017 and its continuance was desirable and necessary to allow the Trust's Broadband scheme to be rolled-out to its maximum extent.

The copy deadline for the next edition of the Stratherrick & Foyers News is 18 August 2017.

Finally, the Board noted the Foyers toilet signs are in place, acknowledging the Trust's funding.

*Action: Order plaque for the Hall.*

SW

### 13. AOCB

#### (a) Grant Update - Boleskine Community Care Trust Grant

The Chair advised that BCC had requested the next instalment of grant (payment 3 of 6 as per schedule) to be paid on 1 September 2017. From the accounts submitted it was noted that BCC currently holds a £5,000 underspend from the last period. Nevertheless, the Board **APPROVED** release of the next instalment payment.

#### (b) Knockie Trust

It was noted that the Knockie Trust had contacted SFCT about the possibility of either transferring the administration of the Knockie Trust fund to the Community Trust or a closer working relationship between the two.

The Board **agreed** that the Trust would be open to whatever further discussions the Knockie Trust felt appropriate.

*Action: Liaise with Knockie Trust as to how they might wish to progress.*

SW

#### (c) Riverside Field

It was noted that there had been some very negative comments about the mowing of the field on social media. The Board noted that whilst that may be the case, no complaints had been received by the Trust.

**(d) Holidays**

The Chair noted that she and Peter will be away from 9th – 29th August 2017. Any issues in that time to be referred to the Vice Chair and/or the Finance Director.

**14. DATE OF NEXT MEETING**

Wednesday, 7 September 2017, Stratherrick and Foyers Community Hall, Gorthleck.

*The Meeting closed at 10.45 p.m.*

Signed by Chair (ZI) \_\_\_\_\_

Date \_\_\_\_\_