



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK AND FOYERS COMMUNITY HALL AT 7.00pm ON WEDNESDAY, 5 APRIL 2017**

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

**Declarations of interest**

Garry Page **Declared an Interest** in the Guides, Brownies & Rainbows, Senior's Lunch Club, Stratherrick Primary School Parent Council and Foyers Primary School grant applications.

Sharon Ferguson **Declared an Interest** in the Guides, Brownies & Rainbows and Stratherrick Primary School Parent Council grant applications.

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting. The Chair reminded Directors that there was to be a further defibrillator training session on 11 April at the Whitebridge Hotel. The Chair encouraged any Directors who did not attend the first session to go along.

The Chair read out a letter of thanks the Trust had received from Philip Crowe at Foyers Lodge for the £500 Energy Saving Grant.

**2. MINUTES – 1 MARCH**

Julie Murphy **proposed** and Ken Sinclair **seconded**.

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

**MATTERS ARISING:**

Following the recent IT issues Calico has now increased the Trust's web capacity.

Frank Ellam has not opened the additional bank account referred to in the Minutes as, at present, it is unnecessary.

**Action  
by**

HRI Architects have been verbally instructed.

The Big Lottery Investing in Ideas application has been submitted.

The Riverside Team Meeting is being arranged.

Foyers Bay update is due next month

*Carried forward action: A9 advise on CIC and update of Heads of Terms).* PJF

Updated membership form is now live on the website.

### 3. GROUP GRANT APPLICATIONS

*Sharon Ferguson and Garry Page left the meeting for the next item.*

#### (a) Guides, Brownies & Rainbows

Directors felt the Sea Life Centre trip is a good opportunity for the Guides, Brownies and Rainbows. The total grant applied for was adjusted due to an arithmetical error to £1,353.50. It was noted that the accounts were now in good order.

The Board **APPROVED** the grant in the sum of **£1,353.50** subject to the usual conditions, ie. that the funds to be spent only on the activities applied, the funds to be spent within 12 months failing which any unspent to be returned to the Trust and the usual requirement for the Trust's funding to be acknowledged on relevant correspondence/material. Also, the provision of an article of the Groups' trip for the Stratherrick & Foyers News.

*Sharon Ferguson and Garry Page returned to the meeting.*

#### (b) Seniors Lunch Club

While Garry Page had declared an interest in the Seniors Lunch Club, the Chair advised that there was no need for him to leave the meeting due to the current situation.

The Board noted this application had been **WITHDRAWN** by the Applicant as they did not wish to follow the Trust's grant procedure for what they considered a small amount. The Board noted their disappointment.

*Sharon Ferguson and Garry Page left the meeting for the next item.*

#### (c) Stratherrick Primary School Parent Council

The Rokzkool Workshop has been very successful for Stratherrick Primary School for the past few years. A performance is also planned at the end of the 8 week workshop at the Community Hall and the public will be invited. It was noted that the Foyers Primary

School would also be invited to attend this year and it was therefore a good opportunity for the two schools to work together. The Board felt that this would be a good media opportunity for the Communications Team to receive stories and photographs from the pupils themselves for the Stratherrick & Foyers News.

The Board **APPROVED** the grant in the sum of **£2,729.60** subject to:

- (a) (If it had not already been received), submission of the Completion Report for last year's trip to Glencoe;
- (b) Usual requirement for the Trust's funding to be acknowledged on relevant correspondence/material;
- (c) The provision of an article from the children for the Stratherrick & Foyers News;

*Sharon Ferguson returned to the meeting.*

(d) **Foyers Primary School**

The Chair advised that, due to incorrect information on the Trust's application form, this grant application had been submitted to The Trust by the deadline but unfortunately had not been received until very recently. The assessing directors had therefore not had sufficient time to submit their assessment report for the meeting. The assessing directors will circulate the assessment report to Directors as soon as possible and once the assessment is available Directors will be asked for a decision by email and, if approved, would be ratified at the next Trust Board Meeting.

**4. GRANT UPDATES**

(a) **South Loch Ness Nursery**

Rena Slater would like the equipment that she had purchased with the assistance of a grant from the Trust and held at the nursery to transfer to Stratherrick Primary following Highland Council taking over the nursery.

The Board **APPROVED** the transfer of the equipment to the Primary School.

*Action: Write to Rena regarding the above decision.*

*SW*

(b) **Boleskine Community Care**

Boleskine Community Care currently holds approximately £3,000 of the £20,000 the Trust has paid to date. The Board reviewed the original proposal and schedule of sums requested (from 2015). BCC forecast require payments now that they have taken occupation of the Unit and therefore request the next £10,000 payment as per the original grant approval.

The Board **APPROVED** the next payment of **£10,000**.

## 5. FINANCE

### (a) Finance Report

Frank Ellam ran through the Finance Report. Since the report was circulated the Trust have an additional £128 interest at the end of March. The First Corriegarth payment arrived on 1 March 2017. The online bank accounts are now all sitting at £85,000 each. The total with Santander is £40,000 over the guaranteed limit but this will reduce to £10,000 with the expected grant payments following tonight's grant approvals. At the end of the month the Trust held a total of £717,827.80.

Frank ran through the Management Accounts highlighting the lower grant expenditure in comparison with this time last year. It was noted the Trust has, this financial year, received returns of unspent funds from earlier awarded grants.

Frank took the Board through the different funds the Trust has for awarding grants (Glendoe, Dunmaglass, Aberchalder, Knockie and now Corriegarth) and how, in the past, Glendoe and Dunmaglass has been treated as one fund. SSE now require a new format of reporting from 1 April 2016. The Trust therefore needs to change the way we allocate grants to split them between Glendoe and Dunmaglass. The Trust cannot change anything prior to 30 June 2016 as that financial year has been reported and the accounts filed, which SSE has agreed. Frank has therefore reviewed all the grants paid between July 2016 and March 2017 and provided a list of proposed allocations for each grant. The final balances at the end of February 2017 were more or less what they had been before the change of system. Frank would like the Board's approval of this allocation.

The Chair then explained to the Board that we have to allocate tonight's grant awards to the relevant funds because of this change in reporting. The Board discussed allocation of future grants to the five different funds the Trust receives.

The Board **APPROVED** the reallocation of the grants as per Frank's Spreadsheet.

The Board **APPROVED** the allocation of BCC's payment (and future payments for the Care Hub) and Stratherrick Primary School to Dunmaglass and the Brownies, Guides and Rainbows to Glendoe.

Legacy Fund investments. Frank explained the small unit sales in the profit and loss calculations he has to make each month due to the process of paying Co-Funds' fees. For capital gains tax purposes these monthly sales all require a profit or loss calculation by matching the disposal with the subsequent monthly investment usually producing a profit of just pennies. But these still have to be

reported and recorded. To avoid this Co-Funds suggest we put £500 in our cash account to eliminate the need to sell investments. This would be effective over a year. The Trust would be putting an additional £500 in the legacy funds. It would streamline and make the process more straightforward.

The Board **APPROVED** the deposit of an additional £500 be deposited in the legacy fund.

*Action: Grants Team to meet to update forms and to include the new funding allocation rules.* SF

*Action: Update the financial summary in the SSE report with month-end interest and corporation tax.* FE

*Action: Investigate what 'evaluation reporting' is required as per the new report.* ZI

- (b) Book-keeping Invoice (FE) £269.04
- (c) Administrator Expenses (LWK) £183.38
- (d) Administrator Timesheet (LWK) 1 hour
- (e) Project Co-ordinator Expenses (SW) £139.61
- (f) Whitebridge Hotel Invoices for three meetings totalling £135.  
A9 invoice for £48 for payroll services  
A4 Design, print the issue 5 newsletter £894.37

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

## 6. FUNDERS REPORT

Issues relating to reporting covered under finance above.

## 7. QUARTERLY GRANT REPORT

The Board noted the updated grant report and addition of the total project cost information (another new requirement of SSE).

## 8. COMMUNICATIONS TEAM UPDATE

The secure site of the website password needs to be updated. Earlier information from Calico on how to do this was not a solution and it was suggested the Trust contact Andy Holt.

*Action: Update password on website.* SW

Peter Faye is standing down from the Communications Team to concentrate more on the Funder's Team and Bay Team.

Steven Watson has recently been looking at the stats of the website and encouraged the Communications Team having a look at them.

*Action: Picture and bio of each Director required for the website.* SW

The Board thanked Peter and the Comms Team for their work on Issue 5 of the News.

## 9. BROADBAND TEAM UPDATE

BT and CFW will be attending the Hall on 18 April to install a cabinet and visit the first property. The Trust will then get a time schedule for the first phase. Initially CFW expect to be in Stratherrick for a week and then a day a week thereafter.

PJF attended a Community Council meeting and all the trees down the hill down at Glenlia will be coming down and perhaps this will aid the signal bouncing.

Installation costs with the grant should be a balance of around £40 per household if the £260 grant from HM Government UK (Department for Culture, Media and Sport) is available. Some householders may be concerned about the balance of the installation costs, however the Board thought there must be ownership by individual householders of the equipment and therefore there must be some financial contribution. Once we have decided this as a Board we could fund an applicant to go with the preferred installer.

The grant is available to householders and local businesses.

*Action: Broadband Team to submit final proposals to the Board.*

SF,  
KS,  
SW

## 10. PROJECT CO-ORDINATOR UPDATE

Steven Watson is very pleased to be back and thanked the Trust for their support and level of work progressed during his absence. Steven is catching up with business and will be focusing on generating more grant applications and accelerating the Trust's own projects. Steven would appreciate the Board letting him know of any potential leads that he could follow up.

The Board welcomed Steven back.

## 11. AOB

### Archiving

The Board approved Ord Storage out of the two quotes supplied.

*Action: Arrange opening account with Ord Storage, the purchase and collection of six larger boxes. Collect documents for archiving*

*from Finance Director and Project Co-ordinator. Arrange indexing, destruction terms and storage.* LWK

### **Frontier – international trip**

A local resident has approached the Trust to request financial assistance toward an international volunteering trip. The cost of flights is unknown and there are no total costs or fundraising evidence. The Trust is not sure what it is considering and will return to the potential applicant and request more information.

*Action: Discussion with potential applicant about getting further financial information on what is being sought.* SW

### **Investing in Ideas Application**

The Trust has now submitted the application for the Riverside project.

### **Grants Training**

Garry page would like to attend a grants training session as he missed the last one. Garry also made the Board aware that he will be in Shetland through work over the next few months and, with apologies, may miss one or two meetings.

### **Friends of Inverness Royal Academy**

The individual FIRA forms for the student travel grants are finalised and there is a need for an urgent payment from the seed funding due to the immanency of one of the trips. The payment of £500 will be authorised from the seed fund and the relevant form to be provided by FIRA to the Trust.

## **12. DATE OF NEXT MEETING**

Wednesday, 3 May 2017, venue to be confirmed.  
(Frank submitted his apologies).

*The Meeting closed at 10.05 p.m.*

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

Date \_\_\_\_\_