



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST LIMITED held at WHITEBRIDGE CATHOLIC CHURCH ON WEDNESDAY 5 OCTOBER 2016

Present	Frank Ellam, Peter Faye, Zoe Iliffe, Gordon McAndie, Stewart MacPherson, Sharon Ferguson, Graeme Ambrose, Ken Sinclair
Chair	Zoe Iliffe
In Attendance	Steven Watson (Project Coordinator), Laura Walker-Knowles (Administrator)
Apologies	Hugh Nicol

Declarations of interest

Sharon Ferguson	Foyers Primary School Parent Council Group grant application Jennifer Denoon's Non-constituted Group grant application
Graeme Ambrose	Farigaig Steering Group grant application

1. INTRODUCTION

The Chair welcomed everyone to the meeting. The Chair reminded directors to regularly download their emails from the Trust's server as there was currently a high IT usage by two or three directors. She also reminded directors of the proposed meeting on 26 October 2016 to discuss the land at Riverside. If directors noted any particular group was missing from those invited, they should let herself or Steven know.

2. MINUTES – 7 SEPTEMBER 2016

Frank Ellam highlighted an error in Minute no. 2 in the description of pound cost averaging. Subject to that amendment, Frank Ellam **proposed** and Sharon Ferguson **seconded**.

The Minutes of the meeting held on 7 September 2016 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

There was one matter arising in relation to the Board's consideration of a possible purchase of the properties at Kelvin Way. Peter Faye updated the Board that he had attended at the properties with a builder who had given him an estimate that each building would cost in the region of of £60,000 to £75,000 to refurbish so the matter was not taken any further.

3. GRANT APPLICATIONS

Students

a. **Ewen Fraser**

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

b. **Rosie Stoddart**

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

c. **Hannah Slater**

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

Sharon Ferguson declared an interest in the following application/s and left the room

Non-constituted Groups

d. **Jennifer Denoon, Children's Christmas party**

The Board **APPROVED** the grant of £624 subject to a condition that all correspondence, invitations, etc. relating to the party include an acknowledgement of the Trust's funding and logo. The Trust's banner could also be made available at the party.

Main groups

e. **Foyers Primary School Parent Council**

It was noted that, since this grant application had been submitted, Scotbus had ceased to trade and D&E Coaches had quoted £300 higher. On reviewing the application, directors expressed some confusion about certain figures set out in the Assessment Report/Parent Council's accounts with regard to surplus and reserves which directors felt needed clarifying before they were able to make a decision. The Board therefore **DEFERRED** the application to allow a period for the assessing directors, with the assistance of Frank Ellam, to reconsider the accounts and clarify the position. This would also allow the applicant an opportunity to update the figures following the increase in the transport figures.

(During discussion on this item, Stewart MacPherson left the meeting for a short time to collect additional information requested by the Board).

Sharon Ferguson returned to the meeting.

Graeme Ambrose declared an interest and left the meeting for the following item.

f. **Farigaig Steering Group**

The assessing directors reported that they had only very recently received a breakdown of the items included in the grant application and it was noted that some elements required quotations. The Board also required further information on some of the items listed. The Board therefore **DEFERRED** this application to enable the group to obtain the necessary quotes. It was agreed that Steven would revert to the Group to request quotes and to seek the clarity required

Graeme Ambrose returned to the meeting.

4. **FINANCE/INVOICES/EXPENSES**

a. **Finance Report**

Frank Ellam ran through the Finance Report and Management Accounts to the end of September 2016.

Sharon Ferguson raised the question to Frank about tax on the accounts and if this accounting practice was still ok even with higher income. Frank confirmed this was still good practice.

Frank confirmed that the Annual Accounts had now been finalised by A9 and these had been available for directors to review on the Trust's website. There were no further comments or queries and the Board **VERIFIED AND APPROVED** the Annual Accounts.

Frank then ran through the current cash flow position advising that the Trust could invest some more into the legacy fund now, however he would prefer to wait until after the meeting about the Riverside land at the end of October and until there was a little more certainty about the Stronelaig funding. There are also some projects that are likely to be taking off soon and it would be sensible to hold back investing for a few more months. The Board **AGREED** this course of action.

b. **Project Co-Ordinator expenses for September**

The Board **APPROVED** the PCO expenses of £174.98.

c. **Administrator expenses for September**

The Board **APPROVED** the Administrator's expenses of £84.50.

d. **Administrator Timesheet for September**

The Board **APPROVED** the Administrator's additional one hour's overtime for September.

e. **Invoices**

The Chair reported receipt of Frank Ellam's invoice in the sum of £99 for

September's book-keeping service, in accordance with the signed Service Agreement. The Board **APPROVED** payment of the invoice.

5. **MEMBERSHIP APPLICATIONS**

- a. Julie Murphy
- b. Gordon Murphy
- c. Ian Baily
- d. Glenda Baily

The Board **APPROVED** the membership applications.

6. **AGM**

a. **Member Director election**

The Board discussed the existing make-up of the Board. Currently we have one co-opted Director (Frank Ellam) and the vacancy for the Community Council's Liaison Director. Co-opted directors automatically stand down at the AGM but the Board can then co-opt them back on. In addition, the Trust's Articles require that one third of the member directors step down at each AGM, although they are permitted to re-stand again. Graeme Ambrose announced that, due to pressures of his work, he will be stepping down as a Director at the AGM. Gordon McAndie and Sharon Ferguson will also step down.

There will therefore be four vacancies at the AGM for member directors. Directors agreed that they should therefore encourage as many members as possible to stand for election.

b. **Printing quotation/provider**

Laura confirmed that Voluntary Action Lochaber had provided a quote of £212.64 for mailing one. A similar additional amount will be charged if a second mailing is required.

The Board **APPROVED** the quote.

c. **Any other issues for AGM**

None arising.

7. **GRANT UPDATES**

a. **Knockie Trust**

Frank gave an update. He reminded the Board that we had previously sought assurance that additional reserves arose from capital profits. This has not yet been resolved. Knockie Trust were advised that the Board required these figures. Frank confirmed that he had just now received accounts so he will update at the next meeting.

b. **Stratherrick & Foyers Community Council**

Zoe updated that the CC has recently provided their most up to date Constitution. Hugh and Zoe should therefore now be able to assess the Minute

Secretary/administration element of the grant application and would report to the November meeting.

c. **Eddie Fraser**

Energy Saving Grant: The Trust had recently received a letter from Eddie Fraser informing that his contractor was currently unavailable due to ill-health. Mr Fraser has requested an extension of six months to allow further time for the work to be undertaken. The Board **APPROVED** the extension.

8. ACTION LIST/TIMELINE

The Chair ran through the action list. The Board **NOTED** the forthcoming actions.

9. UPDATE REPORTS

a. **Project Co-Ordinator**

Steven gave a run through his report and current activities.

Most Directors committed to attend the meeting regarding the Riverside Field Stakeholder Meeting on 26 October.

b. **Funders Team**

Graeme gave a verbal update. Community benefit payments from Stronelairg will be divided fairly by SSE as they decide. With regard to timescales he felt that we were not looking at this year. Construction is unlikely to start before spring/early summer 2017. Morven Smith and Marianne Townsley will be in charge of the community benefit side. The first payment from the Allt Luaidhe Scheme, to be paid 30 days in arrears of the commission date 17th December 2015 which means we should receive payment mid-January 2017.

c. **Quarterly grant report**

Laura gave a brief update and asked directors to check the 2015/16 grants spreadsheet. The Board was reminded that this annual report is submitted as part of the 6 monthly reports to SSE and therefore if directors noted any omissions or amendments they should confirm as soon as possible. The Administrator will upload the recent spreadsheet for 2016/17. Frank Ellam will cross-check with the finance records that the report is correct before it is sent out to SSE.

d. **Communications Team**

The Communications Team will meet soon to help Steven with the burden of the next production. The deadline for articles will be 15 November 2016.

10. AOCB

a) **Broadband**

Sharon spoke to a company working on the Black Isle, Cromarty Firth Wireless Networks Limited. They install wireless connections. There's a £250 charge for equipment per house. They use local residents' property to bounce signals

around as required. There is a cost of £1,000 per cabinet. They have installations on the Black Isle and in Grantown. They are willing to come out and have a look at the area. Their systems are small and the £30 a month includes unlimited usage. You could potentially get 30MG. Ken Sinclair said he had heard of similar systems with BT that were in use down near Laggan. It was noted that 4Gs new mast had not appeared and this is still in planning.

The Board **AGREED** Sharon should arrange for the Wireless Network company to come and look around the area and Ken to contact the Laggan providers.

b) Santander Letter

The Chair confirmed that the form had been completed, signed and returned to Santander removing Martin Donnelly as a signatory.

c) Clarendon investments

Frank confirmed that the first £3,360 monthly bank payment comes out in October. Sir Frederick asked for the September payment to come via cheque. The Board **AGREED** and Frank will arrange.

d) Laptop access

Peter suggested that the Trust purchase laptops for the Finance Director and the Chair. Frank is happy to continue using his own equipment and has given the Chair logon and password rights to his laptop should it be required. The Board **APPROVED** the purchase of a laptop for the Chair.

e) Wildside

The Chair asked the Directors if they were interested in the Trust looking further into the possibility of purchasing Wildside in Whitebridge. Peter Faye said the building is solid and dry and could have a community use. The Board **AGREED** that the Project Co-ordinator should look into this in more detail and report back to a future meeting.

f) Community Interests in Land

The Chair raised the issue of registering community interests in land and if the Board were interested in looking at areas of land that a community interest could be registered. Directors will consider and look around to see if there are any possibilities. The Chair will put together some guidance notes about community interests in land if directors wanted further information.

g) Rural Communities Meeting

Highland Council are having this meeting at the Church Hall and if anyone is interested in attending please speak to Steven.

h) Bailey Bridge

A Highland Council Bridge Engineer is attending the November Community Council meeting to discuss the Bailey Bridge if anyone would like to attend that.

i) Riverside Land Meeting

Steven advised that Martin had emailed him today regarding a meeting taking place at 4.15 p.m. this Friday, 7 October with Margaret Davidson regarding the possibility of siting a school on the Riverside Field. The Chair asked if anyone would be available to attend the meeting. Unfortunately, due to the short notice no one will be available to attend. It was also noted that, as a community councillor, Martin could attend the meeting on 26 October as the Council's representative.

11. DATE OF NEXT MEETING

Wednesday, 2 November 2016 – (Venue to be arranged).

The meeting closed at 9.30 p.m.

Signed by Chair	_____
Date	_____