



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST LIMITED held at FOYERS RIMARY SCHOOL ON WEDNESDAY 6 APRIL 2016**

<b>Present</b>	Graeme Ambrose, Frank Ellam, Peter Faye, Zoe Iliffe, Hugh Nicol, Stewart MacPherson, Gordon McAndie, Sharon Ferguson, Martin Donnelly
<b>Chair</b>	Zoe Iliffe
<b>In Attendance</b>	Steven Watson (Project Coordinator)
<b>Apologies</b>	Ken Sinclair

## **1. INTRODUCTION**

The Chair welcomed everyone to the meeting. In a departure from previous procedure the Chair requested that each director declare any conflict or potential conflict of interest in any items on the agenda at the outset of the meeting. In the absence of an Administrator, the minutes would be taken by Steven and the issue discussed at the end of the meeting. Frank continued in his role as interim Grants Administrator.

The directors responded as follows:

Frank – Grant applications for Foyers Nursery, Foyers Primary and Visit Inverness Loch Ness (Frank's grand children attend Foyers Nursery, Foyers Primary and he was a former employee of the forerunner of VILN).

Graeme – Grant application VILN (Graeme is an employee of VILN).

Martin – Grant Application Foyers Primary School (Martin is a parent).

Sharon – Grant Application Stratherrick Primary (Sharon is a parent).

Whilst other directors would leave the room as appropriate during discussions, the Chair advised that Frank would remain due to his role as interim Grants Administrator. However he would take no part in the discussions. Although his potential conflicts of interest were not direct, he would merely record the decisions made by other directors.

The issue was raised relating to sight of the grant assessment reports which were routinely circulated to all directors, even where one or more directors may have a conflict of interest or a potential conflict of interest. The Chair proposed that when a clear direct conflict of interest arose, it would be appropriate to redact the specific Grant Assessment Report from the papers provided to the Director concerned. This was agreed by the meeting and would be kept in mind by the Chair when grant applications were received and allocated for assessment and when relevant meeting paperwork was being forwarded to directors.

## Grant Assessments – Consistency

The Chair reminded the Directors that it was useful to refer to the Grant Handbook which gave advice on assessments and grading of applications. The points system allowed only exceptional applications to be scored up to 5 on certain criteria.

## Grants Awarded – Letters of Thanks

The Chair was gratified to state that three letters of thanks had been received relating to student grants and sporting grants. The letters stated the grants had been valuable to the recipients and were meeting travel costs for young people.

*Sharon Ferguson entered the meeting.*

## 2. MINUTES OF 2 MARCH 2016

There were no amendments of clarifications requested relating to the Minutes of the March 2016 meeting. Their adoption was proposed for approval by Peter Faye and seconded by Hugh Nicol.

The Minutes of the meeting held on 2 March 2016 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

## 3. GRANTS

### A Boleskine Camanachd

The application was for £2,200 for three years.

The Board **approved** a grant of £1,000 for one year only.

The Board considered that only one year's worth of funding should be awarded. It was also noted that, as a majority of the players were from outside the Stratherrick and Foyers area, the Trust could not award the full grant as the Trust is unable to fund players from outside our area.

The Board was however keen to support shinty and any activities in the Stratherrick and Foyers area, including the Club's shinty development programme in the schools.

The Board wondered whether Boleskine Camanachd had considered making application to other organisations similar to Stratherrick and Foyers Community Trust in the areas where the club currently provides a recreational activity or plays matches.

Additional Condition - It was suggested that the Trust supply some form of banner to be displayed by Boleskine Camanachd at matches during the period of the grant. The banner could read 'Boleskine Camanachd is supported by funds from Stratherrick and Foyers Community Trust' (or similar).

### B South Loch Ness Nursery

The application was for £713.49.

The Board **approved** a grant of £713.49.

Additional Condition - Stratherrick and Foyers Community Trust requires the South Loch Ness Nursery to acknowledge the grant assistance from the Trust, to cooperate with Trust publicity and to display a small framed notice on the premises which will be provided by the Trust stating a grant has been received to fund equipment for the use of the children attending.

### **C MacDougall**

The application was for £297.

The Board **approved** a grant of £297.

There are no additional conditions.

### **D Stratherrick Primary School Parent Council**

*Sharon Ferguson left the meeting during discussion of this grant.*

The application was for £3,500

The Board **approved** £3,500

Additional Condition - Stratherrick and Foyers Community Trust requires Stratherrick Primary to acknowledge the grant assistance from the Trust, to cooperate with Trust publicity and to display a small framed notice on the premises which will be provided by the Trust stating a grant has been received to fund additional activities for the benefit of the children attending.

### **E Visit Inverness Loch Ness**

*Graeme Ambrose left the meeting during discussion of this grant.*

The application was for £10,000

The Board decided to **decline** the application.

There were several reasons for the Board declining this application:

- (a) The grant applicant is an organisation whose primary objectives are to improve tourism and businesses in a wide area (of which Stratherrick and Foyers forms a small part).
- (b) The project (ie. the completion of the South Loch Ness Trail to create a circular walk around Loch Ness) did not necessarily meet the primary objectives of Stratherrick and Foyers Community Trust.
- (c) The application had failed to show direct benefit to the residents of Stratherrick and Foyers Community Trust area.
- (d) All the work proposed to be undertaken was outwith the Stratherrick and Foyers area.

It was noted however the Board supported the principle of the completion of the circular trail and that, in the long run, this could only be positive for our area. The Trust would therefore provide VILN with a letter of support to the project to assist in their efforts of obtaining funding.

### **F Knockie Trust**

The application was for £826.

The Board **deferred** a decision.

The Board agreed the principle of support to the Knockie Trust, however it was felt that a grant award alone may not be the most relevant form of support for the Trust to provide. The Board decided that a meeting be offered in the very near future between directors of Stratherrick and Foyers Community Trust and office bearers of the Knockie Trust to ascertain how funds might best be used to maximise the income of the Knockie Trust. It was also suggested that the two trusts may discuss proposals and any other actions which might be mutually beneficial and which may assist Knockie Trust with their objective of preventing hardship within our mutual areas.

## **G Foyers Primary School**

*Martin Donnelly left the meeting during discussion of this grant.*

The application was for £5812.99 of which minibus hire and fuel costs were £4020.00.

The Board **approved** the application in full in respect of the following elements.

- Loch Insh Trip
- Gardening club costs
- Landmark trip Costs
- Minibus Driving Assessments (MIDAS)

The sum **approved** is therefore the sum applied for less the minibus hire and fuel costs.

£5,812.99 less £4020.00 = £1,792.00

Additional Condition - Stratherrick and Foyers Community Trust requires Foyers Primary to acknowledge the grant assistance from the Trust, to cooperate with Trust publicity and to display a small framed notice on the premises which will be provided by the Trust stating a grant has been received to fund additional activities for the benefit of the children participating.

The Board **deferred** the decision in respect of the minibus contract hire and fuel elements as the school had notified the Trust of a delay in the certification of drivers and there would therefore likely be a reduction in the period of hire. It was also noted that this delay could impact on the costs of the Landmark trip as the minibus would be used for this trip, and should it not now be available, costs to hire a coach would be incurred instead. The assessing directors will therefore contact the school in this respect.

The Board also sought clarification on the sharing arrangement referred to between Foyers Primary and Stratherrick Primary.

The Board also felt that the costs requested in respect of fuel might also be revisited as they were felt to be quite low. A higher fuel cost would indicate increased and more intensive use of the vehicle during the limited period of hire, which would be welcome.

A revised cost and details of the minibus element was requested for consideration at a future Board meeting once the school was able to confirm the period of hire.

## H Boleskine Community Care – Variation

The correspondence between Boleskine Community Care and the Chair was noted and discussed. It was noted that Trust funds would be used to meet expenses for trips from Stratherrick and Foyers to allow residents to attend Raigmore Hospital and other Inverness hospital appointments. The Board considered this a valuable service which was difficult to obtain through the other channels or funding.

*Gordon McAndie left the meeting.*

### 4. FINANCE REPORT

Frank Ellam talked through his Finance Report dated 21 March 2016. The changes since writing the report included the payment of salary and pension, and the settling of small invoices. Frank also covered the salient points in the cashflow spreadsheet and minor variances from projections. Frank also advised of implications arising from the recent UK Budget which benefit the Trust.

There were no additional questions for the Finance Director and his report was **NOTED** by the Board.

The following invoices and expenses were **APPROVED** by the Board.

- A2Z Signs – Riverside field sign £132.00 (erected by directors at no cost).
- Catholic Church £12.00 for hall hire (Board meeting, February)
- Project Coordinator expenses £123.54 (March 2016)
- A9 Accountancy £48.00 (Quarterly charge for payroll)

### 5. APPLICATIONS FOR MEMBERSHIP

- a) Patrick Haston, Errogie
- b) George Polwarth, Whitebridge
- c) Neil Kirkland, Gorthleck
- d) Belinda Sanderson, Inverfarigaig.

The Directors **APPROVED** the four applications for membership. Each person would be would be admitted as an Ordinary Member.

### 6. COMMUNITY BROADBAND

It was agreed that the comprehensive community survey would take place using the draft questionnaire from Fort Augustus. The Trust would pay for a copy of the open electoral role and advertise that anyone not on the role could contact the Trust to obtain a survey.

The Ward 13 group continued and was due to meet again on 13 April. It was noted that the group was currently waiting for BT to confirm specific information about its proposed roll-out of superfast broadband in the various postcode area. This was required before Community Broadband Scotland could confirm what funding might be available to the group. The Project Coordinator confirmed he was happy to take minutes for the group if required and the Board requested he make a note of any time spent undertaking this. If it was felt too onerous on Steven, this would have to cease. It was also noted that it was likely a chair would be appointed from the other representatives attending. Initial information on the postcode areas of Stratherrick and Foyers had been compiled by Steven and was available.

### 7. LAND AT RIVERSIDE, FOYERS

The Board discussed the land and the following points were agreed.

- I. Community groups and individuals were to be asked for their proposals for the use of the land or sections of the land
- II. The Board would explore the extent of the land use designation with Highland Council Planning, in order to establish acceptable changes of use and thereafter seek to establish the financial and valuation implications of any such changes, with a view to mitigating potential “claw-back” payments should such changes be implemented.
- III. The Board would look at the access options and any costs associated with roadways, dropped kerbs, electricity or water service re-routing required.
- IV. The Board will investigate and progress an application to the Big Lottery Fund Scotland for an Investing In Ideas grant to fund the cost of studies and plans which would allow feasible options to be worked-up and considered by the community.
- V. The Board accepted an offer from Stewart MacPherson, Director, to cut (top) the vegetation during the summer to arrest the growth of dockens, ragwort and other unwelcome species.

## **8. FINANCE DIRECTOR**

The Chair stated it was necessary to plan for the likely departure from the area of Frank Ellam. Frank’s voluntary input to the Trust is considerable in his role as Finance Director. He also provides the bookkeeper function and currently acts as Grant Administrator. Directors were requested to contact the Chair if they were able to take over any of Frank’s roles in the future. It may also be that an existing member of the Trust could join the Board to take on part of Frank’s current role.

## **9. ADMINISTRATOR**

The Administrator role may also change in light of Frank’s impending departure. Zoe advised that someone with additional skills such as book-keeping was needed and that an expression of interest had recently been received. It was likely, in view of previous problems, that a trial period might be proposed for any new administrator. Zoe and Steven would report to the next meeting.

## **10. ACTION LIST – TIMELINE**

The Chair reviewed the Action List/Timeline and any outstanding actions required. She also reminded directors that reports from the Community Council Liaison Director and Foyers Bay Group were due for the next meeting.

## **11. UPDATE REPORTS**

Reports from the Project Coordinator and the Communications Team were noted. Contributions for the next issue of Stratherrick and Foyers News were now sought

with a deadline of Tuesday 17<sup>th</sup> May 2016. Basic cameras (2) were to be provided to grant recipients to allow photographs to be taken to illustrate activities funded by grants from the Trust. Photographs would be used on the Trust website and in the S&F News.

## **12. AOCB**

Apprenticeship Scheme – This is the joint initiative which includes Fort Augustus and Glenmoriston Company Company and The Invergarry Trust. Directors were requested to encourage information and interest in the scheme to support employers and apprentices. The latest information would appear in Issue Two of the Stratherrick and Foyers News.

## **13. DATE OF NEXT MEETING**

**Wednesday 4 May 2016 (Venue to be arranged)**

*The Meeting closed at 10.10 p.m.*

Signed by Chair \_\_\_\_\_

Date \_\_\_\_\_