



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS  
COMMUNITY TRUST HELD AT THE WHITEBRIDGE HOTEL AT 7.00P.M. ON  
WEDNESDAY 7 DECEMBER 2016**

<b>Present</b>	Frank Ellam, Peter Faye, Zoe Iliffe, Stewart MacPherson, Sharon Ferguson, Graeme Ambrose, Ken Sinclair, Terry McArvill-Ellis, Julie Murphy
<b>Chair</b>	Zoe Iliffe
<b>In Attendance</b>	Laura Walker-Knowles (Administrator)
<b>Apologies</b>	Hugh Nicol, Garry Page & Gordon McAndie

**Declarations of interest**

Stewart MacPherson **declared an interest** in the student grant applications for Angus MacPherson, Iona MacPherson and the main grant application by Friends of the Inverness Royal Academy.

Terry McCarvill-Ellis **declared an interest** in the main grant application by Friends of the Inverness Royal Academy.

Sharon Ferguson **declared an interest** in the main grant applications by the Rainbows, Brownies & Guides and the Friends of the Inverness Royal Academy.

**1. INTRODUCTION (Chair)**

The Chair welcomed everyone to the meeting. She advised that Steven has now been discharged from hospital but will not be back at work for a further several weeks. It is unlikely to be before Christmas.

**2. MINUTES – 2 NOVEMBER 2016**

Ken Sinclair **proposed** and Frank Ellam **seconded**.

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

**3. GRANT APPLICATIONS**

For the new Directors the Chair gave an overview of each category of grant including the amounts available for each and the number of application opportunities.

**A. STUDENTS**

**(i) Siobhan McDonnell**

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

(ii) **Cameron Williams**

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

*Sharon Ferguson entered the meeting.*

*Stewart MacPherson left the meeting for the next two items.*

(iii) **Angus MacPherson**

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

(iv) **Iona MacPherson**

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

*Stewart MacPherson returned to the meeting*

(v) **Emily Grainger**

The Board **APPROVED** a grant of **£500**. (As a point of order it was noted that the assessment report had not been signed by the assessor. The Administrator will contact the assessor and request he sign and date the report).

## **B. SPORTING**

### **Roxana Elgar**

The Chair explained the urgent decision making procedure that had been utilised in respect of this grant application and the reason for the need for urgency in this case, ie. that Roxana Elgar qualified for a competition on 2 November and the competition was to be held on 16 November. As the Trust cannot award grants retrospectively this was decided by the Board via e mail. The Chair advised that the Directors prior to the AGM had taken the decision to approve the application and there was simply a need to formally ratify that decision.

The Board **RATIFIED** the previous decision to award the grant in the sum of **£171**.

The Board were delighted to hear that Roxana had come second and had supplied an article for the forthcoming edition of the SFCT news.

## **C. ENERGY SAVING GRANTS**

(i) **Ala McGruer**

Terry McCarvill-Ellis noted that Mr McGruer had dealt with chimney fires. TME asked if the applicant was a high risk and questioned whether the Trust should be awarding a grant toward a new fire? Others directors expressed some concerns in this regard. The Chair explained however that energy saving grants were not assessed in such a manner. It is to some degree irrelevant to the application only insofar as items need to be replaced. TME felt there was a responsibility by the Trust to speak to the applicant and other directors agreed. As a Director, Stewart MacPherson advised it

would be out of our remit to become involved in that but as a local fireman Stewart advised that the Fire Service do provide advice on issues like this.

Directors also noted that the assessment report did not specify whether the Energy Saving Report had been received with the application. Peter Faye advised that Steven had been advising applicants and encouraging them to contact Home Energy Scotland for assistance. Unfortunately the assessing Director was not present at the meeting and a copy of the original application was not available. As the Board could not tell whether the grant application requirements had been satisfied as they did not know if an Energy Saving Trust Report had been carried out, the application was **DEFERRED** until the Board had such confirmation. It was agreed that as the reason for the delay would be due to directors being unable to make the decision, the urgent decision making process would be utilised once the application could be checked.

## **(ii) Garry Page (GA)**

This was an application to replace double glazing in six windows.

A discussion followed in relation to whether or not the energy saving grant could be used for replacing double glazing with new double glazing. The current Handbook had included a non-exclusive list of options which had included single to double glazing but Directors discussed whether replacing double glazing with new double glazing should be considered. In this case the Energy Saving Trust Report had supported the need for the windows to be replaced. Frank Ellam proposed that, given the poor condition of the windows, the Board should approve this application in exceptional circumstances.

The Board **APPROVED** a grant of **£500** by exception.

## **D. NON-CONSTITUTED GROUP**

### **Gwyneth Ludkin**

This is a not for profit social event/class that will run through winter/spring. It is advertised as free and the classes would not happen without the funding of the Trust. It is encouraged to be as accessible as possible to all.

The Board **APPROVED** a grant of **£190.00**.

## **E. GROUPS**

***Sharon Ferguson declared an interest and left the meeting for the following two items.***

### **(i) Rainbows, Brownies and Guides**

Frank Ellam gave some background to the application. It is a combined application by the three separate groups, Rainbows, Brownies and Guides.

In support of their application the accounts for the three groups had been submitted and showed that some previously awarded grants had not been spent. There were various reasons provided by the groups on investigation, for example, lower than expected coach costs etc.

While these groups provide an essential service in the community the Board were disappointed to note previous grant awards had been underspent and the Trust had not been notified of this when completion reports had been submitted. As per grant conditions, the money should have been repaid if not spent within twelve months. It had been agreed with the applicant that the application could be reduced by the amount of the previous underspend.

The Chair then advised that she had received an email from the applicant advising that they did not obtain tickets for the science trip although they hope to arrange a trip next year. It was noted that the majority of the items on the application related to the science trip and directors felt that there was little point considering the one item remaining relating to hall hire. It was felt more appropriate that the Group be given an opportunity to apply again.

In view of the email from the applicant, the Board **DEEMED THE APPLICATION AS WITHDRAWN** thereby allowing the Groups further applications when required. The Chair would however contact the Group to reiterate the need for underspent awards to be returned and to advise again that retrospective grants cannot be awarded (such as would have been the case had the group purchased the science trip tickets before the Trust's decision).

***Stewart MacPherson and Terry McCarvill-Ellis left the meeting for the next item.***

**(ii) Friends of Inverness Royal Academy (FIRA)**

Peter Faye advised this is a group set up to assist pupils of the Academy recently formed by the parents of two pupils. The group has requested funding towards student school trips, a trial bus service between Inverness and Stratherrick and Foyers to allow students to attend extra-curricular activities and a visit to a Trampoline Centre at Carsegate as a Christmas trip.

The application requested a Trust contribution of between 50% and 70% towards school trips. A detailed discussion followed in relation to what percentage contribution the Trust should make to ensure the level of help made the trips more affordable and accessible to all students. The Trust were keen to support the students in their development and this group as there was clearly a need to assist these pupils.

The Board **APPROVED** the sum of **£5,135** subject to the condition that the funding of pupils' trips would be up to a maximum of £500 per trip with one trip per annum per student. In respect of the final element of the grant, ie. the request for a seed fund, while this element of the grant was approved, the Board agreed that the Trust would retain that element of the grant and Peter Faye would contact FIRA to meet with them to agree a process whereby FIRA could seek funds from the Trust as and when they were required.

***Stewart MacPherson, Sharon Ferguson and Terry McCarvill-Ellis returned to the meeting.***

**(iii) Seniors Lunch Club**

The Board discussed the application and noted that this was a very good group that works hard for our community and their events are always well attended.

The Board **APPROVED** the grant in the sum of **£1,200**.

#### **4. FINANCE/INVOICES/EXPENSES**

##### a. Finance Report (FE/ZI)

Frank ran through the updated cashflow. The next large income payment will be from Glendoe in February 2017. In relation to the finance update, the pension for Steven Watson is still to be paid. Knockie Trust has since been paid and the only outstanding grant to pay is the Community Council grant for the minute secretary costs.

- b. Book-keeping Invoice for November (FE) £138.00
- c. Administrator Expenses (LWK) for November £173.12
- d. Administrator Timesheet (LWK) for November 2.75 overtime
- e. Laptop for the Chair (ZI) £514.98
- f. A9 Accountancy Invoice - £300 company secretarial fee £80 six months' payroll calculations, £100 finalising the accounts - £480 plus VAT
- g. Calico - £12 plus VAT – annual fee for domain name
- h. VAL's invoice for £198.72 for AGM papers 2016.

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

#### **Voluntary Action Lochaber**

Frank reminded the Board of VAL's previous contact relating to an apparently outstanding invoice of £648. It appears that this charge was actually from 2014 but VAL had never raised the invoice. Due to the long delay in invoicing the Trust, VAL advised they have written this amount off.

#### **Boleskine Community Care**

Frank advised that BCC had requested that their remaining grant (£40,000) be ring-fenced into a separate restricted bank account to ensure its availability to the group in the future. The Board discussed the request but decided to **REFUSE** the request as the cash-flow forecast showed that the Trust's income was more than sufficient for the foreseeable future to cover the grant and it was, in any event, contained in the Trust's balance sheet as a liability and is therefore already ring-fenced to a certain extent. It was agreed that the Chair would inform BCC of the decision.

#### **Investment fund**

Frank had previously circulated a letter to all Directors from Clarendon with a proposal to change the funds within which the Trust's current investments are invested. The Board had had the opportunity to consider the recommendations in the letter. Now the USA and British economies are a little more stable, Sir Frederick's recommendation is that the Trust invest in a bespoke fund. This remains within the Trust's Statement of Investment Principles adopted last year before the first investments. Frank Ellam recommended the Trust accept Sir Frederick's advice. Terry McCarvill-Ellis expressed reservations about this investment.

***Sharon Ferguson left the meeting.***

Frank assured the Board that it was just a subtle change and the investment strategy that Sir Frederick had put in place during such a volatile period had made a reasonable return and preserved the value of the Trust's investment. Terry wondered whether there were other ways to make more money. Frank advised that the Trust's aims and objectives are not to make money but the aim of this investment fund was to keep a legacy fund for projects to continue 25 years from now. The Board **APPROVED** Sir Frederick's recommendation.

### **Project Co-ordinator**

The Chair advised that Steven remains off work unwell and is unlikely to be back for six to eight weeks (estimate). His employment contract provides the Trust is only obliged to pay him Statutory Sick Pay. In recognition of all the work that Steven does for the Trust and Community the Chair proposed the Trust continue to pay Steven at his full rate with then a phased reduction in pay if necessary.

Following a brief discussion on possible options, the Board **AGREED** to continue to pay Steven at full pay with review, if required, at the Board meeting in February 2017.

## **5. GRANT UPDATES**

### **Boleskine Community Care, Transport Grant**

The Chair advised that BCC had returned their completion report in respect of their transport scheme grant and provided details which showed a substantial underspend of the grant. It was recalled that the initial grant to BCC had been £8,000 but in fact they had actually only spent £1,087 leaving a balance of £6,913 underspent. As the transport scheme was however an ongoing scheme, BCC had requested whether they could instead return the sum of £5,000 to the Trust and retain the amount of £1,913 for their relevant scheme costs for September 2016 to September 2017. They also requested that the Trust consider an award of £2,000 per annum towards the costs for the following year September 2017 to September 2018. It was noted however that at current expenditure levels the remaining £1,913 would likely cover the costs for the whole period to September 2018.

The Board **AGREED** the return of £5,000 and **APPROVED** the retention by BCC of **£1,913** to cover transport scheme costs to September 2019. If further funding is required BCC are encouraged to return to the Trust at the relevant time.

## **6. ACTION LIST/TIMELINE (ZI)**

The Chair ran through the items on the Action List/Timeline.

The Chair has downloaded guidance on Community Interest in Land and will provide notes to Directors in the coming months.

Trust Directors attended the Remembrance Service and laid the wreath.

Ken Sinclair and Sharon Ferguson continue to look at Broadband options.

The deadline for the next grant meeting is 21 December 2016 and the deadline for S&F News submissions is 15 February 2017.

## 7. AOCB

### Applications for Ordinary Membership

The following applications were received in November for ordinary membership of the Trust: -

Phil Talbot  
Anna Low  
Phillip Crowe  
Christopher Ghreke

The Board **APPROVED** the applications.

### Trust reporting teams & Community Benefits Negotiator

The Chair advised that with new directors and the new year on the horizon Directors will need to think about membership on the Trust's teams. The new Directors may want to join one or more of those teams. The teams are Foyers Bay Team, Communications Team, Grants Team, Funders Team, Energy and Renewables Team, Apprenticeship Team and Broadband Team. There will also be the new Riverside Field Team. Memberships in those teams will be discussed in January.

As Graeme Ambrose has now stepped down the Trust requires a new Community Benefits Negotiator. Frank commented that Stronelairg is likely to be the main scheme coming up for negotiation. There will also be Dell Windfarm and some small outstanding schemes. The Negotiator does however also report to SSE on the 6 monthly updates which are required in January and July of each year.

### Riverside Field

Following Steven's briefing the Chair has received five submissions from architects. LWK will make these available to Directors for discussion in January.

## 8. DATE OF NEXT MEETING

Wednesday, 11 January 2017 – (Venue to be arranged)

*The Meeting closed 9.50 p.m.*

Signed by Chair

\_\_\_\_\_

Date

\_\_\_\_\_