

**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in STRATHERRICK HALL, GORTHLECK on WEDNESDAY 15 JANUARY 2014**

**Present** Graeme Ambrose, Morag Cameron, Sharon Ferguson, Lyn Forbes, Willie Fraser, Sally McGuire, Justin Sharp  
**Chair** Willie Fraser  
**In Attendance** Fiona Ambrose (Secretary),  
**Apologies** -

**1. DISCUSSION WITH SUSAN SCOBIE OF SSE**

There were a number of issues which were discussed and agreed as follows:-

- Susan provided two copies of the agreed Memorandum of Offer which were duly signed by the Chair and the Vice Chair of the Trust.
- Graeme Keddie had expressed an interest in attending the AGM at the end of February and this was welcomed.
- Susan advised that she hoped to be able to attend one or two Trust meetings each year
- A report on grants awarded had been received from the Treasurer
- SSE looked forward to receiving a copy of the Annual Accounts
- SSE were committed to working with the Trust and to providing advice and guidance
- A suggestion that a forum be set up to meet annually to look at, with other Trusts in the area, areas of best practice was welcomed. This type of event might be facilitated by DTAS.
- SSE was keen to see projects which were legacy projects and they understood that this was also the aim of the Directors.
- The closing date for applications to the first regional fund was mid February. The next fund would be available in approximately 18 months time.
- SSE were keen to see open reporting of grants awarded and suggested that the Fort Augustus and Glenmoriston Community Company process was an example of best practice.
- A copy of the draft business plan would be made available to SSE
- Susan confirmed that it was best practice to use confidentiality agreements
- Copies of the Minutes of the Directors meetings would be forwarded to Susan
- Susan asked if the Trust had considered setting up its own website, whilst acknowledging that it had a presence on the community site.

**2. MINUTES OF THE MEETING OF THE TRUST HELD ON 11 DECEMBER 2013  
Amendments and Matters Arising**

Morag Cameron requested a small amendment to the wording of item 2a) Foyers Primary School

Sally McGuire requested that reference be made in the minutes to the discussion at the beginning of the last meeting as to her status as a Director. She advised that she had been informed by a lawyer that she had been a Director since 6<sup>th</sup> August.

It was **AGREED** that if Sally could provide this advice in writing and the Trust had made a mistake then she would be given a full apology.

Sally McGuire requested a small amendment to the wording of Item 10 Action Plan

Approval of the Minutes of the meeting was moved by Sharon Ferguson and seconded by Justin Sharp.

The Minutes of the meeting held on 11 December 2013 were **APPROVED**, subject to the foregoing amendments and would be signed by the Chair.

### 3. **TREASURY REPORT – DECEMBER 2013**

A report by the Treasurer provided information on the following areas:-

**Financial summary** - Total funds in 5 accounts - £114,744.48  
Funds remaining in account when grants approved but not yet paid and invoice provisions deducted - £103,519.48

**Budget Visualisation – Glendoe** – It was noted that the figure which related to Schools had still to be clarified.

**Non disclosure agreement (NDA)** – Morag Cameron and Sally McGuire had not yet signed the non disclosure agreement. Morag indicated that she would progress this. Mrs McGuire stated that she did not intend to sign the NDA. However, if she continued as a Director following the AGM, she stated she would sign the agreement at that time.

**Banking summary** – Although Santander had set up the Treasurer as an authorised user, they will still sending statements to the previous Treasurer. Bank of Scotland appeared, at last, to be progressing the application. The Directors once again recorded their appreciation of the assistance being given to the Trust by the two current signatories, Janet Hobson and Alex Sutherland.

**Grant application status** – Four invoices from applicants still outstanding and included in the figures within the treasury summary above.

**Grant Offer acceptance** – A recent applicant had not signed and returned the offer of grant within the stated 14 day period.

The Directors **AGREED** that the time period within the offer of grant letter be amended to 21 days with an unspoken leeway of 7 days

**Annual Accounts** – The Treasurer had been assisting the A9 Partnership with a number of queries on the annual accounts. The Treasurer would write to A9 Partnership with a request that the accounts be completed as a matter of urgency.

**Data Protection renewal** – The annual data protection renewal invoice in the sum of £35 had been received by the Treasurer.

The Directors **AUTHORISED** the Treasurer to pay the annual fee of £35 and to set up a direct debit payment for future years.

### 4. **INVOICES DECEMBER 2013 – SECRETARY & TREASURER**

The following expenses were **APPROVED** and signed by the Chair

- Secretary's expenses for the period 9 December 2013 to 10 January 2014 - £301.60
- Treasurer's expenses for the period 4 December 2013 to 9 January 2014 - £240.00

It was **AGREED** to acknowledge the high volume and quality of work which both the Treasurer and the Secretary had been carrying out.

#### 5. **AGM – ATTENDANCE OF SOLICITOR**

There was a brief discussion on the wish to have a solicitor present at the AGM.

The Directors **AGREED** that Burness Paul who acted on behalf of the DTAS and McLeod and McCallum who acted on behalf of FAGCC should be approached to provide quotes for attendance at the AGM.

#### 6. **DRAFT ACTION PLAN**

Lyn Forbes advised that she had been working on the draft action plan but apologised that due to computer problems she had been unable to print off copies for the Directors.

It was **AGREED** that Lyn would circulate the draft plan to Directors and to defer consideration of this item to the next meeting on 5 February.

#### 7. **APPLICATIONS FOR MEMBERSHIP**

A further five completed membership application forms had been received prior to the meeting and a further 3 were tabled at the meeting.

The Directors **ACCEPTED** the eight new applications for membership.

#### 8. **LOGO**

As agreed at the November meeting, advice had been sought on the potential issue of copyright with the winning logo. The matter had been looked at in some detail and a number of options were presented to the Directors.

The Directors **AGREED** that the winning logo should stand, that the entrant should be awarded the prize but that the Trust could not use the logo as there was a very high probability of breach of copyright.

The Directors further **AGREED** that the design which was in second place be used but that it be adapted for the use as a logo and that the parents be asked to waive the rights of ownership to the Trust.

#### 9. **REQUEST FROM HIGHLAND COUNCIL FOR CONSENT RE PLANNING APPLICATION 11/01456/FUL**

A request had been made by Highland Council regarding the approved planning application for Smithy Cottage, Errogie. The purchase of the house and land was currently with Highland Council Legal Services and this was likely to be concluded in the near future. Highland Council were working their way through the road design as there were some minor changes needed to take account of how things stood on the ground. They were also progressing work on the various matters that needed to be addressed to progress the works, i.e. trees, contaminated land, demolition, bats, photographic records etc.

In order for Highland Council to either initiate works on the ground or make non-material variations (i.e. minor road design changes) in relation to the planning consent, a letter was required from the Trust giving Highland Council consent to carry this out.

The Directors **AGREED** to give consent to Highland Council to either initiate works on the ground or make non-material variations to the road design in relation to the Smithy Cottage road realignment.

**10. REGISTERING OF DIRECTORS**

The Secretary had written a report clarifying the sequence of events in relation to the registration with Companies House of Sally McGuire as a Director

The Directors **NOTED** the report.

**11. NOTE OF MEETING OF THE ARTICLES REVIEW SUB GROUP**

The Directors **NOTED** the note of the meeting of the Articles review sub group held on 13 December. A number of questions had been raised at the Open Meeting held on 14<sup>th</sup> January and these points would be considered by the Articles Sub Group on 16<sup>th</sup> January.

**12. UPDATE ON DIRECTOR'S ACTIVITIES**

There were no external activities to report since the last meeting.

**13. DATE OF NEXT MEETING**

Wednesday 5<sup>th</sup> February 2014 in Stratherrick Hall

*The meeting closed at 9.40 p.m.*

Signed by Chair

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Date

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