



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in FOYERS PRIMARY SCHOOL, FOYERS ON WEDNESDAY 4 JUNE 2014

Present	Graeme Ambrose, Jane Brown, Martin Donnelly, Peter Faye, Ed Ley-Wilson, Craig Lightbody, Stewart MacPherson, Hugh Nicol
Chair	Ed Ley-Wilson
In Attendance	Fiona Ambrose (Administrator)
Apologies	Katie Ellam, Sharon Ferguson

1. INTRODUCTION

The Chair referred to the programme of activity between April and June, recapping on the achievements to date and the work which had still to be undertaken.

2. MINUTES

a) SPECIAL MEETING OF THE TRUST HELD ON 4 JUNE 2014

Approval of the Minutes of the Special Meeting to approve the appointment of the legal firm, Burness Paull, as provider of Company Secretarial services held on 4 June was moved by Craig Lightbody and seconded by Graeme Ambrose.

The Minutes of the Special Meeting were agreed as a correct record, **APPROVED** and would be signed by the Chair.

b) MEETING OF THE TRUST HELD ON 7 MAY 2014

A number of changes were agreed to the draft minutes. Approval of the Minutes of the meeting was moved by Peter Faye and seconded by Martin Donnelly.

The Minutes the meeting held on 7 May 2014 were **AGREED** as a correct record, subject to the inclusion of the changes discussed, **APPROVED** and would be signed by the Chair.

3. FINANCIAL REPORT

The Chair updated the Directors on the progress which had been made on the development of robust financial management systems. The transfer of financial information to A9 Accountancy following the departure of the Treasurer was now complete. The fee for this service was £250 plus VAT and an invoice would be received in due course.

New Cashflow and Cashbook systems had been prepared and the Chair shared the detail of these systems with the Directors.

There was a need to agree the signatories for the two existing bank accounts and to set up new accounts with additional banks so as to ensure we were mindful of the bank guarantee of £85k per bank.

Peter Faye proposed, seconded by Hugh Nicol that accounts be set up with the Royal Bank of Scotland and that the signatories for this account and the other accounts already in place be as follows:-

- Santander Ed Ley-Wilson, Graeme Ambrose, Martin Donnelly
- Virgin Money Ed Ley-Wilson, Graeme Ambrose
- Royal Bank of Scotland Ed Ley-Wilson, Graeme Ambrose, Martin Donnelly

The Directors **AGREED** to the setting up of new accounts with the Royal Bank of Scotland and to the signatories as detailed above.

The Chair informed the Board of the complex and time consuming form-filling required to open company bank accounts and requested that all Directors assist in providing their id and proof of address details if requested. Some banks required every Director's id and proof of address even if only two or three Directors were to be signatories.

The Chair referred to the draft document outlining the proposed Financial Management system which had been developed with the assistance of A9 Accountancy.

It was **AGREED** that Directors would now assess the draft document and provide the Chair with any queries by email before it was proposed for ratification at the next meeting on 16th July

The Chair explained that, in gathering quotes for director's liability insurance, none of the providers to date had proved acceptable. Two further providers had already been contacted and it was **AGREED** that Peter Faye would progress directors liability insurance with them plus other providers as appropriate.

4. **GRANT APPLICATIONS**

No applications had been received in the last month.

Concern had been expressed at the poor response times back to applicants since the last meeting. The Chair explained that the Grant system was currently being entirely re-written and the delay had been due to the large amount of time and effort which had been required in the last month, primarily by the Vice Chair, in putting the new grant pack together. Once the new system was up and running, approx mid July, these sort of delays should not happen again.

Some discussion was had on how best to manage specific grant approvals between meetings if required. It was **AGREED** that the Board, at their meetings, could continue to approve applications in principle and on the basis of requiring further information. If the required information was then provided by the applicant then the Board would be able to ratify their approval between Board meetings but only after a full written audit trail had been created (i.e. email approvals).

It was **NOTED** that the Chair of the Hall Committee had advised that the Hall were not able to reclaim VAT on the application for CCTV (approved at the last meeting) so the grant offer was amended to £848.

5. INVOICES

The following invoices had been received.

- a) L (Harry) Whiteside – Directors training – photocopies - £19.50
- b) Administrator expenses – May 2014 - £403.60
- c) Treasurer expenses – May 2014 - £72
- d) Boleskine Bulletin for Trust insert - £35
- e) Mailbox – for printing Trust insert for Boleskine Bulletin - £84

The Directors **AGREED** to pay the five invoices in the sums as detailed above.

6. FUNDERS TEAM PROGRESS

The Funders Team provided a summary of all the key information available at the present time in relation to current and future developments. Graeme Ambrose, the Trust's representative on the joint CC and CT Community Benefit Negotiation team, advised that meetings had either been set up or were planned with developers to progress the Community Benefit negotiations.

Concern was expressed that a number of developers were confused as to who from the community had the mandate to negotiate with them. It was stressed that it was important for both the Community Council and the Community Trust to work together with one voice and that the Community Benefit negotiators should be the main points of contact for both parties as previously agreed.

Peter Faye moved, seconded by Craig Lightbody that Directors record their support for the Chair in his coming meeting with the Chair of the Community Council, at which the subject of negotiations with Energy companies would be raised. The discussion should include the 'proposal' document and diagram which was discussed at the last meeting and subsequently circulated to the Community Council.

This was **AGREED**.

7. NEW GRANT SYSTEM PROGRESS

In the absence of the Vice Chair who was leading on this, the Chair provided a brief update for the Directors. He referred to the grant pack which had already been made available to all Directors and also to a grant handbook which was currently being developed.

It was **AGREED** that we would seek to ratify the new Grant system at our next meeting on 16th July and, between now and then, Directors would pass any comments and ideas on the Grant Pack to the Grants Team well in advance of the meeting so the Grants team would have time to consider any new proposals.

It was suggested and **AGREED** that the draft grant pack would be made available at the open evening to allow input from the community.

8. COMMUNICATIONS TEAMS PROGRESS

The Communications team gave an update on progress with the website and the open evening. Discussions would take place with the Community Council on how to move forward the proposal of a central community hub which would allow a range of local groups to develop and to take ownership of their own unique website.

The Chair ran through his proposed introductory slideshow for the open evening. A number of suggestions were made to ensure that the presentation was of relevance to everyone in the community. It was also **AGREED** that copies of the 2013 community survey would be made available at the open evening.

9. APPRENTICESHIP SCHEME PROGRESS

Craig Lightbody gave an update on the apprenticeship scheme. He highlighted the ongoing development of the employer register, made reference to the extra funding which had been achieved from the SSE Regional Fund and which would be divided between the three companies participating in the scheme and referred to the Memorandum of Understanding which had been drawn up.

It was **AGREED** that the Memorandum of Understanding be circulated to all Directors.

10. COMMUNICATIONS TIMELINE

The Chair referred to the timeline and highlighted the key actions for June, namely the financial year end of 30 June, the open evening on 1 July and the Grant assessment training for directors.

11. FOYERS FISHFARM

Craig Lightbody advised that woodland and two properties would soon be put up for sale by the owners of the fish farm in Foyers.

It was **AGREED** that, rather than the Trust getting involved at this stage, it would be more appropriate to leave this for the Community Council to register an interest on behalf of the Community if they so wished.

12. MEMBERSHIP APPLICATION

The Administrator advised that she had received an application for membership of the Trust.

The Directors **ACCEPTED** the new application for ordinary membership.

13. WOOD PURCHASE SCHEME

The Chair advised that he had received two e mails from individuals enquiring if the Trust had a wood purchase scheme. It was **NOTED** that this was being handled currently by the Community Council.

14. DATE OF NEXT MEETING

Wednesday 16 July 2014 at Stratherrick Hall. The Chair requested that, in addition to normal business at this next meeting, Directors would be asked to ratify the Financial Management system and the new Grant system, so all questions on either system should be provided well before then.

Signed by Chair

Date
