

**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in CRAIGDARROCH INN, FOYERS ON WEDNESDAY 5 MARCH 2014**

<b>Present</b>	Graeme Ambrose, Jane Brown, Martin Donnelly, Katie Ellam, Peter Faye, Sharon Ferguson, Ed Ley-Wilson, Craig Lightbody, Stewart MacPherson
<b>Chair</b>	Sharon Ferguson (items 1 – 8), Ed Ley-Wilson (items 9-10)
<b>In Attendance</b>	Fiona Ambrose (Secretary)
<b>Apologies</b>	Hugh Nicol, Michelle Allcock (Treasurer)

**1. Community Council nominee**

The Secretary advised that she had received an e mail from the Chair of the Community Council confirming that Katie Ellam was the CC nomination as a Co-opted Director on the Trust.

In terms of Article 69 of the newly approved Articles, the Directors appointed Katie Ellam, as nominated by the Community Council, to be a Co-opted Director

**2. Introductions by new Directors**

Each of the Directors expanded a little on the personal statements made at the AGM.

**3. Housekeeping**

- a) Return of signed NDA
- b) Director registration information
- c) Code of Conduct
- d) Completion of Register of Interests form
- e) Director's e mails and completion of statement of use

All the Directors completed the necessary paperwork in terms of a – e above.

- f) Future issue of agendas and papers electronically

The Secretary confirmed that in future, the agenda and papers for each Trust meeting would be sent electronically and Directors could either print off the papers or bring their own laptop or tablet to the meeting.

**4. Induction pack – questions and answers**

Sharon Ferguson explained that the induction pack issued to the new Directors at the AGM was still in draft. She clarified a number of points and the Directors asked some questions on the content.

Jane Brown referred to the use of the new logo on the induction pack and requested that the Trust should ask for a signed letter from the parent of the Foyers Primary School pupil whose initial design had been adapted for use by the Trust, relinquishing all copyright ownership, title and benefit of the logo designed.

This design had been the second placed design in the logo competition. It was confirmed that the Directors had previously 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 **AGREED** that the Secretary should ask Mrs Cameron for a signed letter and that the new Chair would arrange a prize for her daughter.

There was a discussion on the Non Disclosure Agreement and the issue of what was considered to be confidential information. Two examples were given on what would be confidential to the Directors of the Trust and to the Secretary and Treasurer, namely the Memorandum of Offer from SSE and any individual grant applications.

It was **AGREED** that the Directors should put forward in writing their questions or queries to the new Chair so that they could be discussed at an appropriate meeting in the future.

**5. Consider initial training sessions and dates – Roles and responsibilities of Directors and Assessing grants**

Sharon Ferguson advised that the Chair of the Fort Augustus and Glenmoriston Community Company (FAGCC) had offered to carry out training on the roles and responsibilities of Directors. She had offered her services free of charge. The Development Trust's Association Scotland had submitted a quote in the sum of £250 plus expenses and Voluntary Action Lochaber (of which the Trust was a member) were also to carry out training of this nature for a fee (unknown).

Sharon also advised that FAGCC were trying to set up training on the assessing and completion of grant application forms. She had hoped that it might have been possible to provide a joint training session with SFCT. Jane Brown offered the services of her husband Iain as he had extensive knowledge in this type of work and was willing to assist the Trust.

The Directors **AGREED** that the Chair of FAGCC be asked to provide the Directors' training on roles and responsibilities and asked the Secretary to ascertain availability through doodle.com. The training re grant applications would be considered at a later date.

**6. Minutes**

**a) Meeting of the Trust held on 5<sup>th</sup> February 2014**

Approval of the Minutes of the meeting was moved by Sharon Ferguson and seconded by Graeme Ambrose.

The Minutes of the meeting held on 5 February 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**b) AGM – 26 February 2014**

Sharon Ferguson requested that the number of Trust members and members of the public in attendance at the AGM be included in the Minutes.

Approval of the Minutes of the AGM was moved by Ed Ley-Wilson and seconded by Martin Donnelly.

The Minutes of the meeting of the AGM held on 26 February were **AGREED** as a correct record, **APPROVED**, subject to the addition of the number of Trust

members and members of the public in attendance, and would be signed by the Chair

**c) Meeting of the Trust held on 26<sup>th</sup> February 2014**

Approval of the Minutes of the meeting was moved by Sharon Ferguson and seconded by Graeme Ambrose.

The Minutes of the meeting held on 26 February 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**7. Invoice February 2014 – Secretary**

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

- Secretary's expenses for the period 3 February to 2 March 2014 - £460.30

**8. Nominations for positions of Chair and Vice Chair and subsequent appointments**

Sharon Ferguson invited nominations for the positions of Chair and Vice Chair.

Stewart MacPherson proposed, seconded by Graeme Ambrose that Ed-Ley Wilson be appointed as Chair of the Trust.

Craig Lightbody proposed, seconded by Stewart MacPherson, that Sharon Ferguson be appointed Vice Chair of the Trust.

On a show of hands there was unanimous agreement with the proposals and Ed Ley-Wilson and Sharon Ferguson were accordingly **APPOINTED** as Chair and Vice Chair respectively.

Martin Donnelly made a statement of support for both the Treasurer and the Secretary and the Directors unanimously **AGREED** that they should continue in their current roles.

Sharon Ferguson also referred to the selfless work which Lyn Forbes had carried out, especially in relation to the work required for the AGM. Ed Ley-Wilson advised that he would like to acknowledge the work of all the previous Directors who had stood down at the AGM and agreed to take this matter forward.

Ed Ley-Wilson proposed some suggestions for his first actions as Chair. They were as follows:

- Letter to Community Council..... Focus theme on working together, commonalities, building trust, managing expectations, create easy open comms, offer mutual support
- *Minuted 'thanks' to outgoing Directors*
- Listen and learn of current projects from experienced Directors
- *Meet with Secretary and Treasurer to listen to ideas/concerns/preferences then agree modus operandi (i.e. who does what).*
- Provide initial broad focus on what the Trust stands for and in what activities we are likely to engage in the coming months.
- *Clarify.....where are we now?*

- Using 'Objects' and draft 'Community Development Plan', propose first draft of.....where do we want to be?.....in 1 month, 3 months, 1 year.
- *Allocate responsibilities* (e.g. funders, communications, grant allocation, Community groups/School, Dev Trust, Land purchase, Highland Council etc.)
- Debate and investigate projects and schemes.....form action plans.....act!

*Sharon Ferguson vacated the Chair and Ed-Ley Wilson took the Chair for the remaining items on the agenda*

**9. AOCB**

**a) Letter of apology to Sally McGuire**

Martin Donnelly advised that the Chair of the CC had requested him to ask why Sally McGuire had not received a letter of apology from the Trust. Sharon Ferguson, Graeme Ambrose and the Secretary all confirmed that the Trust had not received a letter from Mrs McGuire's lawyer as previously agreed.

**b) Underpayment of postage on letter sent by Secretary**

Martin Donnelly advised that the Chair of the CC had requested him to ask why the underpayment of postage had not been reimbursed by the Trust.

The Secretary advised that she had received an e mail at the time from the individual in question advising that she had had to pay an excess sum of around £1.20. The Secretary had written back, apologising for her error and the inconvenience caused but had not realised that the individual was seeking payment from the Trust. The Chair **AGREED** to progress this.

**10. Date of next and future meetings**

Wednesday 2<sup>nd</sup> April 2014 at 7.30 p.m. Venue to be confirmed.

Signed by Chair

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Date

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