



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at CRAIGDARROCH INN, FOYERS ON WEDNESDAY 6 AUGUST 2014**

<b>Present</b>	Graeme Ambrose, Martin Donnelly, Katie Ellam, Ed Ley-Wilson, Hugh Nicol
<b>Chair</b>	Ed Ley-Wilson
<b>In Attendance</b>	Fiona Ambrose (Administrator)
<b>Apologies</b>	Peter Faye, Sharon Ferguson, Zoe Iliffe, Craig Lightbody, Stewart MacPherson

**1. INTRODUCTION**

The Chair read out one of a number of thank you letters which had been received from the Rainbows, Brownies and Guides following their trip to Dalguise for the Big Brownie Birthday weekend. The Chair also referred to a letter of thanks which he had received from Hugh Nicol, Chairman of the Stratherrick Hall Committee for the grant which had been received for the CCTV installation at the hall.

**2. MINUTES OF MEETING OF THE TRUST HELD ON 16 JULY 2014**

Hugh Nicol proposed, seconded by Graeme Ambrose approval of the minutes of the meeting held on 16 July 2014.

The Minutes of the meeting held on 16 July 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**3. ACTION LIST – REVIEW**

The action list from the last meeting was reviewed. The actions outstanding would be carried over to the next action list.

**4. FINANCE**

**Bank Accounts**

The Chair provided an update on the position with the various bank accounts and the sums therein. The work required to open the HSBC accounts was almost complete. It would be necessary to open further bank accounts so as to ensure we were mindful of the bank guarantee of £85k per banking group.

The Chair referred to the Financial Compensation Scheme website and it was **AGREED** that the Directors should view this site which had a list of all banks and to e mail their preferences for the opening of further accounts to the Chair.

**Cashflow**

The detail of the cashbook and cashflow system was presented to the Board and the Chair advised that as at end July 2014, the total sum held in all accounts was £193,297.94.

## **A9 Accountancy**

The Chair advised that A9 Accountancy had accepted the suggestion made at the last meeting that the Tax Enquiry Fee Protection Service fee be included within their quote of £4,000 (plus VAT) per annum to provide professional accountancy services to the Trust.

## **Cashflow and Budgets**

Following discussion on the budgets for the current year, it was **AGREED** that the Chair would refer to the Glendoe Memorandum of Understanding to set appropriate budgets for individual grants and to refer to the grant expenditure in the previous financial year to assist in the setting of budgets for group grants.

## **Finance Director**

The Chair referred to an initial discussion with a member of the Community who had expressed an interest in the position of Financial Director. The Chair would update the Directors at the next meeting.

It was **AGREED** that the Finance Director's role description be uploaded onto the Trust website.

## **5. FINANCIAL CONTROL SYSTEM**

### **Reserve Policy**

The Directors **AGREED** that it would be prudent to establish a reserve policy which would be available for funding of legacy projects in the future and that it should be set at a figure of 120% of the previous year's grant expenditure.

It was **AGREED** that the Chair would produce a budget for the current financial year which would include a reserve figure.

### **Supplier payments**

The Chair referred to the paragraph within the financial management document which referred to supplier payments.

It was confirmed that the figure of £200 per month related to exceptional or unexpected spend only and not to the payment of invoices which had already been approved by the Directors.

### **Quarterly Grant Reporting**

It was **AGREED** that quarterly grant reports be included within the quarterly financial management reports so that the Directors would be aware of where spend should be targeted.

### **End of year report**

The end of year report would be prepared once the accounts had been finalised. It was anticipated that both the end of year accounts and the end of year report would be available for consideration at the next meeting in September.

## **6. GRANT SYSTEM**

All the processes for the new grant system were almost complete and would be ready to go live once the new application forms were finalised. The new grant system would be introduced to enable all grants received to be considered at the first Grants Meeting on 1<sup>st</sup> October. The change to the grant system had been

advertised on the website, on notice boards, in the Boleskine Bulletin and in an email to members.

## **7. COMMUNICATIONS (UPDATE)**

The Chair advised that Hugh Nicol had become part of the communications team filling the vacancy which had resulted from Jane Brown's resignation.

The Chair confirmed that the insert for the Boleskine Bulletin had been finalised and if appropriate, an article would be prepared on the first apprentice under the apprenticeship scheme.

There was a brief discussion on the current membership and it was **AGREED** that future communications should encourage more members of the community to become members of the Trust.

It was also **AGREED** that the setting up of a facebook page for the Trust be considered by the Communications team and ideas brought back to a future meeting.

The Chair confirmed that the new website would be developed by Tourism Site Fix in conjunction with Redkite Internet for the sum of £1565 (no vat). The sum of £13 per hour would be charged for any ongoing work required such as additional training/support beyond the initial session. It was anticipated that the first mock up of the new site would be available in the next few weeks.

## **8. COMMUNICATION WITH COMMUNITY COUNCIL**

There was a discussion on the role of the Co-opted director from the Community Council and on the nature of communication and liaison which was required between the two bodies.

It was **AGREED** that the Chair draw up a draft job role for the Co-opted Director for further consideration at the next meeting.

## **9. APPRENTICESHIP SCHEME (UPDATE)**

The Chair advised that an Apprenticeship Panel meeting, comprising representatives from the three community trusts/community bodies involved in the scheme, would be held on 11<sup>th</sup> August. The application from a company within the Stratherrick and Foyers Community Trust area would be assessed and the final decision would be made by the three representatives from the SFCT.

The Memorandum of Understanding in relation to the Scheme was signed by three Directors at the meeting.

## **10. FUNDERS TEAM (PROGRESS TO DATE)**

Graeme Ambrose advised that he had met with Frank Ellam, his partner in the joint CC and CT Negotiation team, to fully update him on the current position of all the various renewable developments. Susan Scobie had left SSE and the first point of contact would be Graeme Keddie, with whom a meeting would take place to have an initial discussion on Stronelarig, possibly towards the end of August.

Graeme also advised that it was important that an early meeting be held with RES on the Aberarder development as it was understood that RES would be submitting a

planning application towards the end of summer or early autumn. The Negotiation team (Graeme and Frank) had agreed to make contact and to request a meeting.

With reference to the development by Green Highland Renewables at Knockie, Katie Ellam confirmed that she had passed on the request that the Community Council provide an update to the Trust on this development. It was noted that, for reasons not known to us, the Trust had not been included in any communications to date and the Directors were keen to see the Negotiation team (Graeme and Frank) included in all correspondence and negotiation for this development.

**11. COMMUNITY LAND PURCHASE**

The Chair gave an update on behalf of Zoe Illife who had contacted the Big Lottery to progress investigations on the potential for purchasing the site at lower Foyers. This process was now underway and Zoe would keep the Board informed as appropriate.

Peter Faye had spoken to the agent about the land for sale and the agent in turn was speaking to his client.

**12. DEVELOPMENT TRUSTS ASSOCIATION SCOTLAND ANNUAL CONFERENCE**

The Administrator referred to the DTAS annual conference which would be held on 31 August/1 September.

It was **AGREED** that if any Director wished to attend the conference they should contact the Administrator as soon as possible.

**13. GRANT APPLICATIONS**

No grant applications had been received.

**14. INVOICE - Administrator expenses – July 2014 - £289.48**

The Directors **AGREED** to pay the invoice in the sum of £289.48.

**15. TIMELINE**

The Chair referred to the timeline and highlighted the key actions for September which included the 6 monthly funder's reports to SSE.

**16. DATE OF NEXT MEETING**

Wednesday 3rd September – Venue TBC

Signed by Chair

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Date

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