



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in the CRAIGDARROCH INN FOYERS ON WEDNESDAY 7 MAY 2014

Present	Graeme Ambrose, Jane Brown, Martin Donnelly, Peter Faye, Sharon Ferguson, Ed Ley-Wilson, Craig Lightbody, Stewart MacPherson, Hugh Nicol
Chair	Ed Ley-Wilson
In Attendance	Fiona Ambrose (Administrator), Michelle Allcock (Treasurer) (items 1-3)
Apologies	Katie Ellam

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 OF MEETING OF THE TRUST HELD ON 2 APRIL 2014

Approval of the Minutes of the meeting was moved by Martin Donnelly and seconded by Craig Lightbody.

The Minutes of the meeting held on 2 April 2014 were **AGREED** as a correct record, **APPROVED** and would be signed by the Chair.

3. TREASURER'S REPORT

The Treasurer gave an outline of the various trust bank accounts which held the community funds.

• Bank of Scotland current	£5,551.11
• Bank of Scotland savings	£1,652.90
• Northern Rock savings	£35,170.52
• Santander current	£45,028.19
• Santander deposit	£80,574.84

Total funds - £167,977.61

Due to the level of service provided (accounts were still in name of previous directors), the Bank of Scotland accounts were in the process of being closed and a new account was being set up with the Royal Bank of Scotland. The current rate of interest in the Northern Rock account was good and it was proposed that this be kept as an investment account.

4. GRANT APPLICATIONS

a) Boleskine Community Care

The Directors agreed in principle to support this application for £800 but were concerned that by offering a grant at this stage the group might be disbarred from applying for any start up funding from other bodies.

It was **AGREED** that the Chair and Vice Chair contact the BCC group for clarification.

Jane Brown declared an interest and left the room during discussion of the following item.

b) Feis Gleann Albainn - Summer Feis

Further to the discussion at the last meeting, the applicant had now provided a further quote in the sum of £770 for the costs of transport for children in the Stratherrick and Foyers area to the Summer Feis in Fort Augustus.

The original application showed that the Summer Feis were able to pay a small proportion of the costs of transport and the Directors **APPROVED** a grant of £720.

Hugh Nicol declared an interest and left the room during discussion of the following item. Although Mr Nicol would not gain personally from any grant received, as he was the applicant, it was good governance that he took no part in the discussions.

c) Stratherrick Hall CCTV

At the Meeting of the Trust in December 2013, the Directors had considered an application for the installation of CCTV at Stratherrick Hall to monitor the exterior of the hall and in particular the defibrillator. The total cost was £3,048 with the sum of £2,000 being sought from the Trust. The Directors had requested that the applicant seek further funding from alternative sources and further quotes.

A further application had now been received and the total cost was £1,848 (inclusive of VAT). A sum of £1,000 had been granted from the Highland Council Ward Discretionary fund and the applicant was seeking £848 from the Trust.

As the Hall was a registered charity and therefore able to claim back VAT, the Directors **APPROVED** a grant of £678.40 towards the installation of CCTV at Stratherrick Hall.

The following application had been received from the Chair of Stratherrick and Foyers Community Council. Jane Brown declared an interest as the applicant is her spouse and Martin Donnelly declared an interest as a member of the Community Council. However, the Administrator clarified that declarations of interest related to potential personal or family gain in respect of an application and not simply a link to the person or organisation making the application.

d) Hearing Loop for Stratherrick Hall

The Directors considered an application for a hearing loop at Stratherrick Hall. Only one quote had been received.

The Directors **AGREED** that an application should be made for a fixed loop system by the Hall Committee as it, as a registered charity, could reclaim VAT expenses and that every effort be made to seek and receive three quotes; and that the Community Council would purchase any kit required.

e) Inserts by Community Council into the Boleskine Bulletin

The Directors considered an application for retrospective payment of £672 for the cost of Community Council inserts in the Boleskine Bulletin in September and November 2013 and March 2014.

The Directors noted that, under the terms of the funding received, retrospective payments could not be made and therefore **DECLINED** the application. The Trust would, however, be able to consider any future applications of this kind but only if applied for in advance.

f) Community Notice Boards

An application had been received from the Community Council to allow the Directors of the Trust to discuss the potential purchase of new notice boards. This was not a complete application as full details and quotes were not included.

It was **AGREED** that the Chair and Vice Chair should request the applicant to resubmit the application once all the details were known and quotes had been received.

g) Wood Burning Stove, Inverfarigaig

It was **AGREED** to award the sum of £1,695 towards the installation of a wood burning stove at a house in Inverfarigaig.

h) Grants previously awarded

With referenced to the discussion at the meeting in April, the Administrator advised that one of the applicants who had requested that payment be made directly to the supplier had confirmed that although this request was refused, they wished to go ahead with the project and therefore the agreed grant award procedure would apply.

The Vice Chair advised that the other applicant had suggested an alternative way forward. This would not comply with the terms of funding received so regrettably the Directors had to **DECLINE** this request.

5. INVOICES

The following invoices had been received.

- a) Stratherrick Hall Rental – January and February 2014 - £46
- b) Stratherrick Hall Roof repairs – claim of outstanding grant monies - £2684.90
- c) Treasurer's expenses – April 2014 - £263.40
- d) Administrator's expenses – April 2014 - £488.70
- e) Voluntary Action Lochaber – Annual membership fee - £15

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

6. FUNDERS TEAM – UPDATE

There was a discussion on keeping the Community Council Community Benefit negotiator informed of progress while he was travelling. Graeme Ambrose gave an update on the activities of the funders team since the last meeting. Graeme and Ed

had met with Susan Scobie and Graeme Keddie and they confirmed that SSE were fully committed to dealing only with the Trust in all Community Fund negotiations. Contact had also been made with Green Highland Renewable Energy Company (Knockie), North British Wind Power (Corriegarth) and meetings were planned. Contact would also be made with Aberchalder and Dell and SSE re Stronlaig in the near future. Graeme reminded all Directors of the forthcoming exhibition on Aberchalder windfarm on 13th May.

He also reported on the potential income over the next 4 years if all planned developments went ahead

7. NEW FINANCE DIRECTOR AND BOOKKEEPER – UPDATE

The Chair advised that an expression of interest had been received for the position of Finance Director. Once the position of Finance Director was filled, the role and responsibilities of the Bookkeeper would be reviewed. In the transition period A9 Accountancy were managing the accounts on behalf of the Trust.

8. ADMINISTRATOR

The Chair confirmed that the role of Secretary had been changed to that of Administrator and the job description had been amended accordingly. The Administrator confirmed that a new e mail had been set up – ctadministrator@stratherrick.net to replace ctsecretary@stratherrick.net

9. NEW POLICY DOCUMENTS

The Chair referred to the new policy documents which had previously been circulated to Directors for comment.

The Directors **APPROVED** the following policies

- Data Protection
- Equal opportunities/diversity
- Child Protection
- Complaints

10. ADMINISTRATION

a) Directors' Expenses

The Chair advised that there was an expenses form which the Directors should complete should they wish to claim any out of pocket expenses.

b) Company Secretary

The Chair advised that quotes had been received from Burness Paull and Macleod and McCallum for the provision of Company Secretarial Services. This included the registering and termination of Directors, preparing the annual return, maintaining the company books and any other requirements with Companies House.

The Directors **AGREED** that Burness Paull, who had assisted at the AGM, be asked to provide Company Secretarial Services for the sum of £200 plus VAT per annum. The Registered Company Address would remain at Evergreen, Inverfarigaig.

c) Insurance

The Chair advised that he was currently seeking Directors indemnity insurance through Endsleigh who were recommended by DTAS. An update would be provided to the next meeting.

11. COMMUNICATIONS TEAM – UPDATE

The Communications team gave an update on the activities of the communications team since the last meeting.

The aim was “ to set up and maintain a level of communication with Directors, Members and the Public such that all parties feel well enough informed both to perform their role (Directors) and to know what has been achieved and what the future holds (Members and Public)”

Ed referred to the variety of communication methods which would be used to achieve this including e.g. the website, e mail and postal bulletins, notice boards, open evenings, Boleskine bulletin inserts, directors training, questions and answers, and Trust minutes.

12. APPRENTICESHIP SCHEME PROGRESS

Craig Lightbody gave an update on the progress with the promotion of the Apprenticeship scheme. There was a target date for the end of May to identify all employers in the area as the application deadline was the end of June. It was intended that the Scheme would be well publicised through, for example, notice boards and the Boleskine Bulletin.

13. PROPOSALS FOR NEW GRANT APPLICATION SYSTEM

The Grants team gave details of the proposed new grant application system which included

- Moving to a quarterly grants system and setting closing dates
- Applications to be assessed by Grants assessment team prior to Board meetings
- Directors to be trained in grant assessments
- The production of a Grants Handbook

It was proposed that the grants for constituted groups and for individuals continue and that some of the categories of grant for individuals might include educational, sporting, community benefit, hardship and an amended form of energy efficiency grant.

It was **AGREED** that the cut off point for the current energy efficiency grants be 30 June 2014 and that the new grant system be launched at the open day on 1 July.

14. COMMUNICATIONS TIMELINE

The Chair referred to a timeline which had been drawn up, and which would be a standing item on each agenda, which showed the timeline for preparation of funders reports, account deadlines and other key dates.

The Directors **AGREED** that each team should advise the Administrator of any known deadlines so that they could be added to the timeline.

15. WHAT NEXT AND OPEN EVENING

The Chair referred to the planned open evening and provided a proposed outline for the event which would be held on Tuesday 1st July.

He also referred to a community development structure document which recommended

- clarification of specific responsibilities for Community Benefit negotiation, receipt and distribution
- the introduction of a 'circle of trust' theme for ongoing relations between CT and CC
- clarification of ideas for ensuring we maximise community benefit income into the whole community and minimise doubling up on time and effort
- offering a united front, with clear lines of responsibility when approaching Energy companies and
- the use of a Project Officer, employed and/or contracted by the Trust, to support all community groups with building business plans and maximising their fundraising possibilities, not just from the Trust but also beyond.

The Directors **AGREED** that the Chair send the document to all members of the Community Council with a covering letter to explain the reasons behind the proposals.

16. DATE OF NEXT MEETING

The next meeting was scheduled for Wednesday 2nd July.

As this was the day after the open evening it was **AGREED** that this date be reviewed.

Signed by Chair	_____
Date	_____