

**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST
held in STRATHERRICK HALL, GORTHLECK on WEDNESDAY 11 DECEMBER 2013**

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. REGISTERING OF DIRECTORS WITH COMPANIES HOUSE

Sally McGuire handed the Secretary a notice in writing, as required under Article 19.3 of the Trust and signed by the Chair of the Community Council and by Sally McGuire confirming her consent to her appointment by the Community Council as a Director of the Trust. In terms of Article 19.3, the appointment will take effect from 12th December, being the date specified in the notice.

2. MINUTES OF THE MEETING OF THE TRUST HELD ON 6th NOVEMBER 2013

Approval of the Minutes of the meeting was moved by Lyn Forbes and seconded by Sharon Ferguson

The Minutes of the meeting held on 6th November 2013 were duly accepted as a correct record, were **APPROVED** and signed by the Chair.

3. GRANT APPLICATIONS

Mrs Cameron declared an interest in the following item and took no part in the discussion. She did, however, clarify a number of points posed by the Directors

a) Foyers Primary School

Concern was expressed that in advance of the application being submitted to the Trust, the primary school had already bought ski clothing for the children.

Following discussion it was **AGREED** to award the sum of £2240 to Foyers Primary School to cover the costs of transport for swimming lessons, the annual summer outing and skiing lessons subject to the applicant trying to find a 3rd quote from within the local area, that future funding would be dependent on income and therefore that within the offer of grant letter it should explain that it should not be presumed that the part of the application for skiing would be an annual offer.

b) Stratherrick Hall

The Directors considered an application for CCTV coverage for the Hall to ensure that the defibrillator, which was to be fixed to the exterior of the hall was safe and secure from potential vandalism.

The Chair of the Hall Committee, Hugh Nicol, joined the meeting and answered a number of questions. The application was for a number of cameras positioned all around the hall. The total sum for the CCTV was £3048, with £2,000 being sought from the Trust and £1,000 being sought from the Highland Council Ward Discretionary Fund.

After discussion, it was **AGREED** that the Chair of the Hall Committee would seek further quotes from a number of security firms for CCTV coverage with just one camera covering the defibrillator, that he also approach Highland Council to ascertain

if a larger sum could be applied for from the Ward Discretionary Fund and that he raise with the Hall Committee the possibility of a sum of up to £500 being used from Hall funds.

4. **TREASURY REPORT – NOVEMBER 2013**

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

Financial summary - Total funds in 5 accounts - £115,564.02

Funds remaining in account when grants approved but not yet paid and invoice provisions deducted - £107,879.02

Non disclosure agreement (NDA) – A number of Directors had not yet signed the non disclosure agreement but had indicated that they would progress this. Mrs McGuire stated that she did not intend to sign the NDA. It was **AGREED** to discuss this further at the next meeting.

Banking summary – The process of changing authorised signatories had finally been completed with Santander but there were still outstanding issues with Bank of Scotland and Northern Rock.

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

Annual Accounts – these has been submitted to the A9 Partnership. The previous Accountants had not been co-operative and this had delayed the return of the completed accounts to the Treasurer.

5. **APPLICATIONS FOR MEMBERSHIP**

A further six completed membership application forms had been received.

The Directors **ACCEPTED** the applications for membership as detailed in the report by the Secretary,

The Directors **NOTED** that 101 applications for membership had now been received and approved. They asked Sharon Ferguson to provide a note of the number of members in Fort Augustus as a percentage of the total population in the Fort Augustus and Glen Moriston Community Company area so as to provide a comparison with the SFCT area

6. **NOTE OF MEETING OF THE ARTICLES REVIEW SUBGROUP**

The Directors **NOTED** the note of the meeting of the Articles review sub group held on 29th November. Lyn Forbes stated that good progress had been made over the previous two meetings and it was anticipated that the process would be completed following the next meeting on Friday 13th December.

7. **BOLESKINE BULLETIN INVOICE**

The Directors **AGREED** to pay the invoice in the sum of £84 for the insert in the December Boleskine Bulletin

8. **DATE OF AGM AND ASSOCIATED TIMESCALE**

The Secretary had prepared a report which outlined the date of the AGM (26th February 2014) and the associated timescale for the issue of the Notice of Meeting and associated papers.

The Directors **NOTED** the report

9. UPDATE ON DIRECTOR'S ACTIVITIES

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

10. INVOICES NOVEMBER 2013 – SECRETARY & TREASURER

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

- Secretary's expenses for the period 1 November to 8 December 2013 - £415.30
- Treasurer's expenses for the period 28 October to 3 December 2013 - £348.00

11. ACTION PLAN

Lyn Forbes tabled an excel spreadsheet which had been prepared by the Treasurer and which showed a five year forecast of income and expenditure. This exercise had been carried out to assist the Directors in drawing up a meaningful action plan based on the available funds and on the feedback received from the survey questionnaire. The action list also had to take cognisance of the requirements set out by SSE in the Memorandum of Offer of Grant.

The Directors considered the spreadsheet and requested

1. Lyn to prepare a draft action plan for consideration at the next meeting.
2. The Treasurer to provide a breakdown of the schools figure within the spreadsheet for the next meeting

The Chair, on behalf of the Committee, thanked both Michelle and Lyn for their work to date.

12. ANSWERS TO QUESTIONS POSED BY ROS ROWELL.

Lyn Forbes tabled a paper which provided the answers given by Rory Dutton of the DTAS to the questions which Ros Rowell had been asked at the Trust Open Day.

The Directors **NOTED** the paper.

13. GRANT APPLICATION

The Secretary advised that she had received an application for an energy saving grant for a wood burning stove but that the individual had only submitted two quotes rather than three and had misunderstood the amount of grant available. She had written to him clarifying the process and requesting a third quote. A second application, this time on a small grant application form had been received earlier that day, again for a wood burning stove.

The Secretary requested that a Director visit the applicant to try and assist him in the process and to clarify the terms of grant for him. Sally McGuire offered to take this forward.

It was also noted that the application was from an individual who was in a tenanted property. It was **AGREED** that the Directors should look again at the criteria for grants as previous applications from individuals in tenanted properties had been refused.

14. DATE OF NEXT MEETING

Wednesday 15th January 2014 in Stratherrick Hall

The meeting closed at 10.10 p.m.

Signed by Chair _____

Date _____