

**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in STRATHERRICK HALL, GORTHLECK on WEDNESDAY 7 AUGUST 2013**

<b>Present</b>	Graeme Ambrose, Morag Cameron, Lyn Forbes, Willie Fraser, Sally McGuire, Paula Page, Ros Rowell, Justin Sharp
<b>Chair</b>	Willie Fraser
<b>In Attendance</b>	Fiona Ambrose (Secretary), Michelle Allcock (Treasurer)
<b>Apologies</b>	Sharon Ferguson

*The Chair welcomed the new Community Council nominated Directors, Sally McGuire and Ros Rowell to their first Community Trust meeting and introductions were made. There was a short discussion on the roles and responsibilities of Directors and reference was made to the training for all Directors which would be organised now that the Community Council appointments had been made*

**1. COMMUNITY BENEFIT NEGOTIATOR (CBN)**

At the meeting of the Community Council held on 6<sup>th</sup> August it was agreed that it would be appropriate for two CBN's to be appointed, one by the CC and the other by the Community Trust. The CC had appointed Frank Ellam.

The Directors suggested that Graeme Ambrose take on this role on behalf of the Trust. Graeme confirmed that he was very willing to take on the role but he made it clear that due to work commitments up to the end of March 2014, he would not be in a position to fully commit the time and energy required of the role.

The Directors **AGREED** to appoint Graeme Ambrose as a second CBN and also agreed to ask Alex Sutherland to assist both Graeme and Frank in the short term (for a stated period of 8 months up to the end of March 2014) to ensure that a seamless handover of knowledge and information was achieved.

**2. MINUTES OF THE MEETING OF THE TRUST HELD ON 3 JULY 2013**

Approval of the Minutes of the meeting was moved by Paula Page and seconded by Justin Sharp.

The Minutes of the meeting held on 3 July 2013 were duly accepted as a correct record, were **APPROVED** and signed by the Chair.

**3. SURVEY QUESTIONNAIRE – DRAFT REPORT AND APPENDICES**

The Directors considered the draft report and appendices on the survey questionnaire which had been prepared by Voluntary Action Lochaber (VAL).

The Directors discussed the main body of the report and expressed some concerns about the information contained in the section on “description of the area” and also the lack of figures or percentages against the concerns and desires within the appendices.

The Directors **AGREED** to request VAL to include some percentages to provide some context to the main issues raised and to provide the Secretary with any amendments they felt were required to the description of the area.

#### 4. GRANT APPLICATIONS

##### a. Energy Saving Grant – Whitebridge

It was **AGREED** to award the sum of £2,700 towards the installation of a wood burning stove at a house in Whitebridge, subject to the applicant complying with any necessary building regulation requirements and providing evidence of such.

##### b. Energy Saving Grant – Errogie

It was **AGREED** to award the sum of £3,000 towards the installation of 15 solar photovoltaic panels with micro-inverters to each panel at a house in Errogie, subject to the applicant complying with any necessary planning requirements and providing evidence of such.

##### c. Energy Saving Grant – Errogie

It was **AGREED** to award the sum of £1,650 towards the installation of a multi fuel stove at a house in Errogie

##### d. Main Grant Application – Highlanders Museum

It was **AGREED** to advise the Highlanders Museum that the Articles of Association of the Trust did not allow it to award grants to organisations out with the Stratherrick and Foyers Community Council area.

##### e. Request for financial assistance for educational purposes

It was **AGREED** to advise the applicant that having reviewed the terms of the grant available, the Trust was unfortunately unable to provide assistance at this time but that the Directors would be looking at options which might enable this type of application in the future and to encourage the applicant to re-apply.

#### 5. INVOICE FROM TOURISM SITE FIX RE COMMUNITY WEBSITE

The Community Council at their meeting on 23 July had agreed to request the Trust to pay the invoice for web hosting, domain and administration for the stratherrick.net website for the period 1 June 2013 to 31 May 2014 at a cost of £598.

The Directors **AGREED** to pay Tourism Site fix the sum of £598.

#### 6. Development Trusts Association Scotland (DTAS)

##### a. AGM

As provisional members of DTAS the Trust were eligible to nominate someone for election as a Director of DTAS.

The Directors **AGREED** not to appoint anyone at this time.

##### b. Conference

Details of the annual DTAS conference on 1 & 2 September in Cumbernauld had been received. Help with travel and accommodation costs might still be available through Highlands and Islands Enterprise (HIE)

The Directors **AGREED** that if anyone was available and willing to attend the conference that costs would be met by the Trust (and HIE if still available).

**c. Provisional membership.**

The Directors **NOTED** the excellent information within the Welcome Pack which had been received from DTAS.

**7. SUSTAINABLE ENERGY AND MICRO-RENEWABLES (SEAM) CENTRE (INVERNESS COLLEGE UHI) COURSES**

Correspondence had been received from the SEAM Centre at Inverness College UHI advising of the courses which were available in academic year 2013/14.

The Directors **REQUESTED** the Secretary to look into the costs involved, including the possibility of the Trust being eligible for 50% funding from the Low Carbon Skills Fund and to report back to the November meeting.

**8. GARROGIE CORRESPONDENCE**

The Directors **NOTED** the contents of a letter dated 26 March from Mr Charles Connell regarding Stronelaig Estate.

The Directors also considered a request in a letter dated 25 July from Mr Charles Connell that the Trust consider a grant to support the employment of an apprentice gamekeeper.

The Directors **AGREED** to advise Mr Connell that the Trust was unable to make retrospective payments and to advise that there may be other forms of funding through the government scheme for modern apprenticeships.

**9. SECRETARY'S REPORT**

**a. Annual Return to Companies House**

The Secretary advised that the statutory annual return to Companies House had been successfully submitted through the online webfiling service.

**b. E Mail Distribution list**

The Secretary advised that following the notice in the June Boleskine Bulletin advising that members of the community could receive monthly e mail updates, there was a very poor response with only 2 members of the community getting in touch. She had since added to the distribution list by using the e mail addresses of individuals who had made contact with the Trust in the last few months. This had increased the distribution list to 14.

**10. TREASURY REPORT – JULY 2013**

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

**Financial summary** - Total funds in 5 accounts - £147,606.59

Funds remaining in account when grants approved but not yet paid and invoice provisions deducted - £120,356.59

The Directors **AGREED** that Paula Page should talk to the Chair of the Stratherrick Hall Committee, Hugh Nicol to get an update on the position re lottery funding for the repair of the hall roof.

**Banking summary** – Progress was being made in changing the signatories for the three banks, namely Bank of Scotland, Santander and Northern Rock.

**Grant providers** – SSE were looking to allocate specific responsibility for the management of the Glendoe fund over the longer term to someone within their Community Investment Team and they would like to make contact with the Directors in due course.

**Grant application status** – 2 invoices from applicants still outstanding and included in the figures within the treasury summary above.

**Other treasury matters – New Accountants** – The Treasurer advised that quotes had been received from 2 of the 3 accountancy firms which had been provided with the brief to include preparation and filing Statutory Accounts, the preparation and submission of the Corporation Tax and presentation of the accounts at the AGM

The Directors **AGREED** to offer the work to the A9 Partnership at a cost of £750 plus vat.

**Work in progress** – A number of actions associated with document processing were still to be progressed.

**11. UPDATE ON DIRECTOR'S ACTIVITIES**

Ros Rowell advised that in her capacity as a Community Councillor she had attended the information day on the Torness Sub Station and that work was progressing with the plans for community transport.

**12. INVOICES JULY 2013 – SECRETARY & TREASURER**

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

- Secretary's expenses for the period 1 – 31 July 2013 - £343.95
- Treasurer's expenses for the period 1 – 31 July 2013 - £409.26

**13. INVOICE FROM VOLUNTARY ACTION LOCHABER (VAL) FOR SURVEY ANALYSIS WORK**

The Directors **AGREED** to pay VAL the sum of £720 for the survey analysis work and membership of VAL

**14. DATE OF NEXT MEETING – WEDNESDAY 4 SEPTEMBER 2013**

Signed by Chair

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Date

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