



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at FOYERS PRIMARY SCHOOL, FOYERS ON WEDNESDAY 1 OCTOBER 2014**

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

**1. INTRODUCTION**

The Chair advised that he would like to prioritise certain items on the agenda as there were a number of matters which required decisions to be made. The Agenda was thus re-ordered to reflect these priorities.

**2. MINUTES OF MEETING OF THE TRUST HELD ON 6 AUGUST 2014**

Martin Donnelly proposed, seconded by Hugh Nicol approval of the minutes of the meeting held on 3 September 2014.

The Minutes of the meeting held on 3 September 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**3. ACTION LIST**

The outstanding actions on the action list were **NOTED**.

**4. GRANTS SYSTEM**

**Naming Grant Recipients**

There was discussion on whether or not grant recipients should be named or whether they should remain anonymous with only the grant amount being publicised.

The Directors **AGREED** that all grant recipients under the new grant system should be named, with the exception of those awarded a Hardship Grant or those receiving a Student Grant at a higher level of £500 as a result of providing proof of low income.

*Peter Faye and Zoe Iliffe entered the meeting*

**Energy Saving Grants**

At the last meeting it had been agreed that Energy Saving Grants could be applied for on an annual basis, subject to the inclusion of a current annual energy saving survey report with each application. It transpired that the Energy Saving Trust (EST) no longer carried out home visits for the purpose of assessment. Instead, assessments were now carried out over the phone and a written report was provided on the basis of the information provided by the homeowner.

The Directors **AGREED** to use reports provided by the EST following a telephone call but that this scheme would be reviewed after six months.

## 5. GRANTS

The Directors considered each of the grant applications as follows:-

**a) "Old" Energy Saving Grant – Foyers**

**APPROVED** a grant of £1,385 for the installation of a wood burning stove at a house in Foyers

*Sharon Ferguson, Martin Donnelly, Frank Ellam and Katie Ellam declared an interest in the following grant and took no part in the discussion.*

**b) Non Constituted Group – Children's Xmas Party**

**APPROVED** a grant of £450 for the annual Children's Xmas Party with the condition that invoices be submitted to the Trust following the purchase of the presents.

**c) Student – Iona MacPherson**

**APPROVED** a grant of £200 towards travel expenses

**d) Student – Angus MacPherson**

**APPROVED** a grant of £200 towards travel expenses

**e) Student – Hannah Slater**

**APPROVED** a grant of £200 towards travel expenses and course books

*Sharon Ferguson declared an interest in the following grant and left the room during the discussion.*

**f) Sporting – Millie Ferguson**

**APPROVED** a grant of £200 towards travel expenses for her participation in the Horse of the Year Show at the NEC in Birmingham, 8 – 12 October

**g) Sporting – Alex Sutherland**

**APPROVED** a grant of £200 towards travel and accommodation expenses for his participation as a member of the Scottish team at the Masters International National Cross Country Championships in Nottingham on 22 November.

*Ed Ley Wilson declared an interest in the following grant and took no part in the discussion*

**h) Main Group - Fireworks**

Reference had been made to the Community Council within the application form and, following input from the Liaison Director, it was accepted that the Community Council had no part in this application and any reference to the Community Council would be removed.

**APPROVED** a grant of £2,000 for the annual community fireworks display subject to proof of insurance being in place and compliance with all statutory requirements including necessary consents being obtained to hold an event of this nature together with permission to use the land as required.

## 6. FINANCE

### Bank Accounts

The interest paid by a number of proposed new banks and building societies had been researched and some offered higher rates than those banks which whom the Trust had already opened accounts, although mostly with a notice period attached. All the proposed banks/building societies were small local banks but all were covered by the FSCS guarantee of £85k.

The Directors considered the options for banks and building societies offering competitive interest rates on business accounts and **AGREED** that accounts with the following banks/building societies be opened.

- Cambridge and Counties Bank
- Shawbrook Bank
- Aldermore Bank
- Market Harborough Building Society
- Teachers Building Society

### Cashflow

The detail of the cashbook and cashflow system was presented to the Board and the Chair advised that as at end September 2014, the total sum held in all accounts was £189,710.57

## 7. FINANCIAL MANAGEMENT

### Signatory

The Directors **AGREED** that Frank Ellam, as Finance Director, should be added as a signatory to all the bank accounts.

### Draft Annual Accounts and End of year report

The Directors considered the draft annual accounts and the end of year report.

Subject to a couple of minor textual changes, it was **AGREED** that the accounts could be submitted to the AGM in December for approval.

## 8. INVOICES

- a) Administrator expenses –September 2014 - £392.00
- b) Chair's Expenses – 30 July – 25 September 2014 - £56.80

The Directors **AGREED** to pay the invoices in the sums shown above.

## 9. LIAISON DIRECTOR'S REPORT ENTITLED COMMUNICATIONS

Katie Ellam tabled a communications report which outlined a number of issues which the Community Council had requested be considered by the Trust.

### Toilet Sub Committee

A toilet sub committee had been set up with the task of preparing a business plan for a new toilet block in Foyers. Two Community Councillors had been appointed to the sub committee and an invitation had been made to the Trust to participate

It was **AGREED** that Katie Ellam would provide background information on this matter so that the Directors would be better able to make an informed decision regarding two Directors to sit on the sub committee. The Trust would provide the names of two Directors within two weeks.

It was stressed that, by responding to the invitation, the Trust was not agreeing to provide funds or to take on any management responsibilities for the project, but was simply participating in the sub committee and assisting with the development of a business plan.

### **Boleskine Bulletin**

To ensure the continuation of the bulletin, the Community Council had come to the opinion that the only potential option was to employ a local person to collate and publish local news in some, as yet undecided format.

The Trust supported in principle the option going forward but did not make any decision at this stage to agree any specific plan or spend. It was **AGREED** that more information was required, including a full business case for the potential cost of the proposed plan and meantime Directors should pass their thoughts and ideas to the Communications team for collation.

Hugh Nicol will liaise with Strathnairn Community Benefit Fund to ascertain how they prepared, published and funded their local booklet. Once all this information had been assimilated then this matter would be discussed at the next Trust meeting in November.

### **Annual costs of SFCC**

The Community Council have assessed their annual expenditure and are of the opinion that a funding shortfall prevents them from achieving everything they wish to achieve. They are therefore seeking some form of allowance from the Trust in preference to applying for an annual grant.

It was **AGREED** that Ed Ley-Wilson, Sharon Ferguson and Frank Ellam would liaise with SSE to ascertain if this was something which SSE as funders would be able to support.

### **Jane Fraser Memorial**

In 2010 the Trust had provide a grant of £212 to the Community Council to complete a survey to establish the cost of refurbishment to the memorial. The survey was completed but the account was not settled at the time. The company in question had recently confirmed that they would not be seeking payment.

The Directors **AGREED** that the Community Council should retain the grant of £212 for use as they see fit.

### **Glendoe Variable Payment**

The Community Council expressed their thanks to the Trust for information regarding the variable payments and were in support of the decision taken.

### **Liaison Officer's Guidelines document**

A small amendment was requested to this document to better reflect the wording in Article 69 of the Trust's Articles of Association

It was **AGREED** to accept this request.

*Frank and Katie Ellam declared an interest in the following item and left the room during the discussion*

## 10. COMMUNITY LAND PURCHASE

Peter Faye and Zoe Iliffe had provided a report which gave an update on the work which had been undertaken on the community land purchase.

Peter advised that a site plan appeared to show that the access track was not included in the sale. Clarification on this was required.

The report included information on planning matters including access and traffic levels.

Allied Surveyors had been instructed to provide a formal valuation of the land and a restricted fee of £250, excluding VAT had been agreed. An indication of value had been given both with and without the clawback clause which formed part of the seller's instructions. For the restriction on the clawback clause to be waived, the Trust would have to define "community use".

MacLeod and MacCallum Solicitors had provided a very competitive quotation for legal work in the sum of £895 plus VAT. The normal fee for a commercial transaction was between £2-3K. A purchase price of £40K or less would be below the threshold for Stamp Duty Land Tax.

The Grant application to the Scottish Land Fund had been drafted to include legal and professional fees. The deadline for the final draft application was 31 October with final hard copy and all documentation to be received by the BIG lottery by 14 November.

The Directors **AGREED IN PRINCIPLE** to purchase the land subject to the outcome of a full community wide consultation being in favour of the purchase.

In order to progress the actions which were required in advance of any formal decision being made to purchase the land, the Directors

1. **AUTHORISED** Zoe Iliffe to submit a grant application to meet the deadlines of the January 2015 BIG Lottery Committee meeting.
2. **AUTHORISED** the negotiating team to agree a purchase price with the seller (up to a maximum of £40,000) subject to any conditions including grant approval and satisfactory restriction of the clawback clause
3. **AGREED** that the Trust would fund the remainder of any amount over and above 95% of the professional valuation
4. **AUTHORISED** Zoe Iliffe, Peter Faye and Ed Ley-Wilson to act as the duly authorised Directors to sign the grant application and any subsequent legal documentation, should any formal offer be made and accepted.
5. **AGREED** to formally instruct Macleod and MacCallum Solicitors to carry out any legal work up to the level of their quotation of £895 plus vat.

It was further **AGREED** that the Community Land Purchase team would organise the setting up of a community-wide questionnaire and speak with the Community Council about setting up a 'Foyers land purchase' Open Day where all aspects of the purchase could be provided for scrutiny. No purchase would be authorised by the Trust before the results of the questionnaire were known and the Open Day had been held. Zoe Iliffe would provide all Directors with a copy of the proposed questionnaire for comment before it was posted out to the community and all Directors would provide Macleod and MacCallum with proof of identity as part of their legal requirement to act on the Trust's behalf.

*It was **AGREED** that the remaining items on the Agenda, namely Communications update, Apprenticeship Scheme, Funders Team update, AGM arrangements, Junior Membership Application and Timeline be deferred to the next meeting.*

**11. DATE OF NEXT MEETING**

Tuesday 4<sup>th</sup> November – Venue TBC

*The meeting closed at 10.15 p.m.*

Signed by Chair

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Date

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