



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at STRATHERRICK HALL, GORTHLECK ON WEDNESDAY 3 SEPTEMBER 2014**

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

**1. INTRODUCTION**

The Chair confirmed that most of the structures and procedures were now in place and it had been communicated widely that the Trust was now fit for purpose. The next stage in the Trust's continuing development was to focus attention on helping the community to develop and implement 'legacy' projects and build community assets. . This might best be achieved by focusing on the 4 "P's":

- Supporting People
- Focusing on Projects
- Planning or Budgeting to Succeed
- Promoting funding

It would be important to engage able people with the appropriate skills to make things happen and also to promote an environment which encouraged ambition.

*Katie Ellam declared an interest in the following item and left the meeting*

**2. FINANCE DIRECTOR**

The Chair welcomed Frank Ellam to the meeting. Frank had expressed an interest in the Finance Director's role and gave a short presentation to the Directors on his background and his skills and experience.

Following a short discussion, the Directors unanimously **AGREED** to appoint Frank Ellam as the Finance Director (Co-opted).

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

Graeme Ambrose proposed, seconded by Martin Donnelly approval of the minutes of the meeting held on 6 August 2014.

The Minutes of the meeting held on 6 August 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**4. ACTION LIST – REVIEW**

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

## 5. FINANCE

### Bank Accounts

The Chair provided an update on the position with the various bank accounts and the sums therein. HSBC and RBS accounts were now both open. It would be necessary to open further bank accounts so as to ensure we were protected by the bank guarantee of £85k per banking group.

*Peter Faye entered the meeting*

### Cashflow

The detail of the cashbook and cashflow system was presented to the Board and the Chair advised that as at end August 2014, the total sum held in all accounts was £192,631.

### Budgeting

The Chair took the Directors through the budgets proposed for 2014/15. This amounted to £82K and included the possible funding of up to three apprenticeships.

## 6. FINANCIAL MANAGEMENT

### Reserve Policy

The sum of £100K would be seen as a reserve amount. . This was 120% of the current year's budgeted expenditure.

### Draft Annual Accounts and End of year report

The first draft of the annual accounts for the year to 31 June 2014 had been received from A9 Accountancy. There were a couple of issues requiring clarification. Once the accounts had been finalised, the end of year report would be prepared and the accounts would be presented to the Board

## 7. GRANT SYSTEM

Sharon Ferguson advised that the main group grant application and guidelines had been finalised. The forms and guidelines for individual community benefit, sporting, education and hardship grants were almost complete.

Sharon confirmed, following a question from Katie Ellam, that a hardship grant application could be made directly by the applicant and did not require a third party referral in every case. Full details would be available on the application form, soon to be completed.

There was detailed discussion on the amended energy saving grant.

The Directors **AGREED** that the energy saving grants

- Would be available to any person who had received a grant through the previous energy saving grant scheme as this was a new scheme
- Could be applied for on an annual basis, subject to the inclusion of a current annual energy saving survey report with each application
- Would be open to individuals in tenanted properties but applications would only be considered if the request related to an improvement which was not a statutory provision or a minimum requirement from a registered landlord

- Could only be applied for by applicants for their main residence – holiday lets and second homes were therefore not eligible.

Sharon confirmed that she would set up a doodle poll to ascertain the availability of those Directors who had not yet received the grant assessment training.

It was **AGREED** that all groups which had submitted applications for funding in the past would be advised of the dates of the quarterly grant meetings.

Martin Donnelly agreed to take on the role of Energy Czar responsible for pulling together information on all things 'energy saving'. This will help inform the Board in their Energy Saving Grant assessments and allow us to inform the community on how best to optimise installing energy saving measures in their properties.

## **8. COMMUNICATIONS UPDATE**

The Chair advised that the first design draft of the website had been received from Andy Holt. A few amendments had been suggested and the second draft was awaited.

Once the website design had been agreed and it had been populated and was live, consideration of a facebook page as another communication tool would be considered.

## **9. LIAISON DIRECTOR – JOB ROLE**

Following the last meeting a job description for the Liaison Director had been prepared.

Following discussion it was **AGREED** the document would be better described as "guidelines for the voluntary role of Liaison Director" rather than a "job description". Subject to these amendments being made, the guideline document was **APPROVED**.

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

Sharon Ferguson confirmed that the first application for an apprenticeship within the Stratherrick and Foyers Community Trust area had been approved. Jake Macmillan had started as an apprentice gamekeeper with Conaglean Estate on 1<sup>st</sup> September. As part of his training, Jake would enrol in a Gamekeeping Modern Apprenticeship Course with North Highland College in Thurso.

This was the first legacy project approved by the trust with funding of £14,752 payable over two years.

Sharon advised that a second application had been received for an apprentice mechanic position and that this would be considered at an assessment meeting at the end of September.

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

Graeme Ambrose advised that he and Frank Ellam, as the joint Community Negotiation team, had met twice in the last month. Frank had received some information from Ian Brown on a number of proposed developments.

**Aberarder**

An electrical discount scheme was one of the proposals for community benefit from this development. It was understood that the discount scheme would only benefit those within a three mile radius of the development. It was hoped that a meeting could be set up with Scott Fraser, Community Relations Co-ordinator before the end of September. Clarification would be sought on the electrical discount scheme.

### **Dell**

Stuart Forsyth was the contact with Falck Renewables. Frank had met with him previously and it was hoped to set up a meeting before the end of September

### **Knockie**

This was a joint Forestry Commission Scotland and Green Highland Renewables development. The proposed community benefit was 5K per MW plus an equity equivalent where the community would have a share by buying into the development. There were risks involved with an equity scheme and much more detail was required before the Trust were in any position to make a decision on possible investment. It was a small scheme and it was understood that it would not yield more than 5-10K per annum. The scale and timescale associated with the project also had to be clarified.

A meeting with Green Highland Renewables was a priority so as to clarify the range of issues associated with this development.

### **Garrogie and Dell Hydro Schemes**

There appeared to be progress with these two small hydro schemes. Meetings would be requested with both developers.

### **Corriegarth**

Contact had been made with Nick Halley, Project Manager for an update on the drafting of the Memorandum of Offer.

### **Stronelarig**

It was understood that an external legal challenge had been made to the Scottish Government's decision to approve this development. A meeting with Graeme Keddie of SSE at the end of August had not materialised but it was hoped that a meeting would be held in early October.

## **12. COMMUNITY LAND PURCHASE**

Zoe Illife confirmed that the initial application to the Big Lottery had been referred to the Scottish Land Fund. An application pack had been received and an advisor had been allocated. The deadline for the application to the Community Land Fund was 30<sup>th</sup> November.

Peter Faye advised that an e mail had been sent to the land agent outlining various options to deal with the clawback in the sales conditions. The agent was still waiting for a response from his client.

## **13. GRANT APPLICATIONS**

A partially completed energy saving grant application had been received from a resident of Foyers prior to the deadline of 31<sup>st</sup> August. Two further quotes were still being sought by the applicant.

The Directors **AGREED** that this application would be considered once three quotes were received.

Sharon Ferguson advised that an application on behalf of Foyers Nursery had been received to fund the transport costs associated with a visit to Inverness Museum. The visit was planned for the beginning of October.

The Directors **AGREED** to award the sum of £69 to cover the transport costs of the museum trip.

#### **14. MEMBERSHIP APPLICATIONS**

The Administrator advised that three new membership applications had been received.

The Directors **APPROVED** two of the applications and requested the Administrator to ask the third applicant if he was registered to vote from the address in the application form. This would determine whether the membership would be as an Ordinary or Associate member.

#### **15. INVOICES**

- a) Administrator expenses – August 2014 - £192.80
- b) DTAS – Annual (Associate) membership fee - £30

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

#### **16. TIMELINE**

The Chair referred to the timeline and highlighted the key actions for September.

#### **17. DATE OF AGM**

The Trust's financial year end was 30<sup>th</sup> June and the annual accounts had to be registered with Companies House by 31<sup>st</sup> March the following year. The AGM had historically been held at the end of February each year which did not allow enough time to resolve any issues on the draft annual accounts.

The Directors **AGREED** that the AGM be brought forward to Wednesday 3<sup>rd</sup> December 2014.

#### **18. COMMUNICATIONS**

Katie Ellam had hoped to raise the issue of communications but because of the lateness of the hour, it was **AGREED** that this be included in the agenda for the next meeting on 1<sup>st</sup> October.

#### **19. DATE OF NEXT MEETING**

Wednesday 1 October – Venue TBC

*The meeting closed at 10.40 p.m.*

Signed by Chair

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Date

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