



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at CRAIGDARROCH INN, FOYERS ON WEDNESDAY 4 NOVEMBER 2014

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

1. INTRODUCTION

In order to manage the sharing of information and the managing of meetings as efficiently as possible, the Chair requested that any Director responsible for an item on the Agenda should produce a simple report for circulation to all with the Agenda in advance of the meeting.

2. MINUTES OF MEETING OF THE TRUST HELD ON 1 OCTOBER 2014

Zoe Iliffe proposed, seconded by Graeme Ambrose approval of the minutes of the meeting held on 1 October 2014.

The Minutes of the meeting held on 1 October 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

3. ACTION LIST

The Chair advised that all actions on the action list had been completed.

4. AGM

The Chair referred to the two proposed changes to the Articles of Association, namely the change in definition of a co-opted Director and the requirement for Director nominations to be received 14 days in advance of future AGM's. He was liaising with Burness Paull on both these issues and they would provide the relevant wording for the special resolution which was required for any article change.

The Directors **AGREED** that both changes should be included as a special resolution at the forthcoming AGM

The Administrator advised of the estimated costs received from Voluntary Action Lochaber to print and send out the AGM packs to all members. This was in the region of £300.

Martin Donnelly joined the meeting.

The Directors discussed whether or not there was the need to invite a lawyer from Burness Paull to attend the AGM to answer any questions of procedure or law. The Directors **AGREED** that this was not required but that Rory Dutton of DTAS should be approached and invited to attend.

Craig Lightbody joined the meeting.

In terms of the Articles of Association, co-opted Directors were required to retire from office at the AGM but would then be eligible for re-appointment. Katie Ellam, Frank Ellam and Zoe Illife would all require to retire at the AGM.

Katie Ellam advised that the SFCC had agreed to put her name forward again as their nominee for the position of Co-opted Director. This decision had been taken in advance of her retiral at the AGM in order to assist the SFCT in making an early appointment to this position.

Further, in terms of the Articles, one third of member Directors were required to retire from office. Ed Ley-Wilson, Craig Lightbody and Stewart MacPherson advised that they would retire at the AGM.

Frank and Katie Ellam declared an interest and left the meeting during discussion of the following item.

5. COMMUNITY LAND PURCHASE

Peter Faye referred to a plan of the land in Foyers and confirmed that if the land was purchased on behalf of the community, it could not be accessed from Gray's Park as the deemed right of access was for agricultural use only. In addition, there was a small strip of land adjacent to the access road which also blocked access and the owner of which had not yet been identified.

Zoe Iliffe confirmed that, due to the ongoing investigations surrounding access to the land, a grant application had not yet been submitted to the Scottish Land Fund. The closing date for the January 2015 Grant meetings had passed. The next round of grant meetings would be held in March 2015.

If the difficulties of access could not be resolved but the Community was still of a mind to purchase the land for community ownership, Zoe Iliffe pointed out that there would be no grant available from the Scottish Land fund.

The Chair summarised the issues as follows:-

- No access to the land from Gray's park
- Ownership of the strip blocking other access routes had to be investigated
- Access across the Bailey Bridge was acceptable to Highland Council for the sort of community use we are proposing for the land.
- The widening of the road at Riverside was a possible option in order to gain access to the site and this was currently being investigated.

Martin Donnelly left the meeting. Frank and Katie Ellam rejoined the meeting.

6. PROJECT CO-ORDINATOR

The Chair referred to the proposal that a project co-ordinator be appointed to act as the Trust's main hub for all its activities. This would include the whole range of projects with which the Trust was involved. He also referred to the various documents such as the Justification document, the Job Description and the Workplan, all of which had already been drafted in order to assist the discussion.

Martin Donnelly rejoined the meeting

There was discussion on the justification of employing a project co-ordinator and on the cost. One of the main tasks of the role would be to access funds and by doing so, part of the post could be funded. It was accepted that to recruit the correct person with the range of skills and experience required, the post would likely need to be advertised as a full time position. It was envisaged that the project co-ordinator would be working for the whole community and assisting with a range of projects for a range of different groups.

Further discussion and investigation was required on this proposal and it was **AGREED** that it should be included as a standing item on future agendas.

7. GRANTS SYSTEM

The quarterly grant report was **NOTED**.

8. FINANCE

End of Year accounts for 2013/14

Frank Ellam made reference to a couple of small classification amendments which had been made to the draft accounts since the last meeting.

Frank Ellam proposed, seconded by Martin Donnelly adoption of the annual accounts for 2013/14.

The Directors **AGREED** to adopt the Annual Accounts for 2013/2014.

Cashflow

The detail of the cashbook and cashflow system was presented to the Board and Frank Ellam advised that, as at end October 2014, the total sum held in all accounts was £172,881.17. It was likely that the Dumnaglass “up-front” payment would not be received early in 2015. Rather, it was anticipated that this payment would be received in mid 2016.

Opening of new bank accounts

Because of the revised cash flow expectations, the urgency for opening additional bank accounts had reduced and this would now be undertaken at a later date but in time to receive the Dumnaglass ‘up-front’ payment and ensure we were protected by the Bank guarantee.

Bank Signatories

Frank Ellam had been added as a signatory to the Virgin Money accounts and Santander. Confirmation was still awaited from RBS.

9. MEMBERSHIP APPLICATIONS

The Administrator advised that two new membership application forms had been received, one for ordinary membership and the other for junior membership.

The Directors **APPROVED** the ordinary and junior member applications.

10. INVOICE - ADMINISTRATOR EXPENSES –SEPTEMBER 2014 - £398.40

The Directors **AGREED** to pay the invoice in the sum shown above.

11. FUNDERS TEAM

Graeme Ambrose referred to the Funders’ spreadsheet which had been updated to show what progress had been made since the last meeting. He advised that a number of meetings had been requested with developers and their responses were

still being awaited. The Funders' team would determine the best way to take this forward. He also provided some detail of the discussion the joint Community Benefit Negotiation team had had with SSE regarding both the Dunmaglass advanced payment and the progress of the Stronelairg windfarm towards planning approval.

12. COMMUNICATIONS

Boleskine Bulletin

As the December issue of the Boleskine Bulletin was possibly going to be the last, the cost to the Trust in producing a leaflet to replace the information circulated with the Boleskine Bulletin had been investigated. These ranged from £160 to £340 per issue, with a circulation to 200 households.

Hugh Nicol offered to attend the Boleskine Bulletin AGM in December. The Directors **AGREED** that an offer of financial assistance from the Trust would be made to anyone offering to take over the production of the Bulletin and the details of the level of any funding would be assessed at the time.

New Website

The website was well received and the Chair pointed out that it was designed, first and foremost, as a 'communications' site. The Directors' login section was a key part of the site and this was the first time that the Trust had all working information available to all Directors in one place.

It was pointed out that some of the images on the website were very large and took a considerable time to download.

It was **AGREED** that all Directors should advise the Chair or the Administrator of any issues with the website by email.

13. APPRENTICESHIP SCHEME

Craig Lightbody had circulated an update on the apprenticeship scheme. The first apprenticeship at Dunmaglass Estate was progressing well but unfortunately a trial period for a second apprentice had not worked out.

There was discussion on the need for the Trust to be more proactive and to promote the apprenticeship scheme into the local schools. Concerted promotion of the scheme would be most beneficial in April and May but the Chair urged the Apprenticeship team to start building relationships now with key persons in the Secondary school such as Careers Advice staff and perhaps Guidance staff too.

14. LIAISON DIRECTOR

Foyers Toilets

Following the last meeting, Katie Ellam had provided background information on this matter. Funding was required to cover the running costs to ensure the opening of the toilets in 2015.

The Directors **AGREED** that the Community Council could submit a grant application to cover the running costs for a period of two years and that this would be assessed through our normal 'assessment' procedure.

Annual costs of SFCC

The Chair advised that SSE were agreeable to the Trust providing some of the costs identified by the Community Council to allow them to operate in the best

interests of the community. The purpose of the funds would need to meet the stated objectives of the Trust.

The Chair and the Liaison Director would discuss this matter further and **AGREE** on the amount that the Trust might be able to accept. The method of application and timings of any payment would also need to be discussed..

15. TIMELINE

The deadline for the insert for the next Boleskine Bulletin was 15th November. The Communications Team would take this forward.

16. INVITATION TO THE HIGHLANDS AND ISLANDS TOURISM AWARDS

The Chair advised that he had received an invitation from SSE to attend this event on 7th November and that it was a good opportunity to network with our main funder and to meet Chairs of other Community companies also invited to the event. It was **AGREED** that the invitation be accepted.

17. ANY OTHER BUSINESS

OUTSTANDING GRANT AWARD

Frank Ellam referred to a grant which had been awarded in February 2014 for the installation of a wood burning stove and asked why this grant had not yet been claimed. It was **AGREED** that the Administrator would follow this up.

COMMUNITY OWNERSHIP CONFERENCE

Frank Ellam advised that he had attended this event on 30th October, which had been organised by DTAS. Attendance at the event had proved to be very worthwhile. Some excellent advice had been given which would be of use in the future.

18. DATE OF NEXT MEETING

AGM – Wednesday 3rd December 2014 in Stratherrick Hall.

Directors Meeting – Wednesday 3rd December in Stratherrick Hall – following the conclusion of the AGM

The meeting closed at 10.15 p.m.

Signed by Chair

Date
