



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at CRAIGDARROCH INN, FOYERS ON WEDNESDAY 22 JANUARY 2015**

<b>Present</b>	Graeme Ambrose, Martin Donnelly, Frank Ellam, 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>	Gordon McAndie

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting and confirmed that the main focus of the meeting would be consideration of the grant applications received.

*Peter Faye and Zoe Iliffe joined the meeting*

**2. MINUTES**

**a) Meeting held on 4 November 2014**

Frank Ellam proposed, seconded by Graeme Ambrose approval of the minutes of the meeting held on 4 November 2014.

The Minutes of the meeting held on 4 November 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**b) AGM held on 3 December 2014**

Sharon Ferguson proposed, seconded by Ed Ley-Wilson approval of the minutes of the meeting held on 4 November 2014.

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

**c) Meeting held on 3 December**

Zoe Iliffe proposed, seconded by Frank Ellam approval of the minutes of the meeting held on 3 December 2014.

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

**d) Special meeting held on 10 December**

Hugh Nicol proposed, seconded by Sharon Ferguson approval of the minutes of the special meeting held on 10 December 2014.

The Minutes of the special meeting held on 10 December 2014 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

*Stewart MacPherson joined the meeting.*

### 3. ACTION LIST

The Chair advised that all actions on the action list from November 2014, with the exception of the promotion of the apprenticeship scheme had been completed. Stewart MacPherson would be taking on this area of responsibility following the resignation of Craig Lightbody.

### 4. GRANT APPLICATIONS

The following grants were considered and discussed and it was **AGREED** that the grants be approved, as detailed below:

- a) **Emily Grainger – Student Grant (Ref ST 19/2014)**  
Grant awarded £200
- b) **Hannah Grainger – Student Grant (Ref ST 20/2014)**  
Grant awarded £200
- c) **Ewan Fraser – Student Grant (Ref ST 21/2014)**  
Grant awarded £200
- d) **Student Grant (Ref ST 18/2014)**  
Grant awarded £500
- e) **Student Grant (Ref ST 17/2014)**  
Grant awarded £500

*Frank and Katie Ellam and Martin Donnelly declared an interest and left the meeting during consideration of the following item*

- f) **Foyers Primary School (Ref G 13/2014)**  
Grant requested £1,325      Grant awarded £1,325  
Conditions: Any future application should be received from the Parent Council. Evidence of fund raising from alternative sources to supplement the parental contributions would be sought

*Sharon Ferguson declared an interest and left the meeting during consideration of items g) and h).*

- g) **Stratherrick Primary Parent Council (Ref G 12/2014)**  
Grant requested £1,775      Grant awarded £1,775 or £1,575, subject to clarification on the level of contribution by the Parent Council.
- h) **1<sup>st</sup> Stratherrick Guides (Ref G 14/2014)**  
Grant requested £1194.80      Interim Grant awarded £224.80 (for swimming and 50% of costs for hire of hall).  
A decision on the trip to the Tartan Gig in Glasgow was deferred pending the receipt of 3 written quotes for the hire of the bus.
- i) **1<sup>st</sup> Stratherrick Brownies (Ref G 15/2014)**  
Grant requested £2221.30      Grant awarded £258.90  
The portion of the grant requested for the trip to a show, including an overnight stay in Aberdeen was rejected as the trip was not specific to the Brownie movement. The Directors agreed that they would probably look at a

trip to a local show more favourably and would allow a further application to be made for a trip specific to the Brownie movement to take place this year.

*Sharon Ferguson and Martin Donnelly declared an interest and left the meeting during consideration of the following item*

- j) **1<sup>st</sup> Stratherrick Rainbows (Ref G 16/2014)**  
**Grant requested** £583.36      **Grant awarded** £583.86
- k) **Boleskine Seniors Lunch Club (Ref G 11/2014)**  
**Grant requested** £1,200      **Grant awarded** £1,200

## 5. ELECTION OF NEW CHAIR

Ed Ley-Wilson confirmed that he would be standing down as Chair in May. It would be necessary to make a decision on the appointment of a new Chair at the meeting on 4<sup>th</sup> February so that a changeover could take place.

## 6. GRANT SYSTEM

It was suggested that a small working group be set up to assess the current position and to come forward with some ideas for improvement.

It was **AGREED** that Sharon Ferguson (Lead), Frank Ellam, Stewart MacPherson and the Administrator should be the members of the sub group.

## 7. PROJECT CO-ORDINATOR

The Chair confirmed that the questionnaire and other paperwork was being sent to every household, with a return date for the questionnaire of 13<sup>th</sup> February. The Drop in session at Stratherrick Hall had been arranged for 11<sup>th</sup> February.

The Administrator advised that the total cost for issue of the questionnaire, including photocopying, franked and return envelopes and administrative costs by Voluntary Action Lochaber would be around £650, depending on confirmation of total number of households within the Stratherrick and Foyers Community Council area.

The Directors **APPROVED** the cost of the issue of the questionnaire.

## 8. FINANCE

The Finance team's report was noted.

### **New Bank Account**

A new online savings account had been opened with Aldermore Bank paying 1.1% interest. Most of the balance from RBS had been transferred to Aldermore leaving a few pounds at RBS to keep the account open in case an account was needed quickly.

### **Financial Control Document**

The Aldermore terms and conditions in relation to online transfers did not allow compliance with the current Financial Control Document in that only one authorised signatory was required to login to transfer monies from the Aldermore account to the Santander account.

To allow the FD to perform digital transactions where there was no other option within any particular bank, the following amendment to the Financial Control document was proposed.

“Where an SFCT business bank account allows money only to be digitally transferred to a designated account and where that designated account is already approved as a known SFCT account by Directors, the digital transfer may be undertaken by the Finance person as part of their regular financial management work. The Finance person must communicate by e mail such proposed digital transfers to the Chair before any transfer takes place. Any transfers will be shown within the Cashflow system and ultimately monitored by our independent Accountancy firm on an annual basis.”

The Directors **APPROVED** the insertion of the paragraph, as detailed above into the Financial Control Document

#### **Review of past two months.**

Payments of £3,000 in Grants and £2,210 in administrative expenses were noted.

#### **Management Accounts.**

The management accounts for July to December were noted.

#### **Cashflow.**

The cash flow forecast had been extended to September 2016.

#### **Budget vs Spend.**

Expenditure on Group Grants, Apprenticeships and Larger Projects was well below budget.

It was **AGREED** that the Directors needed to encourage applications to be made by members of the community, especially those running groups, and to offer assistance if necessary.

### **9. INVOICES**

- a) Administrator – December 2014 (£447.97)
- b) Finance Director (£94.22)

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

### **10. FUNDERS TEAM**

The updates to the Funders' spread sheet were noted.

### **11. COMMUNICATIONS**

The Communication Team's report was noted.

### **12. APPRENTICESHIP SCHEME**

The Chair advised that Jake McMillan had resigned from the apprentice position with Dunmaglass Estate. Stewart and Sharon would liaise with Harry (Fort Augustus Community Company) to assess if any aspect of the recruitment or management process of the scheme needed to be improved.

**13. COMMUNITY LAND PURCHASE**

Pre-planning advice had been formally requested and a response was awaited. No further communication had been received from the agents on their deadline.

**14. ENERGY ISSUES**

A report on energy issues would be available for the next meeting on 4<sup>th</sup> February.

**15. LIAISON DIRECTOR**

Katie Ellam advised that she was completing a grant application on behalf of the Community Council for an annual expenses and public information grant from the Trust.

**16. TIMELINE**

The Chair ran through the timeline, referring to the matters which would need to be addressed at the next meeting.

**17. DATE OF NEXT MEETING**

4 February 2015 – Foyers School.

*The Meeting closed at 10.00 p.m.*

Signed by Chair

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Date

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