



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at CRAIGDARROCH INN, FOYERS ON WEDNESDAY 4 MARCH 2015

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

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

2. MINUTES OF MEETING HELD ON 4 February 2015

Frank Ellam proposed, seconded by Zoe Iliffe, approval of the minutes of the meeting held on 4 February 2015.

The Minutes of the meeting held on 4 February 2015 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

3. ACTION LIST REVIEW

The Chair advised that there were only two outstanding actions, namely the Project Co-ordinator and energy issues and both were being progressed.

4. GRANT APPLICATIONS

Zoe Iliffe declared an interest and left the meeting during discussion of the following item

a) Group – Loch Ness Luvvies (ref G24/2014)

Grant requested £1,500 **Grant awarded** £1,500

Grant purpose and conditions - staging the 2015 production by the group.

Payment of the grant will be made upon receipt of a certified set of accounts and confirmation that a new Treasurer is in place.

Any receipts from the 2015 production, following payment of any outstanding debts, will be repaid to the Community Trust if no further productions take place.

Sharon Ferguson entered the meeting

b) Energy Saving Grant – Sadie Chisholm (Ref ESG 23/2014)

Grant Awarded £500

Grant purpose and conditions – towards the installation of a new insulated kitchen roof

Copies of receipted invoices to be submitted upon completion of the works.

Katie Ellam and Martin Donnelly declared an interest and left the meeting during discussion of the following item

c) Group – Stratherrick and Foyers Community Council (Ref G24/2014)

Grant requested £2,408.21 **Grant awarded** £2,408.21

Grant purpose, breakdown and conditions

- towards the cost of annual expenses of running the Community Council (£1539)
- the purchase of a public address system together with a hearing loop for use by the whole community as required (£769.21)
- maintenance of community notice boards (£100)

The annual grant expenses application to adhere to the November 2014 agreement between the Community Trust and the Community Council

Sharon Ferguson declared an interest and left the meeting during discussion of the following item

d) Group – 1st Stratherrick Guides (Ref G14/2015 (Part II))

Grant requested £560 **Grant awarded** £560

Grant purpose and conditions - cost of travel and entry to the Tartan Gig in Glasgow (10 guides)

The Trust to receive a copy of the accounts, signed and certified by an independent person

e) Group – Friends of Kilchuimen Academy (Ref G26/2014)

The Directors **AGREED** to defer this item to the next meeting pending receipt of further information

Sharon Ferguson declared an interest and left the meeting during discussion of the following item

f) Non constituted Group – Sharon Ferguson on behalf of Stratherrick and Foyers Primaries (Ref G27/2014)

Grant requested £519.60 **Grant awarded** £519.60

Grant purpose - mapping of Stratherrick and Foyers Primary Schools and purchase of orienteering equipment

5. NEW MEMBER APPLICATIONS AND MEMBERSHIP LIST

The Administrator advised that fourteen new membership application forms had been returned with completed questionnaires.

The Directors **APPROVED** the fourteen new membership applications and were pleased to note that membership had increased by 21% since March 2014. The membership of the Trust now stood at 172 (164 Ordinary, 6 Associate and 2 Junior members).

6. DOCUMENT MANAGEMENT POLICY - E MAIL DISCLAIMER

With reference to the discussion on the document management policy at the last meeting, the Directors **AGREED** to insert the following paragraph into the document

"This email and any attachments are confidential. If you have received it in error, do not retain or disclose it but please notify us immediately. No liability is accepted for any damage caused by a virus or the alteration of our email or any attachment by a third party and it is the recipients' responsibility to scan for any viruses. None of the contents of this email can be considered to be an agreement or contract. Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Stratherrick & Foyers Community Trust."

7. **GRANT SYSTEM**

Sharon Ferguson advised that the Grants working group had met last month and the Administrator was updating the main grant assessment form and handbook.

8. **PROJECT CO-ORDINATOR**

The Chair referred to the questionnaire which had been sent to every household in the area to gauge the views of the community on whether or not to employ a project co-ordinator. 90% of those in the community who had completed the questionnaire return were in favour.

The Directors **AGREED** that

1. the Trust should employ a Project Co-ordinator. The Trust would now make applications for part/full funding of the position for at least the first year of employment. The final cost of employment would therefore rely on the results of such funding applications and Members would be informed of the results as they appeared.
2. the next steps should be as follows:-
 - a. All information pertaining to the position would be uploaded onto the website
 - b. Applications for funding would be progressed by Frank Ellam and Graeme Ambrose in March/April
 - c. All information, including human resource issues to be finalised and submitted to the next meeting in April for approval
 - d. The post to be advertised mid-April.

9. **FINANCE**

Frank Ellam referred to the finance report and confirmed that the total sum in all accounts was around £183,000. The annual 2015 "fixed" payment from SSE (£35,819) was due by the end of the week.

He was pleased to report that SSE now appeared to have confidence with the Trust's policies, systems and way of working to dispense with the letter of offer and conditions that had always preceded the annual payment and were simply transferring the money to the Trust's account. Accordingly, the date of the expected 2016 payment had been moved forward a few months in the cash flow forecast which would ease the cash position if the Trust agreed to employ a Project Coordinator and failed to raise some grant income contribution towards this cost.

The Directors **NOTED** the report.

The Directors **AGREED** to discuss investment of Trust funds at a meeting later this year.

10. **INVOICE - Administrator – February 2015 (£426.52)**

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

11. FUNDERS TEAM

In the absence of Graeme Ambrose, Frank Ellam provided an update on the various renewable developments.

- Following comments received by Alex Catto, a redraft of the draft community royalties agreement had been sent back to him re Aberchalder windfarm.
- One new potential development was a small Hydro scheme at Aberchalder. A letter had been sent to Gilkes Energy.
- The Chair of the Community Council had been asked to provide information on the proposed development by Green Highland Renewables at Knockie.
- A 12 turbine planning application had just been submitted to Highland Council by RES for a small windfarm at Aberarder.

The Directors **AGREED** that Graeme Ambrose should update the funders list with the new information and circulate to all.

Peter Faye entered the meeting and Gordon McAndie left the meeting

12. COMMUNICATIONS

The Directors noted the report which had been prepared by the communications team.

13. APPRENTICESHIP SCHEME

There were no updates to report at this time.

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

14. COMMUNITY LAND PURCHASE

Zoe Iliffe and Peter Faye had prepared a comprehensive report following receipt of a pre planning report from Highland Council planners. The Trust needed to decide, based on all the information in its possession, whether to proceed with an offer to acquire the land.

The Directors considered each of the following issues

- Location of the land
- Planning matters –
 - ❖ General – change of use
 - ❖ Access – new access and potential costs involved
 - ❖ Planning application requirements – costs associated with potential reports and assessments
- Valuation – open market valuation expected in the region of £30,000.
- Evidence of public consultation required for grant application to Scottish Land Fund
- Future use of the land
- Legal costs of acquisition
- Other conditions – provisional negotiation that the clawback clause on uplift in the value of the property would not apply to the Trust whilst community related uses were undertaken on the land.

During discussion the Directors made reference to a number of other issues:-

- SSE would be consulted on any land purchase

- A formal note of support for the acquisition should be sought from the Community Council
- It was important to ensure that whatever type of development took place on the land, that it was a not for profit venture so that the clawback clause was not applied
- Access costs would form part of any development on the land
- By investing circa £5,000 and with a successful application to the SLF, the Trust could acquire a piece of land valued at £30,000 on the open market.

Two questions were put to the vote

1. Should the Trust seek to acquire the land subject to funding being successful?
2. Should the Trust seek to acquire the land outright?

On a vote by show of hands, five Directors voted for question 1 and two Directors voted for question 2.

Accordingly question 1 was carried and the Directors **AGREED** to proceed with an offer to acquire the land up to a maximum of £30,000 only, this being the likely market value, and subject to the funding application to the SLF being successful.

The Directors further **AGREED** that

1. The application to the SLF for funding be submitted in advance of the 20 March deadline for consideration at the May grants meeting and
2. That the Trust engage Macleod and McCallum Solicitors to carry out the legal work associated with the purchase, at the quoted cost of £1,194.

15. **ENERGY ISSUES**

This item was carried over to the next meeting in April.

16. **LIAISON DIRECTOR**

A grant of £1,200 had been awarded to the Community Council in February 2014 for a transport survey. Work on the development of a business plan had been delayed and the Community Council were seeking an extension to the 12 months grant use period.

The Directors **AGREED** to grant an extension for a period of 3 months and to review again if necessary.

17. **TIMELINE**

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

18. **AOB**

A recommendation was made that we should explore options for managing our IT and back-up systems under one umbrella system. The Chair agreed that he would carry this idea forward.

19. **DATE OF NEXT MEETING** **Wednesday 8th April 2015**

The Meeting closed at 10.10 p.m.

Signed by Chair

Date
