



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at CRAIGDARROCH INN, FOYERS ON WEDNESDAY 8 APRIL 2015

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

1. INTRODUCTION

Ed Ley-Wilson welcomed everyone to the meeting and said a few words about the handover process to the new Chair, Zoe Iliffe.

2. MINUTES OF MEETING HELD ON 4 MARCH 2015

Frank Ellam proposed, seconded by Peter Faye, approval of the minutes of the meeting held on 4 March 2015.

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

3. ACTION LIST REVIEW

The Chair confirmed that all actions from the last meeting had been completed or were being taken forward.

4. GRANT SYSTEM

The Grants sub group had considered the main grant assessment form and recommended a number of changes. Also, the sub group had considered the issue of funding for trips abroad. The guidelines in the grant forms stated that the Trust could not fund trips abroad. Having checked the Glendoe memorandum of offer the sub group had noted that this restriction was not included. Following some research it appeared that it was a historical requirement which had been put in place by the Scottish Community Foundation when they were administering the Glendoe Fund on behalf of SSE.

The Directors

1. **AGREED** to remove the policy of not funding foreign trips
2. **AGREED** to consider future grant applications which included foreign trips on an application by application basis
3. **APPROVED** the updated main grant assessment form and **AGREED** that SSE be advised of the change in the six monthly funders report which was due to be submitted by the end of the month

5. GRANT APPLICATION - Group – Friends of Kilchuimen Academy (Ref G26/2014)

Grant requested £1,400

Grant Awarded £1,400

Grant purpose – Educational trip to France to visit war graves. 7 schoolchildren from the Stratherrick and Foyers Community Trust area would be attending.

6. QUARTERLY GRANT REPORT

The Directors **NOTED** the quarterly grant report.

7. PROJECT CO-ORDINATOR

The Directors **NOTED** the progress and actions which required to be taken as follows:-

- **Funding Applications**

Funding applications had already been made to Big Lottery – Investing in Communities and Investing in Ideas funds. Applications still to be made to e.g. the SSE Regional Fund and Signpost

- **Employer's liability insurance**

The cost of employer's liability insurance to be ascertained

- **HR Services**

Costs had been sought from two HR companies for advice and guidance on employment law issues.

The Directors **AGREED** to use Empire HR based in Inverness for provision of a comprehensive advice and advisory service of £85 /month for 36 months, (included within this package was a set-up service of e.g. a contract of employment, employee handbook, disciplinary procedure, holiday entitlement) subject to further investigation on what the Federation of Small Businesses could offer.

- **Job Advert**

Quotes had been received from Aberdeen Journals (P&J), Scottish Provincial Press (Inverness Courier) and Third Sector jobs for the placing of an advert for the post of PC.

The Directors **AGREED** to advertise the post of PC with Aberdeen Journals (P&J) at a cost of £504+VAT. This included both recruitment supplements and a web based advert.

The Directors also **AGREED** to consider promoting the post with e.g. Radio Highland, MFR and with DTAS.

- **The Recruitment process**

Interview location – Craigdarroch

Travel expenses for interview – **AGREED** to limit to £75 per candidate

Format – 15 minutes presentation plus 45 minute interview

Timings – still to be determined

Interview questions – to be finalised by interview panel of Zoe Iliffe, Graeme Ambrose and Frank Ellam.

- **Salary package**

The Directors **AGREED** the overall salary package at an upper limit of £46K. Salary agreed up to a maximum of £34K with the remainder of the available budget for items such as pension and national insurance costs, office and telephone expenses and travel expenses.

8. COMMUNITY LAND PURCHASE

Peter Faye advised that following the Trust's decision to proceed with the purchase, the agent had been contacted and confirmation had been received that the property was still on the market and that an offer based on the price of £30,000 would be considered favourably with clawback. Macleod & MacCallum had therefore been instructed to submit an offer for the price of £30,000 subject to obtaining grant funding.

The application for grant funding would be submitted to the Scottish Land Fund to meet their June deadline, for consideration at the August grant meeting.

9. APPLICATION FOR MEMBERSHIP

The Administrator advised that one new membership application had been received

The Directors **APPROVED** the new membership application.

10. FINANCE

Frank Ellam reported that the “fixed” Glendoe payment of £35,819 had been received. There was approximately £214,000 in hand, spread between Santander, Virgin and Aldermore banks.

An updated set of management accounts had been circulated and were noted.

A budget for 2015/16 expenses and grants had been set up. The total budget of £160,312 was proposed; £104,000 for grants, £55,992 for expenses and £302 for corporation tax.

The Directors **APPROVED** the 2015/16 budget.

An updated set of cashflow figures had been circulated and were noted.

Frank Ellam reported that he had met two partners from Mackenzie Investment Strategies Limited (MISL) who acted for a number of charities and trusts. It was important that the Trust developed an investment strategy given the anticipated income of around £20M over the next 25 years. He advised that MISL would be able to recommend a strategy that could build a substantial fund to support the legacy projects and smaller projects when the funds from the renewable energy developments ceased.

The Directors **AGREED** to further discuss this matter at the next meeting in May following receipt of a proposal and costs from MISL and, if appropriate, to invite them to make a presentation at the meeting in July.

11. INVOICE - Administrator – March 2015 (£438.36)

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

12. IT MANAGEMENT SYSTEM

At the last meeting a suggestion had been made that the Trust should investigate potential alternatives for improving the sharing, managing and backing up of data. Some initial enquiries had been made and the Directors **AGREED** to discuss this further once costs had been identified.

13. FUNDERS TEAM

The Directors **NOTED**

1. the updates to the funders report
2. that the application for further turbines at Corriegarth had been approved and that Graeme Ambrose would pursue the MoO with Nick Halley and
3. that Frank Ellam had received the signed agreement from Alex Catto with regard to Aberchalder.

14. COMMUNICATIONS

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

Zoe Iliffe advised that she wished to improve communications with recognised groups in the area. Work had already begun on pulling together a list of such groups.

A larger team was therefore required and it was **AGREED** that Martin Donnelly and Katie Ellam would join Hugh Nicol as part of the communications team

15. APPRENTICESHIP SCHEME

Stewart MacPherson advised that the Trust had been asked by Dunmaglass Estate if it would consider funding another apprentice. The first apprentice who took up a position last year did not work out for either party. The current candidate the Estate was interested in lived near Dores. This was out with the Stratherrick and Foyers Community Trust boundary.

The Directors **AGREED** that Stewart MacPherson should contact Harry Whiteside at Fort Augustus Community Company, as administrators of the apprenticeship scheme, to see if there were any circumstances which would permit the Trust to fund an apprentice whose home address was out with the Trust area.

Gordon McAndie left the meeting during consideration of the foregoing item.

16. LIAISON DIRECTOR

Katie Ellam advised that the Community Council wanted to reaffirm their commitment to replacing the old Foyers Toilet block with a new build more suitable to the community needs. It was hoped that work would start shortly to pull together quotes, a planning application and design details. The Community Council had requested support from the Project Co-ordinator for this process.

The Directors **NOTED** this request.

17. TIMELINE

The Chair referred to the Timeline and it was agreed that it would be preferable to hold an Open Evening once the Project Co-ordinator was in post rather than in June as listed. Discussion was required on the timing of the 2015 AGM and it was agreed that the Administrator would discuss this with the Chair.

18. ACCESS

Peter Faye advised that following the completion of a recent survey, he had attended a recent meeting to discuss access paths in the area. At that meeting, the Forestry Commission had advised that they no longer wished to retain responsibility for the forestry centre building and some land at Inverfarigaig and were seeking interest from other parties who might like to take on the building for alternative uses.

The Directors **AGREED** that the Trust should record an interest in the land and the building at Inverfarigaig as there were a number of potential alternative uses for the building; for educational purposes, as an interpretive centre or perhaps as a heritage centre.

It was **AGREED** that Peter Faye should discuss the Trust's interest further with the Forestry Commission.

19. AOB

a) Grant Applications

Martin Donnelly suggested that the Trust might wish to consider relaxing the rule of one grant application per year for main groups. The Directors acknowledged that it was difficult for groups, such as schools, to determine all the funding they might require for a number of projects/events throughout the year.

The Directors **AGREED** to consider this further.

b) Contractor

Ed Ley-Wilson suggested there would be a need to review the job description and the hourly rate of pay for the contractor once the Project Co-ordinator had settled into his/her new post.

The Directors **AGREED** to review the job description and hourly rate of pay for the contractor towards the end of 2015.

c) Equipment

Zoe Iliffe advised that a projector and screen would be required for future meetings of the Trust as the equipment used at present belonged to Ed Ley-Wilson.

The Directors **AGREED** that a projector and screen should be purchased by the Trust for Trust meetings and for general use by the Community.

d) Development at Errogie corner

Zoe Iliffe advised that the Highland Small Communities Housing Trust were seeking a meeting with the Trust, towards the end of May, to discuss the proposed development for the Errogie corner site.

This was **NOTED**.

20. DATE OF NEXT MEETING

Wednesday 6th May – Waterfall Café, Foyers

The Meeting closed at 10.20 p.m.

Signed by Chair

Date
