



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at CRAIGDARROCH INN, FOYERS ON WEDNESDAY 13 MAY 2015**

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

**1. INTRODUCTION**

Zoe welcomed everyone to the meeting and advised that a letter had been received from Ed Ley-Wilson formally resigning as Chair as at 1 May 2015 and as a co-opted member of the Trust with effect from the end of the Board meeting this evening.

**2. MINUTES OF MEETING HELD ON 8 APRIL 2015**

Frank Ellam proposed, seconded by Ed Ley-Wilson, approval of the minutes of the meeting held on 8 April 2015.

The Minutes of the meeting held on 8 April 2015 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

*Martin Donnelly entered the meeting*

**3. TIMELINE AND ACTION LIST REVIEW**

The Chair talked through the actions from the last meeting. She confirmed that a number of actions were complete, some were ongoing and a number were covered in reports on the Agenda.

The Timeline for May and June were reviewed and would be updated to reflect the current position.

**4. FINANCE**

Frank Ellam reported on the payments made since the last meeting and advised that at the end of the month there was just under £210,000 in hand spread between Santander, Virgin and Aldermore banks. He confirmed that the account with the Royal Bank of Scotland had been closed due to issues with the Bank and the fact that their free banking was shortly to come to an end.

**Cash Flow**

Currently there was a £41K underspend in the 2014/15 budget. This would have a knock on effect in so far as the projected cash balance from July 2015 onwards would probably be in the region of £30-£40K higher. This was manageable although a little below the targeted reserve.

## **Project Co-ordinator – Payroll and Pension arrangements**

Zoe Iliffe had met with the Trust external accountants, A9 Partnership and had confirmed that the Trust wished them to set up a payroll package with HMRC and to manage this on behalf of the Trust for an agreed fee of £40 + VAT per quarter.

Frank Ellam had spent a great deal of time investigating the requirements of setting up a pension scheme for the new Project Coordinator. NEST was the workplace pension scheme set up by the government but the range of funds in NEST was limited.

Pension advice had also been sought from Clarendon Financial Planning Ltd and they had recommended the scheme offered by Standard Life. However, they had advised that the Trust should wait until the Project Co-ordinator was appointed as he/she might have a Self Invested Personal Pension (SIPP) and might prefer that the Trust simply contributed into that scheme.

## **Investments**

Frank Ellam recommended that an invitation to attend a future meeting be sent to both Mackenzie Investment Strategies Limited and Clarendon Financial Planning Ltd to discuss with them their proposals for investments in the future.

The Directors **AGREED** that Frank Ellam should invite Mackenzie Investment Strategies Limited and Clarendon Financial Planning Ltd to the July and August meetings respectively.

The Chair thanked Frank for the considerable amount of work which he had undertaken on progressing all the above financial matters.

## **5. IT MANAGEMENT SYSTEM**

Following the decision at the last meeting, Ed and Zoe had further considered the IT management options and made a number of recommendations.

The Directors discussed at some length the recommendations and **AGREED** that

1. Once the Project Co-ordinator was appointed, options would be discussed with them and the matter taken forward.
2. The local IT company sfG be invited to a meeting so that they could outline the proposed set up to ensure that the Directors and the Administrator were fully informed on the practical elements of the proposals.

## **6. APPRENTICESHIP SCHEME**

Stewart MacPherson referred to the discussion at the last meeting and confirmed that he had contacted 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 outwith the Trust area. Stewart advised that this was a decision solely for SFCT.

After a detailed discussion, the Directors **AGREED** that regrettably they could not agree to fund an apprentice who did not live within the boundary of the SFCT area.

Stewart also reported on a further two potential applications for apprenticeships and confirmed that he and Sharon Ferguson were about to develop an e mail list of businesses which could be targeted for apprentice positions.

## 7. INVOICES

- A) Administrator – April 2015 (£407.10)
- B) Ed Ley-Wilson (£52.80)

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

## 8. PROJECT CO-ORDINATOR

### Funding

The Chair provided an update on the funding applications made and other funding sources soon to be available. Unfortunately the Trust had been unsuccessful in achieving funding from the Big Lottery Investing in Ideas fund.

### Recruitment

The Selection Panel had arranged to meet on 18<sup>th</sup> May to consider the 6 applications received for the post and agree on any suitable applicants for interview. If appropriate, interviews would be held on 2 June.

Ed Ley-Wilson advised that, having spoken with another local development trust, he had been provided with other advertising mediums. The Board felt that this was a little late as the closing date had passed but agreed to review this if the interview panel felt the existing applicants were unsuitable. The Board accepted however that some of these bodies may be a useful source of information in the future and membership of them should be considered.

### Human resources

As discussed at the last meeting, investigations were made into the Federation of Small Business' service in respect of HR. While it would have been a slightly cheaper service, it was a more informal, guidance service and much more limited. Legal assistance was also not included. It was therefore not considered suitable for the Trust.

Empire HR had therefore been appointed on the basis agreed at the April meeting. Zoe Iliffe reported on the introductory meeting which she and the Administrator had attended and advised the Directors that Health and Safety matters were not included within the HR package. The HSE website provided good advice and guidance on the H&S requirements for employers including e.g. a template H&S policy, risk assessment and DSE assessment information and this would be progressed.

### Employer's liability

Quotes had been sought and following comparison would be submitted to the Board for a decision at the next meeting.

## 9. FUNDERS TEAM

Graeme Ambrose provided an update on a number of schemes as follows:-

**Aberchalder** – first payment of £2.5K expected May 2015

**Aberarder, Dell Hydro, Abercalder Hydro** – no responses had been received from previous correspondence so follow up e mails would be sent

**Corriegarth** – A proposed MoO had been expected at the beginning for May so a check would be made on progress.

## 10. **COMMUNICATIONS**

Hugh Nicol referred to the letter which had been sent to the Chair of the Community Council regarding future funding of groups and which confirmed that the Trust had complete flexibility with regard to both initial project funding and ongoing operational funding.

He advised that the principles contained in this letter would be at the core of future communications with all the local groups. The Communications Team planned to meet in the near future to formulate plans to further develop the list of local groups which had been drafted by the Administrator, and to communicate with them on a regular basis.

## 11. **COMMUNITY LAND PURCHASE**

### **Land acquisition**

Peter Faye confirmed that a formal offer to purchase the land had been submitted to the agents subject to receiving grant funding and agreement on the clawback. Negotiations in respect of the clawback had been opened and an initial response seemed to indicate that the sellers would not be prepared to negotiate on the percentage of 50%. Negotiations would continue on what uses would be excluded from the clawback provisions.

### **Grant application**

Zoe Iliffe advised that a draft grant application had been submitted to HIE for guidance and useful feedback had been received. The grant application would be submitted in advance of the 1 June deadline.

## 12. **LIAISON DIRECTOR**

Katie Ellam advised that the Community Council had agreed that it would like to revisit the possibility of collating and distributing information in an alternative form following the demise of the Boleskine Bulletin.

It was agreed that a Sub Group of members from the Trust and the Community Council (Peter Faye, Martin Donnelly, Hugh Nicol and Katie Ellam) would take this forward.

## 13. **INVERFARIGAIG FOREST CENTRE**

Peter Faye advised that he and Graeme Ambrose would be meeting with Jack Mackay of the Forestry Commission on 16<sup>th</sup> June to discuss the potential surrounding the Inverfarigaig Forestry Centre.

Katie Ellam advised that the Community Council was currently in discussion with the Forestry Commission regarding an area of woodland for the community.

It was important that both the Trust and the Community Council kept each other informed on these potential projects.

## 14. **MEMBERSHIP APPLICATION**

The Administrator advised that a new membership application had been received. There was a question over whether the application was a full time resident and therefore eligible for ordinary membership or only resident part time and therefore eligible for associate membership.

The Directors **AGREED** to accept the application for membership subject to the Administrator seeking clarification on whether the applicant would become an ordinary or an associate member.

**15. ERROGIE HOUSING SITE**

Zoe Iliffe advised that Hugh Nicol and Martin Donnelly would be attending a meeting on 20<sup>th</sup> May with the Highland Small Communities Housing Trust to discuss the site at Errogie.

**16. COMMUNITY COUNCIL GRANT**

Zoe Iliffe referred to a letter that had been received from Catriona Fraser on behalf of the Community Council thanking the Trust for the cheque for the grant approved.

**17. DATE OF NEXT MEETING**

**Wednesday 3 June (Grant meeting)**

*The Meeting closed at 9.30 p.m.*

Signed by Chair

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Date

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