



**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held at THE WATERFALL CAFÉ, FOYERS ON WEDNESDAY 3 JUNE 2015**

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

**1. INTRODUCTION**

The Chair welcomed everyone and intimated that the Trust was about to move into a new phase of development with the appointment of a Project Co-ordinator and the receipt of substantial funds from SSE for Dunmaglass, both of which would be discussed during the meeting.

**2. MINUTES OF MEETING HELD ON 13 May 2015**

Graeme Ambrose proposed, seconded by Frank Ellam, approval of the minutes of the meeting held on 13 May 2015.

The Minutes of the meeting held on 13 May 2015 were **AGREED** as a correct record, **APPROVED** and signed by the Chair.

**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 was reviewed and would be updated to reflect the current position.

**4. GRANT APPLICATIONS**

**a) Student – Siobhan McDonell (Ref ST28/2014)**  
**Grant Awarded - £200**

**b) Student – Cameron Williams (Ref ST29/2014)**  
**Grant Awarded - £200**

**c) Group – Feis Gleann Albainn Summer Feis (Ref G30/2014)**  
**Grant Requested - £800**

**Grant Purpose** – payment of transport for children and young people attending the week long Feis Glen Albainn

Directors expressed reservations about the application. Concerns were expressed at the very high quotations for transport from Stratherrick to Fort Augustus. Directors enquired as to the number of children from the area that would be attending the Feis and whether £800 was reasonable or

disproportionate. There was no reference to a contribution to transport costs from the Feis or parents of the attendants. It was also noted that the Feis held a £5,000 reserve.

As neither of the assessors were present at the meeting, Directors' concerns could not be addressed and they therefore felt that they were unable to make an informed decision at that time. However, as the date of the next Board meeting was only a week or two before the Feis, it was also felt that deferring a decision to the next meeting was not appropriate, as the Feis would need time to be make necessary arrangements.

It was therefore agreed that further queries would be raised with the grant assessors/grant applicants. Any additional responses would be circulated to directors and directors would thereafter be given the opportunity to vote on the application. The decision of that vote then being informed to the grant applicant. The directors' decision would then be ratified and minuted at the next meeting in July.

**d) NCG – Simon Hargreaves (Ref NCG31/2014)**

**Grant Requested - £650**

**Grant – Deferred**

**Grant Purpose** – purchase of hardware and software to allow members of the community to access the internet.

A number of major concerns were expressed by the assessors and Directors regarding this application, as set out in the assessment report. One of the main concerns was that approving the grant could be perceived by the community as a benefit to a business, which is not permitted under the Trust's funding conditions.

While the Directors supported "the idea" of a community computer in principle, they felt that they could not approve the application at present but would seek further information from the applicant. They **AGREED** that the application would be deferred to the next grant meeting and the applicant invited to supply the following further information:

- (1) Details of members of the non-constituted group.
- (2) Details of how the applicant would ensure that residents only would have the benefit of the computer and how they would differentiate between use by visitors/tourists and the local community, as required by the Trust's funding conditions
- (3) Details of a proposed charging structure.
- (4) Evidence that there was sufficient demand from residents for a computer to be installed.
- (5) Details of what training would be provided to those residents with no or little amount of computing experience.

**5. INVOICE & EXPENSES**

- a. Administrator – May 2015 (£273.80)
- b. Chair (£131.91)

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

**6. PROJECT CO-ORDINATOR**

**(a) Update on recruitment**

The Chair was pleased to report that the selection panel comprising Graeme Ambrose, Frank Ellam and herself had interviewed three candidates for the post of PC and had all agreed on a preferred candidate.

She gave some background information on the preferred candidate and the Directors **AGREED** that he should be offered the position on a salary of £33,000 plus allowances, subject to the completion of a 3 month probationary period. Once the preferred candidate had accepted the offer, members would be informed.

#### **(b) Employers' liability insurance**

Peter Faye and Frank Ellam had considered the two quotes received for Directors and Officers liability, Employers and public liability cover and portable equipment cover.

The Directors **AGREED** to accept the quote from Clark Thomson for the sum of £689.

#### **(c) Health and safety**

Sharon Ferguson had been tasked with identifying the health and safety responsibilities of the Trust as an employer and a report would be submitted to the next meeting.

### **7. 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 £209,400 in hand, spread between Santander, Virgin and Aldermore banks. Applications to open accounts with Shawbrook Bank, Cambridge and Counties Bank and Teachers Building Society had been prepared.

#### **Cash Flow**

SSE had confirmed that the Dunmaglass up-front payment of £470,250 and the first annual payment of £62,700 should be made by July 2015 instead of September 2016.

#### **Investments**

Frank Ellam confirmed that Mackenzie Investment Strategies Limited and Clarendon Financial Planning Ltd would attend the August and September meetings respectively to make short presentations on their proposals for investments in the future.

#### **Charitable Status**

As significant funds were going to be lodged in the near future and a larger amount in bank interest would be received, it was important for the Trust to start a discussion on whether the time had come to register as a Charity.

The Directors **AGREED** that Frank Ellam, (and Zoe Iliffe and Sharon Ferguson if needed) should meet with the A9 Partnership to take initial advice on the issue of Charity registration. Any advice would then be reported back to the Board.

### **8. IT MANAGEMENT**

The Chair referred to the discussion at the last meeting on IT Management and cloud storage. Knowhow offered cloud storage for 10 devices for the sum of £150.

It was **AGREED** that the Chair should investigate the cost of storage for up to 14 devices.

## 9. **FUNDERS TEAM**

Graeme Ambrose provided an update on the following schemes:-

**Corriegarth** – the MoO had been passed to the Community Council for approval

**Knockie** – the agreement had been passed to the Community Council for approval

## 10. **COMMUNICATIONS**

The Communications team had provided a short update report on discussions on communication with and within the community.

It was **AGREED** that the team

- a. investigate the potential of a facebook page to communicate with the community
- b. circulate the list of all the groups within the community and their contact details.

## 11. **PROJECTS**

### **(a) Community land purchase**

Negotiation on the acceptable uses for the land would be progressed. The grant application had been submitted to the Scottish Land Fund and would be assessed at their meeting in August.

### **(b) Inverfarigaig Forestry Centre**

Meeting to be held with the Forestry Commission on 17 June.

### **(c) Errogie housing site**

Hugh Nicol reported on a meeting he and Martin had attended with the Highland Small Communities Housing Trust to discuss the plans to build two houses on the site at Errogie corner. Potential options available to the Trust had been discussed including funding of and managing the two properties as well as other funding sources, allocations criteria, rent levels and potential income.

The Directors **AGREED** that the Trust should express an interest in this project as a potential investment.

## 12. **APPRENTICESHIP SCHEME**

Stewart MacPherson had provided a short update report. A joint meeting of the three community companies would be held in the near future to discuss the way forward and promotion of the apprenticeship scheme.

## 13. **LIAISON DIRECTOR**

Katie Ellam advised that the Community Council planned to donate the money not claimed for the survey to the Jane Fraser memorial to the Doctors retirement fund.

***Gordon McAndie left the meeting.***

## 14. **GRANTS TEAM**

The Administrator confirmed that a meeting had still to be arranged to take forward a number of outstanding grant issues.

## 15. **GRANT APPLICATION**

The Chair referred to a sporting grant application which had been received after the closing date for the June Grant meeting.

As the applicant had only recently become aware that he was eligible to take part in this international event in August, the Directors **AGREED** that the application would be assessed and considered at the meeting in July.

**16. DATE OF NEXT MEETING**  
**Wednesday 8<sup>th</sup> July**

*The Meeting closed at 9.50 p.m.*

Signed by Chair

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Date

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