



MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in STRATHERRICK HALL, GORTHLECK ON WEDNESDAY 12 AUGUST 2015

Present	Graeme Ambrose, Martin Donnelly, Frank Ellam, Katie Ellam, Peter Faye, Sharon Ferguson, Zoe Iliffe, Gordon McAndie, Stewart MacPherson, Hugh Nicol
Chair	Zoe Iliffe
In Attendance	Fiona Ambrose (Administrator), Steven Watson (Project Coordinator)
Apologies	-

1. INTRODUCTION

The Chair welcomed Duncan Mackenzie and Kevin Wood from Mackenzie investment Strategies and Steven Watson to his first meeting of the Trust.

2. PRESENTATION BY MACKENZIE INVESTMENT STRATEGIES

Duncan Mackenzie and Kevin Wood provided a short presentation which included information on

- the background to the company
- the long term aim of the company
- how portfolios were diversified across a number of fund managers in order to manage risk
- the frequency of meetings which would be held with the trust
- fees and other start up costs

The Directors asked a number of questions and thanked both Duncan and Kevin for their informative presentation and for their time.

Duncan Mackenzie and Kevin Wood left the meeting.

The Directors **AGREED** that the information provided had been very informative and that in order to compare what was being offered, invitations should also be made to Clarendon Financial Planning and John Home to make presentations at the September and October meetings respectively.

3. MINUTES OF MEETING HELD ON 8 July 2015

Sharon Ferguson proposed, seconded by Frank Ellam, approval of the minutes of the meeting held on 8 July 2015.

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

4. 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.

5. INVOICE & EXPENSES - Administrator – July 2015 (£406.68)

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

6. FINANCE

Frank Ellam reported on the payments made since the last meeting and advised that at the end of the month there was £206,787 in hand spread between Santander, Virgin, Aldermore, Shawbrook and Cambridge & Counties Bank.

Advice had been received from Graeme Keddie of SSE regarding the SSE funds in the trusts accounts. He had requested that the Trust keep the Glendoe and Dunmaglass funds separate for reporting purposes and that administrative costs be split proportionately according to the percentage of funds received from SSE and from the other renewable companies.

Frank confirmed that it would be necessary for the Trust to specify in the future which funds were used for which grants awarded.

“Legacy Fund”

Clarendon Financial Planning would be attending the September meeting to make a presentation. Clarendon had requested payment for travel and accommodation costs in the region of £150.

On a vote being taken, 4 Directors were of a mind that reasonable travel and accommodation costs should be paid, 4 Directors were of a mind that costs should not be paid and two directors abstained.

It was **AGREED** that Frank Ellam should approach Clarendon to see if they were willing to waive the costs but if not, the Trust would meet the costs of reasonable travel and accommodation expenses but that if Clarendon were the successful investment company, the Trust would look to have these costs deducted from the first year's costs.

Online Banking

Frank updated the Directors on discussions with Santander Corporate Banking in relation to the setting up of online payments. Information was still awaited on what charges would be made for this facility and Frank would report to the next meeting.

Cashflow

The updated cashflow spreadsheet was noted.

7. PROJECT CO-ORDINATOR

a) Health and Safety

Peter Faye reported on the various actions the Trust had to implement to ensure the Health and Safety of any employees.

Steven referred to a number of issues which he had taken into account in the past when working alone and the risk assessments which he had carried out when e.g. one off events were being organised or when poor weather conditions prevailed.

It was **AGREED** that the actions required by the Trust would be implemented when Steven moved into his new home.

b) Date for open day

There was discussion on the best way to introduce Steven to members of the community and to community groups. Rather than hold an open day, it was **AGREED** that Steven could hold a number of surgeries/drop in sessions at the hall.

c) Broadband

Steven advised that HIE had offered to meet with Directors to inform them of progress and the extent of the national broadband roll out as well as the upgrades to and beyond the Gorthleck exchange.

The Board welcomed this opportunity to meet with HIE and requested Steven to liaise with HIE to get some suitable dates for a special board meeting in September.

8. COMPANY SECRETARIAL SERVICES

The Chair advised that an invoice in the sum of £626 had been received from Burness Paull for Company Secretarial Services for the year from 1 July 2015 and for areas of work which the Trust understood came under the annual fee. Following an e mail from the Chair, Burness Paull had issued a credit note to the value of £360.

Frank Ellam advised that A9 Partnership had provided a quote for Company Secretarial Services in the sum of £300 plus VAT per annum.

The Directors **AGREED** that clarification be sought on the scope of work included in the fee for Company Secretarial Services from Burness Paull so that a comparison could be made and a decision taken on who to engage for the provision of this service.

9. ENERGY/RENEWABLES

It was **AGREED** that Martin Donnelly and Gordon McAndie should prepare some information on energy and renewable schemes which could be placed on the website.

10. GRANTS SYSTEM

There was a discussion on the current grant system whereby grant meetings were only held four times per year. This had been commented upon by members of the community who found the scheduling somewhat restrictive in submitting applications. Also, the workload of the administrator peaked considerably both around the closing date and also following the grant meetings.

The Directors **AGREED** that grant meetings be held six times per year (bi-monthly) to give more flexibility to applicants. The same six week deadline period would however apply in advance of each grant meeting to allow for the administration and assessment of the grants.

11. FUNDERS DETAILS

The position on the various schemes was noted and it was **AGREED** that a further update on the proposed scheme by Green Highland Renewables at Knockie be sought from Iain Brown.

12. COMMUNICATIONS

There was a general discussion on the dissemination of Trust information to both members and to the community and whether further investigation was needed for a replacement community newsletter. It was noted that minutes of meetings and the Chair’s bulletin are already available to non-members as they are available on the Trust’s website and paper copies are placed in public places, e.g. shops and cafes. Katie Ellam confirmed that the Community Council was also now satisfied with how they distributed their minutes and felt that no further steps were necessary in that regard. There was also the Stratherrick Community Facebook page which was becoming more popular.

It was **AGREED** that no changes be made at this time.

Hugh Nicol had been contacting the various group contacts with a view to completing the lists of contacts as soon as possible. Due to data protection issues, it was noted that this would have to be purely for internal Trust purposes and unfortunately not available for access by the public. Hugh would complete the list and pass to Steven as soon as possible.

13. PROJECTS - COMMUNITY LAND PURCHASE

After months of discussions, Peter Faye reported that unfortunately the agents acting on behalf of the seller had now advised that they would not be accepting the offer of £30,000 from the Trust and that no change would be made to the terms of the clawback clause.

After considerable discussion on whether to increase the offer price, it was **AGREED** that Peter Faye should in the first instance approach the agents to try and ascertain what price would be acceptable.

14. APPRENTICESHIP SCHEME

Sharon reported that the closing date for applications to the current round of recruitment to the apprenticeship scheme was 14th August, and to date, no applications had been received.

15. DATE OF NEXT MEETING

Wednesday 2 September 2015 (Grant meeting) .

The Meeting closed at 9.50 p.m.

Signed by Chair	_____
Date	_____