



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 6 DECEMBER 2017

Present Peter Faye, Zoe Iliffe, Frank Ellam, Julie Murphy, Garry Page, Stewart MacPherson, Hugh Nicol, Sharon Ferguson, Caroline Mortimore, Jim Cameron

Chair Peter Faye

In Attendance Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator)

Apologies Ken Sinclair

Declarations of interest

Stewart MacPherson, Sharon Ferguson, Jim Cameron and Garry Page **declared an interest** in Friends of Inverness Royal Academy, Garry Page **declared an interest** in the Lunch Club and Frank Ellam **declared an interest** in South Loch Ness Heritage Group.

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

The Chair respectfully asked the Board to check emails regularly and use the urgent flag only when absolutely necessary. Whilst it is not always necessary to respond to emails immediately, please try to ensure the sender is aware that you have seen their message.

The Chair also requested that Directors who had not already supplied photos and biography to Steven did so without further delay and asked that they be interesting, positive and friendly. If any Director wishes to amend their photo or words, feel free to do so.

2. MINUTES – 1 NOVEMBER 2017

Frank Ellam **PROPOSED** and Zoe Iliffe **SECONDED** and the Minutes of the Board meeting held on 1 November 2017 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

MATTERS ARISING

Circulate grant process once SSE approved – done.

**Action
by**

Jim Cameron carried out the independent count at the AGM.
Request for articles and information to Project Co-ordinator for the news which is now on line and printed ready for collection and distribution tomorrow.

Broadband Team update on connected statistics carried out, in the news and on the website.

Draft Whitegoods scheme proposal – carried forward to next meeting SW.

Foyers Bay Project

Scottish Canal Board has approved release of the funds.

The Foyers Bay Team has met and discussed a clubhouse facility which is to be the subject of a grant application to SSE Regional Fund, for which the closing date is 31 January. The Trust are to apply for around £70,000 (the total fund is £1,000,000).

Apprenticeship team published advert in the paper.

MINUTES OF THE AGM – 29 NOVEMBER 2017

Gary Page **proposed** and Frank Ellam **seconded** and the Minutes of the Annual General meeting held on 29 November 2017 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

MINUTES OF THE POST-AGM – 29 NOVEMBER 2017

Sharon Ferguson **proposed** Zoe Iliffe **seconded** and the Minutes of the Post-AGM Board meeting held on 29 November 2017 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

Frank Ellam left the meeting.

3. GRANT APPLICATIONS

(a) South Loch Ness Heritage Group

Grant applied for: £2,341.60

Purpose of Grant: Second phase of works at the war memorial, to build walkway and interactive noticeboard.

The application was **APPROVED** in the sum of **£2,315.08**.

Fund: Dunmaglass

Frank Ellam returned to the meeting.

Garry Page left the meeting.

(b) Stratherrick and Foyers Seniors Lunch Club

Grant applied for: £2,000

Purpose of Grant: Monthly meals and sundries, Christmas gifts, summer outing 2018.

The Board discussed the element of the grant for the summer outing, in light of the need for the Trust to exercise good governance. The applicant has not provided any information in relation to the summer outing. The applicant has stated the information and quotes will be passed to the Trust when it is available.

The application was **APPROVED** in the sum of **£2,000**. However, the Trust will retain and ring fence **£1,000** for the trip until the supporting information and all quotations are provided to the Trust in full, and before the trip takes place.

Fund: Glendoe.

Sharon Ferguson, Jim Cameron and Stewart MacPherson left the meeting.

(c) Friends of Inverness Royal Academy

Grant applied for: £2,560

Purpose of Grant: Tutoring block for 12 students.

The Board discussed the grant and the subjects that would be studied.

The application was **APPROVED** in the sum of **£2,560**.

Fund: Dunmaglass

Sharon Ferguson, Jim Cameron, Garry Page and Stewart MacPherson returned to the meeting.

(d) SFCT Christmas Ceilidh

The Chair asked the Board if they could attend. This an event specifically funded and organised for the Community by the Trust, and it was felt important that as many of the Board as possible should be present. PCO has advertised around the area and the police have been made aware.

The catering is being undertaken by a local Community member who will be unable to invoice the Trust until after Christmas. The Chair requested the Board approve an advance payment to cover costs of ingredients, so the caterer is not out of pocket, in particular at this time of year.

The Board **APPROVED** the pre-payment of the catering in the sum of **£200**.

The Board discussed the ticketing arrangements in relation to the Directors attending. Not all Directors are able to attend. Tickets will be numbered, and a list of names against numbers held at the door on the night. The tickets will be on sale on 11 December. If Directors can attend the PCO will allocate them a number (although Directors will have to pay for the tickets). There will be 120 tickets available. Directors to e mail PCO if they are attending.

Fund: Dunmaglass

(e) Student Grant – Siobhan McDonnell

Purpose of grant: General student and associated travel expenses.

Amount applied for: £500

The Board **APPROVED** the Grant in the sum of **£500**.

Fund: Glendoe.

(f) Student Grant – Michael Bloodworth

Purpose of grant: Costs associated with university study.

Amount applied for: £500

The Board discussed the grant and the evidence of enrolment. The applicant had provided enrolment but had yet to pay the course fee. Additional evidence had been provided by the applicant to prove the course was underway.

The Board **APPROVED** the Grant in the sum of **£500**.

Fund: Glendoe.

(g) Student Grant – Amy J Craven

Purpose of grant: Transport costs, books and stationery associated with study.

Amount applied for: £500

The Board **APPROVED** the Grant in the sum of **£500**.

Fund: Glendoe

(h) Student grant – Cameron Williams

Purpose of grant: Travel, field trip and text book costs.

Amount applied for: £500

The Board **APPROVED** the Grant in the sum of **£500**.

Fund: Glendoe

(i) Student grant – Luke Bloodworth

Purpose of grant: Cost of education materials.

Amount applied for: £500

The Board discussed the grant and evidence of registration.

The Board **APPROVED** the Grant in the sum of **£500** subject to confirmation that the applicant has started the course.

Fund: Glendoe.

(j) Student grant – Luke Burgess

Purpose of grant: Study and equipment associated with study.

Amount applied for: £500

The Board **APPROVED** the Grant in the sum of **£500**.

Fund: Glendoe

(k) Student grant – Hannah Burgess

Purpose of grant: Books, equipment and travel expenses.

Amount applied for: £500

The Board **APPROVED** the Grant in the sum of **£500**.

Fund: Glendoe.

(l) Energy saving grant – Aros Matheson

Amount applied for: £500

Purpose of grant: Towards the cost of installing a wood burning stove.

The Board approved the grant in the sum of **£500**.

Fund: Glendoe

4. FINANCE

- (a) The Finance Director gave an update to the finance report. Bank interest for the month was £195.40. At the end of November the Trust bank balance totalled £588,707.77. The Dunmaglass payment has still not been received. The agreed figure £65,875 is now three months later than expected. The interest rates have increased in two of the Trust's bank accounts and it is hoped that the other banks will also follow suit.

Corriegarth

Greencoat are the new owners of Corriegarth. They have requested sight of all approved grants prior to payment. It is believed this may be related to a requirement to fulfil statutory duties, as they are an Investment company, rather than an energy company. It was stressed that Greencoat are not looking to approve or disapprove grants. Frank Ellam advised the Board he will send them the brief details for the approved FIRA grant. The Board discussed that the Trust will have to include a General Data Protection statement on Grant Applications that the details of the applicant individual may be shared with third parties i.e. Greencoat. The Board agreed the FIRA application be switched to Dunmaglass to avoid any delays.

Enquiry in relation to the investment company's requirement for the level of information requested by Greencoat. ZI

Contact Greencoat UK Wind for information and to discuss the request for the details of grants. FE

Project Co-ordinator

Zoe Iliffe confirmed that Steven was now back full-time, further to discussions with both Steven and his family. As he has now returned to work full time and his illness was not work-related, it was felt that there was no requirement for an occupational therapy report.

- (b) Book-keeping invoice (FE) for November 2017 £244.00
- (c) Administrator Expenses (LWK) for November 2017 £188.18
- (d) Administrator Timesheet (LWK) for November 2017 5 hours overtime
- (e) Project Co-ordinator Expenses (SW) for November 2017 £156.44
- (f) Invoices
 - i. Ord Storage Services, document storage £2.34
 - ii. Voluntary Action Lochaber, AGM print and mailout £272.58
 - iii. A4 Design and Print, information leaflets and ceilidh posters £79.00 and £27.40

- iv. The Parish Noticeboard Company, noticeboards £5,412.00
- v. Calico, domain renewal £18.00
- vi. Fraser Signs, Gorthleck Hall noticeboard sign £22.20
- vii. Wallace Stone, Foyers slipway drawings £1,764.00
- viii. Franklins, sew-on Trust badges £150.00
- ix. Macleod and MacCallum, settlement fees and legal costs re Foyers Bay Lease £1,578.00 and £868.00
- x. Cask Strength, Christmas Ceilidh band deposit £100.00
- xi. Cromarty Firth Wireless Networks £8,351.70
- xii. Director's Expenses (PJF) November 2017 £146.17

The Board discussed the Cromarty Firth invoice and noted that the budget had already been approved and any spend is authorised. Frank regularly updates his financial spreadsheet budget versus spend on approved grants. Broadband Team Leader to keep Board informed of spend.

The Board **APPROVED** the payment of (a) to (f) (i) to (xii) above.

5. STUDENT AND SPORTING GRANT APPLICATION FORMS

Addition of request for additional information for distance learning course applications.

The **Board** considered the new draft grant application forms. Subject to formatting amendments the Board **AGREED** the format of the new forms.

Review student and sporting grant assessment guidelines.

Grants Team

Pass forms to SSE for approval.

SW

6. BROADBAND UPDATE

There was no specific update, but the Board approved any further spend within the approved budget. The current position is detailed in the December issue of the Stratherrick and Foyers News and on the Trust's Broadband website page.

7. QUARTERLY GRANT UPDATE

The update would be available after the recent round of grants were included.

8. RIVERSIDE FIELD UPDATE

It was noted that Invitations to Tender with a closing date of 14 December 2017 had been requested from:
Simpson, Beauly
McGregor Construction

Pat Munro, Alness
Edward Mackay

In the new year the architects will draw up ideas for facilities to be located on the field while the access is being constructed.

There is no need for a Planning Application to be made for an Access, as this is covered by a Section 56 Application under the Road Transport Act. The cost of this Application will form part of the tender price submitted by the builder/construction company which is successful.

9. APPRENTICESHIP UPDATE

It was noted that one of the local Estates has submitted an Application to take on an apprentice. Further enquiries are to be made concerning the proposed candidate's attendance on an appropriate course at Thurso College. It is hoped the candidate would still be able to make a timely application. It is also hoped that the Employer would look to fund additional costs. The Apprenticeship Team are in possession of the Application and will commence processing.

10. PROJECT CO-ORDINATORS UPDATE

The Project Co-ordinator read his update to the Board. PCO was pleased with the numbers at the AGM, which reassured the mandate of the community.

Issue eight of the news was on line immediately after the AGM and paper copies will be distributed tomorrow.

Steven said to the Board that hardship enquiries still form quite a bit of his work and this humanitarian support that the Trust can offer is extremely valuable to those finding themselves on hard times.

Steven gave best wishes to the new Directors and thanked the existing directors for their support over the past year.

Jim Cameron left the meeting.

11. RECENT MEMBERSHIP APPLICATIONS

- (a) Jim Cameron
- (b) Jo Cameron
- (c) Tamaris Cook
- (d) Al Baker

The Board **noted** the new associate membership applications. The Chair enquired if a record of contact details for those to whom Membership Applications were issued at the AGM was available.

If so perhaps a reminder email could be sent to them politely asking if they intended to submit applications.

Jim Cameron returned to the meeting.

12. AOCB

1. Community Action Plan

It was noted that the Trust has not undertaken a comprehensive consultation with the Community since 2014. The catalyst for reviewing future plans is the imminent allocation of Stronelairg Benefit Funds by SSE. It was recognised that Community Consultations are often undertaken by third party, external companies experienced in such matters.

The Chair will circulate various sample documents, with examples of recent consultations, around the Board over the holidays so that Directors can study them. The Trust would also look to work with Fort Augustus Community Company to establish common ground and mutually beneficial policies, but advice to date was that a full joint consultation would not be particularly beneficial. SSE have intimated that they will not decide on the exact sums to paid for Stronelairg during the current financial year and have not intimated the likely split of funds between SFCT and FACC. Unfortunately, SSE were not able to attend the AGM and see at first hand the strong community support SFCT enjoys.

A full Consultation will involve door to door surveys, stakeholder meetings, in depth analysis of the information obtained and the resulting wishes of the Community.

The previous Trust Development Proposal is now becoming out-dated and it is considered a new Action Plan is required and something the Board should be addressing. A new Plan would identify and outline priorities and objectives for the coming five to ten years

The Board discussed the implications of not undertaking a new consultation and consequent lack of a Development Plan.

A Director explained how the Beatrice Off-shore windfarm funds were overseen, with no immediate Community companies in place to manage and benefit from the funds generated. SSE retain the benefit moneys in an "in-house" fund and work directly with community councils and other organisations that apply to them for support. Because of the potential magnitude of the sums of money likely to be involved in Stronelairg it is considered that SSE may wish to retain more direct control. Further discussions are to be had with SSE and in the interim the "*We can do it with Stronelairg and SSE*" publication has been sent to the appropriate parties within the organisation.

Community Councils are involved as well as the Community Companies and the importance of working together in discussions is recognised, with an open approach and the sharing of information

Chair to send documents to Administrator to collate and circulate around the Board. PJF/LWK

2. Teams

The Chair suggested that with an increasing number of significant projects and functions now associated with the Trust, the Board should contemplate the disbanding of relatively large teams and instead have a lead director and a deputy director for each specific task. The Board were requested to consider areas they may favour or where they have expertise and further discussion and allocation will occur in January.

Chair to circulate list of current teams and a matrix of proposed tasks/projects. PJF

13. Wednesday, 10 January 2018 Stratherrick Community Hall, Gorthleck.

The Meeting closed at 10.12 p.m.

Signed by Chair (PJF) _____

Date _____