



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 7 MARCH 2018**

**Present** Peter Faye, Zoe Iliffe, Frank Ellam, Julie Murphy, Hugh Nicol, Ken Sinclair, Stewart Macpherson, Sharon Ferguson, Jim Cameron  
**Chair** Peter Faye  
**In Attendance** Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator)  
**Apologies** Caroline Mortimore, Garry Page  
**Declarations of interest** None

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting.

The Chair advised the Board that Garry Page is excused from the Board Meeting and Director duties for the next few weeks. The Board sent their best wishes to Garry and his family.

**2. MINUTES – 7 FEBRUARY 2018**

Ken Sinclair **PROPOSED** and Sharon Ferguson **SECONDED** and the Minutes of the Board meeting held on 7 February 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

**MATTERS ARISING**

**Lower Foyers Unit**

The Project Co-ordinator and Chair have both met with Boleskine Community Care to discuss their plans and wishes. Following that meeting the decorating etc. is currently on hold.

**Knockie Trust**

The Chair met with Iain Bateman and Knockie Trust are interested in the suggested arrangement of Knockie Trust dispersing the hardship grants. The Finance Director and team are looking at the draft Concordat and the Trust will meet with Knockie Trust again at the end of March.

**Action by**

### **Noticeboards**

The Noticeboards have been transferred to the Stratherrick and Foyers Community Council. SFCT will institute a regime of normal maintenance.

*A six-monthly maintenance programme for the boards is to be arranged.* PCO

### **Metal Detector**

The Board discussed the rules around *Treasure Trove* and agreed that it was acceptable for the interested resident to use a metal detector on the Riverside Field.

*Revert to resident with map.* LWK

### **Projector and Screen**

The PCO has been in contact with the Messrs Graham who have provided some alternative suggestions. The PCO will have further discussions and update in due course.

### **Summer Event – Public Entertainment Licence**

The PCO has spoken to Mike Eley at the Highland Council who advised that if there is no charge for food and admission with no more than 250 people attending, the Trust would not need a Public Entertainment Licence. Mike will put that information in an e mail to the Trust and will also forward information in relation to noise and toilet facilities from his colleague.

### **Road Map**

Fiona Ambrose is finding out if the Tourist Board is doing anything similar in relation to creation and distribution of this type of map and checking with Tesco to see if they intend a reprint.

### **Guides presentation**

Directors attended the presentation which was excellent and well thought out.

## **3. FINANCE**

- (a) The Finance Director updated the Board and the figures in the finance report at the end of month. Bank interest was £225.89 and bank balances totalled £680,826.02, which included ring-fenced amounts of £70,000 from Scottish Canals and Highland Council and £36,225 of grants approved, but not yet called off.
- (b) Administrator Expenses (LWK) for February 2018 - £97.92
- (c) Administrator Timesheet (LWK) for February – 2.15-hour overtime
- (d) Project Co-ordinator Expenses (SW) for February 2018 £125.15
- (e) Book-keeper's Invoice (FE) for February 2018 £140.00

The Board **APPROVED** the payment of (b) to (e) above.

#### 4. RIVERSIDE FIELD UPDATE

The Riverside Field team and the Project Co-ordinator produced a report and breakdown of all the elements of the HRI invoice. They felt that some charges were questionable. The recommendation is the Trust pay for the elements that are verified and revert to HRI querying areas of doubt. The Trust will remit the sum of £2,866.80. The team have drafted a letter which sets out clearly the Trust's situation. The Board read and agreed the draft letter and the PCO will issue.

In relation to the outstanding issue of the tender for works at the field, the Directors felt that the access design was over specified, with the lowest tender on the specification being £43,000. The team recommended advising HRI not to take any further action pending further discussions. The Board **AGREED** this approach.

The Chair and the PCO met with Frank McCulloch (qualified civil engineer) and he echoed the Board's sentiments concerning the specification. FM thereafter suggested re-specifying the proposal if instructed and that he could undertake the work through to obtaining Planning Consent. The Chair ran through Frank's costings and his quotation of £1,893.00 including VAT where due.

The Board **AGREED** to appoint Frank McCulloch of Arkiva Consult to undertake the above instruction.

The following step is to obtain three quotes based on the new specifications.

In relation to mowing the field, Scottish Natural Heritage have advised when the Trust should cut the field.

*Amend letter to HRI to offer a meeting and send out.*

PCO

#### 5. BROADBAND TEAM UPDATE

The Board noted there is a slight delay because one of the lorries carrying equipment crashed in the recent bad weather. Therefore, there continues to be a delay at and around the hotel and it is hoped it will be resolved in the next few weeks.

The Broadband Team requested the Hall Committee notify them and/or CFWN if there are works or movement of the Broadband equipment in the Hall.

A Broadband update will be distributed by hand in Inverfarigaig.

The Team also advised that it appeared that Connected Loch Ness were misrepresenting that they were working with the Trust, which they are not. It was therefore agreed that the Trust should write to Connected Loch Ness to request that they revise their communications to ensure residents appreciate they are not signing up for the Trust's broadband scheme.

*Action: Letter from the Trust to Connected Loch Ness regarding their misrepresentation of the Trust.* PJJ/SF

## **6. APPRENTICESHIP TEAM QUARTELY UPDATE**

It was agreed that the Trust would endeavour to run the proposed apprenticeship programme alongside college term times and course programmes. A meeting is likely in approximately six weeks' time and the Chair will be the third person attending from SFCT.

*Ken Sinclair left the meeting at 8 p.m.*

## **7. SUMMER EVENT UPDATE**

The team asked the Board for their thoughts on date, budget and location. The Board discussed the idea of holding a weekend event, perhaps including an outdoor concert/play in the itinerary. Suggestions of 28 July or 11 August were made to avoid clashing with other popular events in the wider area. It was suggested that if a smaller event is run this year, if popular, it could always be expanded next year.

The Board set the budget at £2,000 and decided that the Hall could be best utilised to reduce the cost of trying to replicate these facilities outdoors elsewhere.

*Compile report with the ideas and budget discussed.*

SM/JM

## **8. BCC - LOWER FOYERS UNITS**

The Chair advised the Board that the Missives were not yet concluded but he hoped this would occur shortly with anticipated completion on 1 April.

At the recent meeting with BCC it was suggested that the Trust utilise the existing occupational lease and draw up a Minute of Variation on matters such as rent, the extent of the subjects, alienation, insurance and the term of the lease. The rent is proposed to be one pence per annum.

There are five years to run on the Ground Lease and the Board noted the Trust should be prudent when contemplating

refurbishments. However, should negotiations with SSE result in a longer term then the refurbishment plans can be revisited. The Board noted and agreed that the £6,000 budget remains in place for now.

BCC have completed their final submission for the Development Officer grant and the PCO will pass the information to the assessing Directors.

The Board noted that BCC are due a further £10,000 instalment under the initial operational grant. BCC currently have £7,000-£8,000 in reserve. The Trust are trying to establish what the ongoing running cost of the units are likely to be. The Board discussed whether to pay the next instalment now, given that the format of the existing operational grant will change on completion of the new Lease. It was noted that the Trust would ensure BCC remained in funds pending agreement of a new grant, the level of BCC reserves and the need for additional funding the Finance Director pointed out that under the terms of the operational grant awarded to BCC they have generally reported as requested. The PCO agreed but pointed out that excess funds had built up over time and the Trust should avoid this happening again with future grants. However, it may be some time before BCC submit a replacement grant and the Board would not want BCC to run out of funds in the interim. Any money unspent from the current operational grant will be returned to the Trust in full. The Board noted the original operational grant was an estimate and the grant was to cover the operational costs for unit 2 only. The new operational grant will be renegotiated so that it is a true reflection of likely costs for both units and excess funds will not accrue. The Finance Director pointed out that BCC have spent a further £1,900 not included in their latest reconciliation, because of the timing of the bi-annual report issued by BCC. If the Trust make a payment now they must clearly state to BCC that it can only be spent on items included and approved in the original grant.

The Board discussed inviting BCC to a Board Meeting once a year to run through their reports, so the Board can make an informed decision and in turn explain to BCC why the decision has been made.

The Board ran through the report submitted by BCC for period 4 and the figures therein.

The Board noted that had it not been for the expected acquisition of the unit, the Trust would have made the next two payments, and if any funds were not spent, the Trust would look to recover unspent funds or deduct an equivalent sum from the next grant application.

It was likely the new operational grant will be effective by the time the next payment is scheduled and that efforts should be made to finalise the details of the new application, with a reconciliation of the original grant occurring at that point.

The Chair summarised the options to the Board. These range from the £10,000 as per schedule or £1,300 to bring the current balance up to £10,000.

The Board **AGREED** to pay the sum of **£10,000** to Boleskine Community Care.

*Draft letter to Boleskine Community Care.*

PCO

## 9. AOCB

### **Foyers Bay Scrub & Tree Clearance**

The Chair ran through the options. The Trust can carry out the scrub and clearance themselves or pay an external contractor. It was agreed that Directors would inspect the site and if possible arrange a work party.

The Board **AGREED** the Trust would do the work.

The Board discussed and **AGREED** to the purchase of four signs at the cost of £20 each “*Foyers Bay Recreational Area Please Clear up After your Dog* as required to satisfy a request from landowners SSE.”

*E mail round Board when clearance scheduled to take place.*

SM/PJF

### **Grants Team Documentation**

The Grants Team updated they have advised SSE that the Trust are undertaking a grants review.

The Board noted that all forms will be submitted to the Board and SSE for approval.

### **GDPR**

The Board noted that an action plan needs to be drawn up on how to address being ready for the GDPR which comes into force on 25 May 2018.

### **Project Co-ordinator Report**

The PCO ran through his report and specifically requested that any personal information relating to employees of the Trust is not discussed at Community Council meetings, due to their public nature. The Board noted and **AGREED**.

## Membership

The Board noted and welcomed new member applications from:

- Jane Mason
- Adam Mason

*Send Membership Certificates.*

LWK

## Liaison Director Report

The *Your Cash Your Choice* event is being held at Drumnadrochit on Saturday 10 March and all attendees are eligible to vote.

The recent Community Council meeting included updates on felling and road repairs, maintenance and gritting.

The format of the Liaison Director's report has been agreed between the Community Council and the Trust. The Liaison Director will continue to report on Trust news unless it is confidential and/or intrusive. The Board noted the Community Council minutes are public however, the Trust minutes are closed and not approved until the following meeting. The Chair asked the Board if they were happy that the items discussed, for example the content of this evening's meeting, are passed to the Community Council before they are approved. The Board **AGREED** they were happy with that.

The Board noted the Liaison Director will continue to provide paper bulletins/update monthly.

## Annual Events

The Board noted a suggestion to support the idea of a film compiling events that take place in the area throughout the calendar year. The film would then be shown at the Hall.

## 10. DATE OF NEXT MEETING

Wednesday, 4 April 2018 Stratherrick Community Hall,  
Gorthleck.

*The Meeting closed at 9.55 p.m.*

Signed by Chair (PJF)	_____
Date	_____