



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 2 MAY 2018

Present	Peter Faye, Zoe Iliffe, Frank Ellam, Julie Murphy, Hugh Nicol, Ken Sinclair, Stewart Macpherson, Sharon Ferguson, Jim Cameron, Caroline Mortimore and Garry Page
Chair	Peter Faye
In Attendance	Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator), Morven Smith (Head of Community Investment, SSE), Marianne Townsley (Community Fund Manager, SSE)
Apologies	None
Declarations of interest	None

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

2. DISCUSSION WITH SSE RE GRANTS AND FUNDING

The Chair introduced Marianne Townsley and Morven Smith from SSE.

Morven Smith thanked the Directors for attending the recent Workshop and, for the benefit of those that could not attend, explained the scale of funding SSE currently handle in relation to community benefit. Since Morven has been in post, her challenges have been to professionalise the team and to look at governance and ensuring Benefit Funds are being spent wisely. SSE have brought the management of community benefit funds in-house so they can work more closely with communities. Morven asked for feedback on the content of the workshop and the Board commented that the discussions at that workshop mirrored how the Trust operate their current grant system with the principle and the practices being the same, which is to be expected as the Trust's grant system is based on the SSE model. SSE stated they frequently have contact from groups with queries and are trying to be more flexible and, should there be new ideas, encouraged the Trust to contact them. The Board were pleased to note that SSE would be open to discussions about Trust "area specific" funding, such as the SSE Enterprise Fund described at the workshop. The Board asked about feedback on the Enterprise Fund trialled in Perthshire with SSE responding by saying the feedback was being

Action by

compiled by SRUC and would be completed by late summer. SSE explained the Enterprise Fund was a pilot fund with third party involvement to help deliver the project. SSE gave a caveat that they would be happy to further explore such funding but would have to put a framework in place and potentially a third party advisor with relevant business experience would be involved.

The Chair asked about funding guidelines for the future and if change was likely or possible. SSE said they were open to discussions concerning Memorandums of Understanding for current and future development Funds. SSE suggested there is the possibility to streamline procedures and conditions and are currently looking at all existing agreements with their legal team. SSE welcomed the suggestion, given the Trust's knowledge of the needs of the Community, that the Board draft some suggestions for future consideration in new agreements.

The Board discussed the concept of an "Enterprise Fund" further given that local business and employment are not something currently supported in this Community. SSE said there are differing priorities in particular areas and long-term legacy projects are important to them, although they were not stating smaller projects should not be supported. An objective should be lasting projects that survive the lifespan of the funding, although it was stressed that SSE is not purely "results driven".

The Board asked SSE's opinion of small individual "energy efficiency" grants (which are well received by the Community). SSE were less keen unless it was attached to a communitywide facility. The Board acknowledge they will continue to focus on large projects but recognise the importance of smaller grants to individuals and groups within the Community.

The Project Co-ordinator highlighted to SSE the volume of work the Directors do as volunteers and their knowledge and detailed insight into the area and the communities' needs.

SSE will return to the Board for further discussions in relation to new ways of dispersing the funds and possible restructuring of current agreements.

SSE and Trust Discussion re Large Grant Application

The Trust and SSE have currently reviewed a Group Large Grant application. Issues that arose through the assessment process were discussed such as specific aspects of the applicant's Employment Policy. Both parties contributed positively and certain recommendations and modifications to the assessment were agreed. SSE said the quality of the assessment by SFCT was excellent and acknowledged the time and effort required with such an important and significant assessment. As a consequence, SSE offered to assist with similar applications in the future, should Trust

feel it appropriate. The Board asked SSE if they had received a complaint in relation to this particular grant application and SSE stated they had not received any complaint.

A decision on the application would be made in the formal Board meeting in accord with Trust procedures.

The Board asked if SSE would draft a piece for the Trust newsletter on the importance of following grant rules and SSE would be happy to do that.

The Chair and Board thanked SSE very much for attending the meeting.

Morven Smith and Marianne Townsley left the Board Meeting at 9.10 p.m.

3. MINUTES – 4 APRIL 2018

Zoe Iliffe **PROPOSED** and Frank Ellam **SECONDED** and the Minutes of the Board meeting held on 4 April 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

Matters Arising

Lower Foyers

The matter is nearly concluded, HIE have signed and the documentation is currently with SSE.

Knockie Trust

SFCT have discussed this further with Knockie Trust and KT are looking at points in their own constitution.

Projector

No further information received on specifications for the purchase of a new projector and screen.

The Board **APPROVED** the purchase of the earlier specification of projector and screen.

Purchase projector and screen.

PCO

Kate Forbes MSP

Gordon Bell, Agent for Ms Forbes, will endeavour to arrange a personal event for the Guides on their trip to Edinburgh and Holyrood.

Greencoat

Greencoat have approved spend on the adaptations loan and the offer gone out.

4. BCC SDO – LARGE GRANT APPLICATION

(a) Boleskine Community Care

Purpose of Grant: Employment of a Support and Development Officer for three years including related expenses.

The Board discussed the grant further to discussions with SSE in relation to the application and assessment.

Amount Requested: £79,522 - £92,785

A Trust Director abstained from approving the grant due to lack of figures and documentation. If an applicant does not provide data that the Trust, as grant providers request, we should not approve the grant. The Director further explained that due diligence and the liability as a Director to take reasonable steps to protect the Trust Company is fundamental.

The Board **APPROVED** the Grant in the sum of **£59,800 to £69,940** subject to Trust's standard grant conditions and the following specific conditions:

- An initial payment of £1,280 to be paid immediately on receipt of the Grant Acceptance Form to cover the payroll, PVG checks, insurance and advertising elements of the Application.
- On acceptance of an offer of employment of an SDO, BCC to provide to SFCT a copy of the offer and acceptance confirming the agreed start date, agreed annual salary and confirmation of the terms of engagement. A copy of the contract of employment to also be provided.
- SFCT logo and acknowledgement of funding to appear at the bottom of all future BCC correspondence and documentation (including newsletters).
- Before any annual salary payments are paid, evidence of BCC's Employment Practices Liability Insurance cover must be provided to SFCT. Continuing proof of cover to also be provided throughout the period of the grant.
- At the end of Year 1, an interim report together with full accounts to be submitted to SFCT (to include evidence detailing the expenditure of the Initial Payment and Year 1 expenditure using the same expense headings as contained in the attached schedule). Any unspent funds to be returned to SFCT on an annual basis.
- Further interim reporting and full accounting exercise to be undertaken for Year 2 and Year 3 (evidencing the same expense headings) and, again, any unspent funds to be returned annually.

Fund: Dunmalgass

Action: Draft the conditions of Grant Award.
Action: Send conditions to SSE
Action: Draft Grant Offer Letter and send to applicant.

FE
PJF
PCO

5. NOTICEBOARD CONTRACTOR SELECTION

PCO has received and collated the four quotes, the highest quote was excluded.

The Board discussed the three remaining quotes and the lowest local tender was accepted with caveat that if the contractor refused the second lowest tender accepted.

Jim Cameron **PROPOSED** and Zoe Iliffe **SECONDED**.

Action: PCO to advise contractors.

PCO

6. FINANCE

- (a) The Finance Director updated the Board and the figures in the finance report at the end of month. Bank interest was £223.49 and bank balances totalled £666,919.88 which included ring-fenced amounts of £70,000 from Scottish Canals and Highland Council for the Foyers Bay project.

The Finance Director then updated on the profit and loss to the end of the quarter. Grants receivable increased from £199,716 to £202,894 due to index linking, deposit account interest was almost exactly the same and dividends of £1,905 on the legacy funds dividends on the legacy funds were reinvested. On the expenditure side over nine months the Trust has paid grants of £86,000 compared to £49,000 in the prior year, with a surplus of £77,000 compared to £111,000 at same time last year. Investments in the legacy fund are still showing a profit. In March 2018 the stock market took a dive but has since recovered. The Finance Director then ran through the balance sheet, debtors totalled £132,000 as the Glendoe payment was paid late and Corriegarth paid in March last year but is due for payment in June this year.

The Finance Director reminded the Board that Clarendon review the Trust investments on a weekly basis, there were two funds that were under-performing, and Clarendon have recommended the Trust switch the money in to two other funds. This has the same risk analysis and is basically just substituting one fund for another. Sir Frederick and his assistant Robert Butcher will be attending the Board in November to present the annual review of the legacy fund.

- (b) Administrator Expenses (LWK) for April 2018 - £106.59
(c) Administrator Timesheet (LWK) for April – 6-hour overtime

- (d) Project Co-ordinator Expenses (SW) for April 2018 £295.30
- (e) Book-keeper's Invoice (FE) for April 2018 £301.00
- (f) Invoices
 - (i) Ord Storage £7.96
 - (ii) DTAS £90
 - (iii) A9 Accountancy £228.80
 - (iv) Calico, £24

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

7. RIVERSIDE FIELD UPDATE

The specification now has the footpath and drainage removed. There was a further opportunity to reduce the price by removing the parking space timber demarcation. The entrance way cost is now £25,000, saving the Trust about £20,000.

8. POTENTIAL HOUSING DEVELOPMENTS

The Directors had a meeting with HSCT then with HIE from that meeting the Trust would have to look at an options appraisal and establishment of need. There are currently two viable sites at Gorthleck and Inverfarigaig. It has been suggested that if the Trust helped to unblock development of the site (infrastructure costs are high) in return for housing plots this could regenerate the site. The Trust could become a private landlord, however if the Trust want to access government funding there may be additional conditions to meet that may restrict the form of tenure.

The Board discussed if the Trust should be getting involved in housing development. Initially the Trust will look at the need and the financing involved. The Board noted that in previous community consultations housing has always been on the list.

Agenda item for June meeting.

LWK

9. BROADBAND TEAM UPDATE

A notice in relation to the Broadband project dated July 2017 was recently removed from the Whitebridge Hotel Noticeboard.

Updated notice to Whitebridge Hotel.

SF

10. LIAISON DIRECTOR UPDATE

The Liaison Director updated on the discussions of the SFCC meeting on 24 April, including the Forestry Commission upgrade works on the roads used and the finalisation of the Dalcrag works.

SFCC are also continuing with the objection of the Dell windfarm.

11. ENTERTAINMENT/EVENTS UPDATE

The Board discussed and **AGREED** they would like to host a Christmas Ceilidh again on 21 December 2018.

*Action: Secure Ceilidh band with any necessary deposit
Events team to finalise ticketing/catering etc.*

*PJF
JM/SM*

Sharon Ferguson left the meeting at 10.00pm

12. PROJECT CO-ORDINATOR UPDATE

(a) GDPR Update/Presentation

The Project Co-ordinator ran through an interesting and informative presentation on the 12 steps the Trust must follow, to implement the new GDPR rules. There will be a further update at the next meeting.

(b) Grant Survey

The Board noted that a 37% return of questionnaires had been received by the deadline. The PCO is compiling the responses which are available on the Directors' secure area of the website.

13. MEMBERSHIP APPLICATION

The Board noted the new application from Alistair Henry.

Action: Send Membership Certificates.

LWK

14. AOCB

There are two filing cabinets, a small cabinet and a shredder looking for a home. PCO would like the shredder at the Hall.

Action: Arrange to collect shredder.

PCO/GP

15. DATE OF NEXT MEETING

Wednesday, 6 June 2018 Stratherrick Community Hall, Gorthleck.

The Meeting closed at 10.30 p.m.

Signed by Chair (PJF) _____

Date _____