



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 6 JUNE 2018

Present Peter Faye, Zoe Iliffe, Frank Ellam, Julie Murphy, Hugh Nicol, Stewart MacPherson, Caroline Mortimore, Sharon Ferguson
Chair Peter Faye
In Attendance Steven Watson (Project Co-ordinator), Laura Walker-Knowles (Administrator)
Apologies Ken Sinclair, Garry Page

Declarations of interest No declarations of interest

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

The Chair advised the Board that Dr Jim Cameron's resignation of directorship had been received.

Action: Remove Dr Cameron from Co House Register.

Action by

LWK

2. MINUTES – 2 MAY 2018

Frank Ellam **PROPOSED** and Zoe Iliffe **SECONDED** and the Minutes of the Board meeting held on 2 May 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

Matters Arising

Boleskine Community Care Grant Award

The draft conditions of the recent grant awarded to Boleskine Community Care have been sent with the offer letter and a copy to SSE.

Noticeboards

PCO advised winning contractor and the job is now complete. A rolling Contract was suggested for six monthly maintenance.

Update Broadband Notice at Whitebridge Hotel

This is still to be done and the Trust will use the same information as was published in the News.

Action: Update notice.

SF

Christmas Ceilidh

Awaiting invoice for the Cask Strength. The hall is booked for Friday 21st December and Graham Bain has agreed to undertake the catering.

Membership Certificate

Forwarded to Alistair Henry.

Shredder

To be collected.

Action: Collect shredder.

PCO

3. GRANT APPLICATIONS

GROUP

(a) Inverfarigaig Residents Association - deferred

Full information was not available to allow complete assessment and the Board **DEFERRED** the decision until a full assessment report could be compiled. The question of some form of Title to the subject property was raised as this is necessary to provide appropriate security for Trust funds.

Action: Await further information and complete full assessment.

SF/SM/PCO

NON-CONSTITUTED GROUP

(b) Christiane Morley (Elemental)

Purpose of Grant: The group are seeking funds to pay for sheet music, musical arrangements, copyright, consumables and the fee for a Dropbox account. The assessors noted it was a well presented and detailed application.

The Board discussed the grant and the wider benefits to the Community and any potential overlap with the functions of the Wellbeing Group. It was noted this application was separate to the Wellbeing Group's singing group.

Amount Applied For: £1,006

The Board **APPROVED** the Grant in the sum of **£606** subject to the following specific conditions: -

- The group perform a reasonable number of times gratis at community events such as the Christmas Ceilidh, Summer Ceilidh and at the BCC Lunch Club.
- Receipts are to be provided and the sheet music remains the property of the Trust.

Fund: Glendoe

ENERGY SAVING

(c) Kenny Hay

Purpose of Grant: To replace an old storage heater with a more efficient modern one.

Amount Applied For: £500

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

Fund: Green Highland Allt Luaidhe

STUDENT

(d) Jessica Main

Purpose of Grant: To assist with travel and purchase of books and equipment associated with study.

Amount Applied For: £500

The Board **APPROVED** the Grant in the sum of £500 conditional upon confirmation of entrance requirements having been achieved.

Fund: Aberchalder

(e) Robin Morley

Purpose of Grant: Assistance with costs associated with books and study.

Amount Applied For: £500

Fund: Aberchalder

(f) Matthew Calum Simpson

Purpose of Grant: Assistance with costs associated with books and study.

Amount Applied For: £500

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

Fund: Aberchalder

(g) Amy Craven

Purpose of Grant: For textbooks and travel costs associated with study subject to exam results fulfilling the condition of offer. The grant payment will be withheld until that is provided.

Amount Applied For: £500

The Board **APPROVED** the Grant in the sum of £500 conditional upon confirmation of entrance requirements having been achieved

Fund: Green Highland Allt Luaidhe

SPORTING

(h) Alex Sutherland

Purpose of Grant: To attend and compete in the Celtic Nations versus England 10K race in Birmingham on 6 May 2018.

Amount Applied For: £250

The Board increased the initial amount of £225 further to receipt of a reconciliation of costs and **RATIFIED** the earlier decision.

4. FINANCE

The Finance Director updated the figures in the recent report. Total bank interest deposited was £224.49 including month end the balance at the end of the month in hand was £629,573.02 including the £70,000 still held from Scottish Canals/Highland Council.

Budget for 18/19

The Finance Director ran through the budget for 2018/19. There were four project items of expenditure listed where the Finance Director requested guidance from the Project Lead Directors: -

Riverside Field

The 2017/18 budget was £40,000 and the Trust spent just over £5,000. For 2018/19 it is anticipated the access will be finalised and possibly a circular footpath. Estimated expenditure: £80,000.

Foyers Bay

The 2017/18 budget was £75,000, spent just under £6,000 this financial year. For 2018/19 it is estimated expenditure will be £150,000 (Trust - £80,000, THC/Scottish Canals £70,000).

Broadband

Estimate to follow.

Lower Foyers Units

Legal fees for variation to existing tenant's lease, £2,000; refurbishment costs to improve property, new operational cost grant (the latter will replace the original operational grant). NB Four and three-quarter years remain on the lease. Estimate of £50,000.

- (a) Book-keeping invoice (FE) for May 2018 £133.00
- (b) Administrator Expenses (LWK) for May 2018 £105.42
- (c) Administrator Timesheet (LWK) for May 2018 (no overtime)
- (d) Project Co-ordinator Expenses (SW) for May 2018 £211.60
- (e) Invoices
 - (i) Ord Storage £7.96
 - (ii) DTAS £90 2018 membership subscription
 - (iii) Clark Thomson Insurance £208.79 to insure properties at the hub (two units)
 - (iv) HH Brown £612 for tree and scrub clearance at the slip
 - (v) Luke Flanagan £300 servicing the noticeboards
 - (vi) A4 Design and Print £907 (Newsletter Printing)
 - (vii) Clarendon (invoice to Sept 17) £3,000
 - (viii) Clark Thomson Insurance £484.20

The Board **APPROVED** the payment of (a) – (e) (i) – (viii) above.

5. EVENT/PR TEAM UPDATE

The Board discussed the suggested activities for a fun family day including mini Highland Games, stalls, bouncy castle and fire service demo. There was an additional suggestion for a "hill race". It is anticipated around 150 to 200 people may attend. With multiple activities it is an initial way to see if this is the sort of event the Community would like to see. The intention would be to make this a free event, with the object of

providing the Community with an opportunity to meet and socialise.

The date is set for 11 August to avoid a clash with other popular local events (Belladrum and Groove Loch Ness). It was noted that details should be finalised as soon as possible and publicity material be released without delay.

The Board discussed a possible continuation of the event during the evening, but it was generally felt that an initial afternoon event was adequate to gauge local reaction.

Consideration was given to requesting assistance from the Community Council, as significant help would be needed to run the event. It was noted however that the Trust should try to avoid using too much local help, so as to maximise community attendance.

The Board discussed catering and agreed that this should be provided in a simple form. The Events Directors have yet to finalise costs but tabled a paper suggesting a budget of £2000-£4000, The final figure will be available once all suppliers have been contacted and confirmed.

The Board discussed Trust insurance cover for such an event and agreed this should be checked as there may be a requirement for some additional event and cancellation insurance.

The Board **AGREED** to arrange the summer event on 11 August 2018.

Action: Quote for porta-loos.

PCO

Fireworks Event

The Board had received a request from Foyers Fire Station asking if the Trust would apply for a Public Entertainments Licence to host this year's fireworks and purchase the fireworks for the Community Event. The implications of this proposal are to be investigated.

Action: Fireworks on agenda next month.

Action: Copy of last year's PEL to PCO.

LWK
SM

Apprenticeship

An Apprenticeship is proposed to start next month. The Trust had three representatives at the recent Joint Trusts panel but deferred a decision until full SFCT Board approval was obtained. This was because costs to support an Apprenticeship have risen and, on occasion, can be substantially more than when the scheme was initiated. The

subsidy for the new apprenticeship will be in excess of £20,000. It was therefore agreed to update all associated information issued to potential employers and on the SFCT website. The course of an Apprenticeship and associated academic studies are closely monitored, and payments to the employer are made on a monthly basis.

Action: Update information and website.

PCO

The new placement, as an Apprentice Gamekeeper, is on the Dell Estate and the Board wish the young man well in his chosen career. Stewart Macpherson highlighted to the Board that whilst he is a tenant farmer on the estate he has no connection with sporting activities and the Board agreed there was no conflict of interest.

The Board **AGREED** to fund the apprenticeship.

Fund: Dunmaglass

6. BROADBAND TEAM UPDATE

CFWN are expanding and have employed a new engineer. The Board noted there is now potential to relay signals across the Loch and back again to Inverfarigaig.

7. POTENTIAL HOUSING DEVELOPMENT

No update.

8. COMMUNICATIONS UPDATE

PCO ran through the communications report and gave an update on News arrangements and the noticeboards. Issue 10 is now in circulation and all Notice Boards have had cyclical maintenance completed. PCO confirmed the Trust has increased IT capacity and storage with Calico, which has resulted in a modest increase in costs. Updates to website can now be made.

The Board discussed the recent grant recipient survey results and agreed they should be shared with SSE.

Action: Draft covering letter to SSE with results.

PCO

9. FUNDERS/BENEFIT UPDATE

News that the Stronelairg Benefit Allocation 2018 had been received. The Community Benefit is anticipated to be approximately £570,000 p.a.

The split of funds is:
50% Stratherrick and Foyers Community Trust
40% Fort Augustus Community Trust
10% Laggan

All per annum for 25 years.

Achnacarry and Glengarry receive £50,000 each, taken from overall sum above on a pro rata basis for the first three years.

It has been intimated that SSE may pay two years funds as an initial payment and then 23 further annual payments.

Action: Directors to contemplate new ideas for grant spend and to suggest amendments to expand potential areas for support. Directors

Action: Respond to Morven Smith, SSE, with suggested amendments and possible amalgamation of Memoranda of Understanding. PJF

10. LIAISON DIRECTOR UPDATE

No update.

11. PROJECT CO-ORDINATOR'S UPDATE

Projector and Screen Update

PCO ran through the options, including the installation of an amplifier and speakers to enhance the quality of the system. PCO requested increased budget from £1,000 to £1,250. The set up would be similar to the existing projector and screen, but of a much higher quality.

The Board noted the purchase of the new equipment would allow the Brownies and Guides, the Heritage Group, the Wellbeing Group and other Hall users to show films, slide shows and make presentations more easily and of much more professional nature.

The Board **APPROVED** the purchase of the new projector and associated equipment up to £1,250.

PCO update

PCO informed the application to the Highland Sustainability Fund was negative. The Medical Adaptation work to the applicants' property is going ahead. The PCO thanked Directors for their contributions to the News and was pleased with contributions received from the schools and the Brownies and Guides.

Access to the Riverside Field is proving frustrating, with ongoing negotiations occurring with THC Transport Planning Officers. The Trust have stated their wish to ensure the proposed access is appropriate for future potential uses for the land.

PCO noted to the Board that the Heritage Group Exhibition was very well attended last weekend.

12. AOCB

(a) Knockie Trust

The Knockie Trust have now returned the agreed draft Concordat to administer hardship grant applications. The PCO has redrafted the grant hardship form to add an additional form the Knockie Trust will forward to SFCT for release of funds once they have assessed an application.

The Board **APPROVED** the £3,000 be ring-fenced for the hardship grant fund from the Corriegarth Funds and the system will be trialled for one year.

*Action: Obtain permission from Knockie Trust to pass KT details to funder for approval.
Arrange signing of Concordat*

PCO

ZI

Riverside Field

(b)

The Trust had a positive meeting with the architects. A credit note against initial invoices is to be issued. HRI remain willing to act for the Trust if required and will maintain their Phase 3 quotation, but not that for Phase 4 (Master Plan element) and have withdrawn their fee quote. HRI requested direction concerning the original quotations received from contractors for the Riverside Field Access, but Directors wish to see a resolution to matters discussed at the earlier meeting prior to any further commitment.

Formal update at the next meeting.

Action: Chase credit note.

Action: Compile the figures and update the Riverside Field Team.

PCO

PCO

GDPR

(c)

The Board formally appointed Zoe Iliffe as the Data Protection Officer. The Trust will update the Data Protection Policy. ZI advised the Board that deletion of old grant assessments and other documents including personal details from individual

personal computers and other devices was necessary. All Directors should now delete all old e mails.

Action: Update Data Protection Policy.

ZI

Inverfarigaig – Waste Oil

(d)

The PCO had obtained a quotation for a sign to be displayed at the service pit on land in Inverfarigaig. There is a difficulty in that neither Highland Council nor the Forestry Commission will say the pit is on their land. There is concern amongst Inverfarigaig residents that the pit will be filled. An article in the News refers.

The Board **AGREED** the £20 for the sign.

Action: Arrange purchase of sign.

PCO

Carbon Monoxide Detectors

(e)

Several properties in the area have had wood burning and other solid fuel appliances installed but have not had carbon monoxide detectors fitted. The local Fire Brigade has requested assistance toward funding detectors that they will install when undertaking Home Safety Visits. The Board expressed concern that given the lethal nature of carbon monoxide, some installers are failing to install detectors. It is a statutory requirement that carbon dioxide detectors are fitted when new appliances are installed, and this matter has been brought to the attention of the Community Council.

There is an immediate need for three or four detectors.

10 carbon monoxide monitors cost £219.24 (inc. VAT).

The Board **AGREED** to the purchase of 10 carbon monoxide detectors.

Fund: Green Highland Allt Luaidhe

Noticeboard at upper Foyers

(f)

Roll forward to next month's agenda.

Action: Noticeboard at Upper Foyers – next month's agenda.

PCO

Change of sign at the Lower Foyers properties.

(g)

The PCO presented the design for a new sign for the Lower Foyers properties and the Board **AGREED** to purchase at £100.00.

Grant Application – Agricultural Shows

(h)

Two grant applications had been received relating to showing sheep at local Agricultural Shows. Unfortunately, after discussion the Board decided this did not meet the criteria for a sporting grant. A Director queried if the Trust could sponsor the applicants. The Board were uncertain and will see if any other way the Trust could support the applicants. It was mentioned that the applicants might approach FIRA to establish whether they could assist

Action: return to applicants and advise not a sporting grant.

Action: look into other possibilities to support/sponsor applicants.

PCO
ZI

Membership

(i)

The Board noted membership applications had been received from Peter and Maureen Yeats.

Action: Send out Membership Certificates.

LWK

13. DATE OF NEXT MEETING

Wednesday, 4 July 2018 Stratherrick Public Hall, Gorthleck.

The Meeting closed at 10.50 p.m.

Signed by Chair (PJF) _____

Date _____