



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 4 JULY 2018**

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

**1. INTRODUCTION**

**Action by**

The Chair welcomed everyone to the meeting.

**Trust Mail**

The Chair advised the Board that the owners of the property where Trust mail is delivered have requested the Trust establish an alternative mail box. The Trust will establish a new Registered Address and general mail box at Stratherrick Hall.

**Directors' Emails**

The Chair reminded Directors and Staff of the importance of copying all team members and other interested parties in all relevant e mails.

**Companies House**

The Chair has updated the Trust register at Companies House in relation to the recent requests for information for Persons with Significant Control. This is now complete, and Directors need take no action in response to recent correspondence.

**SSE and Trust Agreements**

In relation to suggestions for amalgamation of MMO's with SSE, the Board felt there was some ambiguity in connection with "individual benefit" and clarification should be sought from SSE.

## 2. MINUTES OF THE MEETING 6 JUNE 2018

### CO Monitors

The local Fire Officer had expressed concerns that during Fire Safety visits, they had discovered that certain homes had recently installed wood burning stoves, fitted by third parties, and no Carbon Monoxide detectors had been put in place. He requested the support of the Trust in supplying such detectors, as whilst the Service could install smoke and heat detectors, they had no budget for CO Detectors. It is a statutory requirement when installing certain types of combustion devices (including wood burning stoves) that a CO monitor is installed. The Chair has raised the matter with the Highland and Community Councils. It is apparent that an installer does not have to be a member of HETAS to install a wood burning stove. The Board queried whether the provision of the monitors by the Trust is effectively a personal gain/benefit to individual(s) and that the Trust could seemingly be correcting breaches of regulations by third party installers. It was agreed that this is certainly a possibility but given the serious potential consequences to Community members if the Trust were to refuse, on this occasion the Trust will gift the detectors to the Fire Service.

The application for the monitors will be noted as a response to a request from the Fire Crew, rather than as stepping in to correct a wrong.

This action complies with a Trust objective and the Trust will request the Community Council and Highland Council take this matter further, in conjunction with the Fire Service.

*Action: E mail to Neil Kirkland and Councils to ask that they take the matter further and keep the Trust informed of progress.*

PJF

### Minutes of 6 June 2018

Zoe Iliffe **PROPOSED** and Sharon Ferguson **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

Update Broadband notice at Whitebridge Hotel

*Action: Carried forward to next meeting.*

SF

Collect Shredder

*Action: Carried forward to next meeting.*

PCO

## **Inverfarigaig Residents Association**

The Grant application remains deferred pending further discussions with the applicant.

## **Quote for Portaloos for Summer Event**

This has been received and circulated.

## **Public Entertainments Licence for Fireworks Display**

Copy of last year's application requested and received to enable application for 2018 to be completed.

## **Apprenticeship**

Publicity material and guidelines to be updated and information to PCO to update website.

*Action: Updated Apprenticeship information to PCO.*

SF/JM

## **Knockie Trust**

The Concordat is signed and the effective date of the agreement is 1 July 2018. The Board noted that the Knockie Trust is now set up to receive hardship grants.

## **Data Protection Policy**

Ongoing.

## **Inverfarigaig Sign**

This has been delivered and the group are very pleased with it.

## **Noticeboard Upper Foyers**

No further update.

*Action: Obtain price to renovate the noticeboard before winter.*

PCO

## **Membership**

Membership Certificates have been sent to Peter and Maureen Yates.

### **3. FINANCE**

- (a) The Finance Director updated the Board and the figures in the finance report at the end of month. £143,841.81 has been received from Corriearth, nearly £6,000 higher than the last

payment due to index relief. Currently this fund looks to approach double over the next 25 years.

The balance at the bank at the end of the month was £757,919 including the £70,000 for the Foyers Bay Slipway.

The Corriegarth (Greencoat) money has now been received and added to the Scottish Canals money, the balance in one of the Trust's bank accounts is now over the compensation limit of £85,000. The Finance Director asked the project leads if they expect to make payments over the next three months, to establish if it will be necessary to open at least one additional bank account. It looks as though this could be necessary as receipts from Dunmaglass and Glendoe are imminent. The Finance Director explained that it is extremely time consuming to open additional accounts and wished to establish whether spending on projects may negate the need to do so. The Finance Director then ran through the Actual vs Budget spend for the period 2017/2018, highlighting that the Budget was optimistic on grant spend.

The Board discussed the spend on Foyers Bay and other projects. The Finance Director explained to the Board the definition of what could be capitalised in a balance sheet, namely that it should be something that represents ongoing value to the company. The Board also discussed whether a newly constituted group could apply for a "grant" to purchase the Bay project and the Finance Director advised it was a possibility but would mean not describing the disbursement of funds as a grant.

Within the accounts there will be provisions made for all approved but unspent grants including FIRA, Knockie Trust and BCC.

- (b) Administrator Expenses (LWK) for June 2018 £99.45
  - (c) Administrator Timesheet (LWK) for June 2018 – no overtime for June.
  - (d) Project Co-ordinator Expenses (SW) for June 2018 £91.61
  - (e) Book-keeper's Invoice (FE) for June 2018 £146.00
  - (f) Invoices
    - (i) Projector, HDMI cable £850.00
    - (ii) A9 Accountancy Tax Fee Protection Service £216.00
- For the benefit of newer Directors the Finance Director explained this insurance protection against any tax investigation by HMRC.
- (iii) Calico UK, Annual Charge for Supercali package £402
  - (iv) Iain Cowie, Foyers Bay investigative work £330.00 plus VAT
  - (v) Registers of Scotland, registration of Loan Agreement £22.00
  - (vi) City Electrical Factors, CO detectors £219.00

- (vii) PCO additional expense - speakers, amp, trunking, and cables for the projector - £401.00
- (viii) Macleod and MacCallum, Lease £18,162.00

The Board **APPROVED** the payment of (b) to (f) (i) – (viii) above.

### 3a. OTHER FINANCIAL DECISIONS

#### 1. FIREWORKS – TRUST INVOLVEMENT

The previous grant arrangement for the public fireworks display is no longer considered appropriate and the Trust have been asked to purchase the fireworks and the Public Entertainment Licence directly.

The cost of the fireworks, based on last year's list, is approximately £2,000. The PCO will revert to last year's organiser to establish the list is what is required. PCO will submit an application for the PEL.

The Board queried if the Trust was "responsible" for the event and a suggestion was made that a group could be created to manage the event. The Board discussed and as experienced volunteers (off duty fire crew) are lighting the fireworks, and public liability insurance exists on the land being used, there was no need for additional insurance or the formation of a group.

The Board **AGREED** to the application for a Public Entertainments Licence for one year and the purchase of the fireworks in the sum of **£2,000**.

**Fund:** Corriegarth

The Board then discussed other costs for food, stewards, tabards and wooden stakes etc. and this will be discussed with the fire crew. The Board discussed the bucket collections last year and, if there are collections this year, the nominated charity/ies should be clearly identifiable, with the same requirement for any raffle.

*Action: Consent from Messrs Forbes in writing. Discuss with Fire Crew. Update Events Directors. PCO*

#### 2. WEBSITE SERVICES

Red Kite originally set up the website. Previously the Trust has relied on assistance from person/s now moved away from the Community. Red Kite have now given PCO admin rights to the Trust website. It was felt appropriate to formalise third party technical support and in the light of GDPR requirements, PCO has requested an assessment of the Trust website at a cost of £70 and

three hours technical advice covering the next six months for the total of £175.

The Board **AGREED** to the additional support from Red Kite in the sum of **£175.00**.

### **3. APPLICATION**

#### **GROUP GRANT APPLICATION**

**Group:** Visit Inverness Loch Ness

**Purpose of Grant:** Fechlin Wedge Path - the grant will be used to make improvements to the South Loch Ness Trail adjacent to the B862 at Whitebridge. It is part of the old General Wade's Military Road. Visit Inverness Loch Ness has undertaken to provide a bench.

**Amount Requested:** £2,465

The Board discussed this grant and that extensive investigation had not identified ownership of the land. The Board also discussed if the land formed a part of Scheduled Historic Monument.

The Board **APPROVED** the grant in the sum of **£2,465** subject satisfactory checks with Historic Scotland as to whether or not it is a notifiable historic monument, that the applicant agrees to undertake future maintenance and offer some form of indemnity should an owner come forward and object.

**Fund:** Corriegarh

### **4. RIVERSIDE FIELD UPDATE**

Planning consent looks imminent following negotiations with THC Traffic Planning officers. The Riverside Team will now liaise with contractors and initiate works once formal approval received.

The Board noted that a credit note had not yet been received from HRI Architects. The Board discussed the work apparently commissioned from Fairhurst by HRI and that HRI failed to consult with Highland Council or SFCT prior to commissioning Fairhurst. The Board noted that HRI has the contractual relationship with Fairhurst, not the Trust. The Trust paid HRI £1,228 (phase 1) and then £1,330.80 (phase 2), and £1,536 to Fairhurst.

The Finance Director, for the sake of prudence, will make provision for the full amount requested in the accounts, less the credit note.

The Board agreed to revert to HRI.

*Action: Draft response to HRI.*

*ZI*

## 5. POTENTIAL HOUSING DEVELOPMENT

No update.

## 6. BROADBAND TEAM UPDATE

The Broadband Team updated the Board. A technical document has been received on how the network may be extended. Cromarty Firth Wireless Networks are to be asked to make a brief presentation prior to the August Board meeting.

*Action: Update on number of houses now connected.*

SF/KS

## 7. ENTERTAINMENT/EVENTS TEAM UPDATE

The Board noted that the event is five weeks on Saturday and the need to publicise the event urgently.

The PCO ran through the entertainment's team update in the absence of Project Leads.

PCO ran through the decisions required in relation to budget. The update was presented by PCO following discussions with the Project Lead. Project Leads to discuss involvement and participation with BCC. A poster advertising the ideas so far and confirmation of other events is to follow. The Board agreed there should be a stall/stand with Trust information, membership forms and a suggestion box.

The Board **APPROVED** the budget in the sum of £4,000.

## 8. QUARTERLY GRANT UPDATE/NEW GRANT APPLICATIONS

The Board discussed very recently received grant applications which had arrived significantly after the June deadline. The Chair agreed to consider allocation prior to the next formal round of assessments, although was reluctant to do so, given the detailed nature of the applications and Directors' other summer commitments.

*Action: Chair to revert having examined applications.*

PJF

## 9. PROJECT CO-ORDINATOR UPDATE

The PCO ran through his report.

### **Application for support at Agricultural Shows**

The Board again discussed the grant applications that were received and declined last month. The applicants put forward a reasoned request for further consideration, but having discussed

the matter in detail, the Board regrettably agreed that the application was out with the clear guidelines for sporting and any other grants the Trust administers.

The Board discussed comparisons with grants other than Sporting, but these are invariably for the benefit of the whole community. There was a suggestion that the applicants might consider the formation of an "agricultural support group" open to all the Community, and that they should consider contacting the Rural Communities Group, to establish if there was any funding available.

The Board will return to the applicants and further explain the Trust decision to decline the application.

*Action: Written response to applicant.*

PJF

## **10. COMMUNITY COUNCIL UPDATE**

PCO ran through a brief update. PCO continues to attend these meetings at which the following issues arose.

The CC are progressing a project to replace the Toilet Block in Foyers, but this is at very early stages.

Cemetery fence at Lower Foyers. Proposals are under consideration for a Deer-proof replacement fence in conjunction with the Crematorium Superintendent in inverness.

PCO also noted that the idea for the proposed Red John Does' Hydro is not in our area.

The Community Council remains understrength and are looking for proposals for new members.

The proposed Mast at Glenlia has attracted six objections, including the Community Council.

## **11. NEW MEMBERS**

The Board noted the new membership applications from Gillian and Andrew McIntyre.

*Action: Send Certificates to new members.*

LWK

## **12. AOCB**

Decision to appoint Project Manager to oversee Lower Foyers Units refurbishment.

**13. DATE OF NEXT MEETING**

Wednesday, 1 August 2018 Stratherrick Community Hall,  
Gorthleck.

*The Meeting closed at 10.10 p.m.*

Signed by Chair (PJF) \_\_\_\_\_

Date \_\_\_\_\_