



MINUTES OF THE BOARD MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 1 AUGUST 2018

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

Chair Peter Faye

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

Apologies None

Declarations of interest **Caroline Mortimore – Student Grant Assessment**

1. INTRODUCTION

Action by

The Chair welcomed everyone to the meeting.

Presentation – Cromarty Firth Wireless Networks

Calum Stiven from CFWN introduced himself and gave an overview of the operations of the company. An explanation was given of the means of achieving significantly greater coverage of the Stratherrick and Foyers area. This will involve major new infrastructure including fibre optic links to the Gorthleck exchange, upgraded transmitters and receivers and power supply back-up systems. Significant capital investment would be required to achieve the proposed expansion of the network. However, the proposal would result in near complete coverage of the Stratherrick and Foyers area not served by current or planned BT fibre services.

The Board thanked Calum for his time.

Calum left the meeting at 7.55 p.m.

Visit Inverness Loch Ness

Sharon Ferguson and Julie Murphy, along with the Project Co-ordinator are attending the event on 8 August.

Summer Event – 11 August 2018

The Chair checked proposed attendance by Directors at the summer event.

SSE - Highland Third Sector Initiative Awards

The Trust have received an invitation to an evening event on 24 August. The Chair will circulate details and requested a response from Directors.

Action: Send invitation round board.

PJF

Foyers Bay

A caravan has been parked in woodland adjacent to the bay, with damage occurring to surrounding property. The Police have been informed, are undertaking investigations and in turn requested the Trust publish a message on its website requesting that the public take note of any registration numbers of vehicles and contact the police, but under no circumstances approach any persons or vehicles in the immediate vicinity.

2. MINUTES – 4 JULY 2018

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

Matters Arising

CO Monitors

The Chair has contacted Foyers Fire Station to request taking the matter of non-installation by contractors of CO monitors further and revert to the Trust with progress.

Action: PCO to contact Highland Council about publicising the issue of non-installation of CO Monitors by contractors.

PCO

Update Broadband Notice at Whitebridge

The notice has been removed.

Shredder

The shredder has been collected and is in the back office at the Hall.

Apprenticeship

The Team have commenced reviewing documentation and will forward amendments to PCO for publication.

*Action: Send forms and info to PCO.
Action: Update website and publicity material.*

*SF/JM
PCO*

Noticeboard

PCO to further remind contractor.

Membership Certificates

These have been forwarded to Gillian and Andrew McIntyre.

Fireworks Display

The PCO has spoken to Mrs Forbes and forwarded a letter for signature allowing consent for the display. The Board noted the fireworks have been ordered.

Sheep Showing Grant Application

The Chair has written to the applicants explaining the decision.

3. GRANT APPLICATIONS

GROUP

(a) Inverfarigaig Residents Association – deferred

Prior to formal assessment the Board wished to discuss the status of the applicant's legal interest in the property,

The group have signed a Licence to Occupy but this does not afford the degree of security offered by a lease. However, the Licence to Occupy runs for five years with an option to extend for another five years. The Forestry Commission do not have any provision within that licence to terminate, it does therefore give the group provision to use the ground for up to ten years, but with no formal legal interest.

The issue of a secure legal interest is a generally recognised requirement for the approval of a grant, but it is not a condition imposed by funders. If the group wanted to build and spend significant funds a licence would certainly be insufficient. A fundamental element of a licence is that it is personal between the two parties so if the FC were to cease to exist, or even change its name, the licence will fall away. The Board felt that in this case this is a minor risk and it is extremely likely the FC would honour the licence. In addition, the FC can dispose of the property with the licence attached. The Board considered if in this circumstance the licence was adequate and the further possibility of a potential purchase of the subject property.

The Board concluded the Licence to Occupy would be sufficient. The application is now almost complete, and the assessment will be finalised and brought to the next meeting.

Caroline Mortimore left the meeting for the next item.

STUDENT

(b) Samuel Moritmore

Purpose of Grant: Textbooks, expenses.

Amount Applied For: £500

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

Fund: Green Highland Allt Luaidhe

Caroline Mortimore returned to the meeting.

(c) Abigail Kirkland

Purpose of Grant: Books and student expenses.

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

(d) Christopher Tay

Purpose of Grant: Textbooks and student expenses.

Amount Applied For: £500

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

Fund: Glendoe

(e) Hannah Kelly Tay

Purpose of Grant: Textbooks, travel and other student expenses.

Amount Applied For: £500

The Board **APPROVED** the Grant in the sum of £500 subject to receipt of final documentation from Assessing Director.

Fund: Glendoe

SPORTING

(e) Olivia Grant

Purpose of Grant: To attend and compete in the Scottish Championship final of Three Day Eventing at Blair Castle 22/23 August.

Amount Applied For: £250 (estimated overall cost £600).

The Board **APPROVED** the Grant in the sum of £250.

Action: Send 'Supported by SFCT woven badge'

PCO

4. FINANCE

- (a) The Finance Director updated the figures in the recent report. Total bank interest received was £2.74 excluding month end interest which was not yet know. The balance in hand at the end of the month was £739,791.05 including the £70,000 still held from Scottish Canals/Highland Council.

Budget

The Finance Director took the Board through the cashflow budget with comparisons of the last two years. The overheads are within Trust control and as expected. The proposed budget for energy grants has been increased for the year as SSE have intimated they may wish to phase them out. Group grants are as expected and the Trust expect to pay the second year for Stratherrick Hall, £6,000 for FIRA, £3,000 for Knockie for hardship claims. £2,000 has been withheld for the Wellbeing Group and an additional £35,000 for new applications. Individual student grants have been increased for the current financial year as applications are expected to continue to increase. In relation to Larger Projects, for the BCC SDO £70,000 is set aside but this is not an exact figure as the final salary that will be paid under the BCC grant is not yet known. The Trust will be paying most of the costs of the hub and £7,000 is included for the Trust's contribution to the BCC Care Administrator and building costs. There is an additional budget of £40,000 for any future larger projects. A budget for a working fund for the Community Council is included of £7,500. A budget of £10,000 for the year for the Apprenticeship Scheme. BCC Hub £50,000. Broadband £80,000 and the Noticeboards £1,000.

Along with additional equipment there are legacy fund investments of £70,175 and tax. A total expenditure of £650,077.

Expected income, excluding Stronelairg is £285,510 for the year.

Cashflow

The Finance Director ran through cashflow graph, highlighting the lowest point forecast would be at £303,979, again excluding any Stronelairg funds.

The Board discussed the potential for a second apprenticeship scheme and the Finance Director will incorporate a further £10,000 and follow it through into the cashflow forecast.

Management Accounts

The Finance Director explained that Cofunds, who handle the Trust investments, usually provide a quarterly report showing reinvested dividends, monthly fees and valuations of investments. However, Cofunds have recently merged with Aegon, and the quarterly report is delayed. Clarendon Investments have worked through the paperwork and provided the dividend information. The Finance Director ran through the profit and loss account to the end of the year. Deposit Account interest slightly down, income from legacy fund investments has increased, higher than last year as the fund grows. Total income is £283,640 for 2017/18 compared to £273,422 2016/17. Grant awards and community projects totalled £234,205 against £60,282 in the previous year. Overheads were up slightly from £58,489 to £60,045. There was a net loss for the year of £10,610 against a project last year of £154,650. This loss will simply come out of reserves.

Balance Sheet

The Finance Director took the Board through the balance sheet for 17/18. Fixed assets total £35,259. The investments in the Legacy Fund have cost £243,256 and were valued on 30 June at £267,396. Current assets including debtors, prepaid expenses and cash at bank total £758,934 which includes the Scottish Canal's £70,000 and is higher than last year (£675,348). Creditors were £133,004 which includes £123,121 grants awarded but not yet due. This reflects the increasing tendency to approve grants for longer than one year. Including reserves the total balance is £904,445 at the end of the financial year, compared to £846,280 the previous year 16/17.

The Board discussed putting an increased deposit in the Legacy Fund. Currently it is £70,175. If Stronelairg comes in the Trust

can increase the remaining months or put a lump sum investment in and if the markets are favourable perhaps a riskier investment could be done, however still in at the low end of the spectrum.

The Santander Account that is still over the FCA compensation threshold is reducing and for the short-term the risk is low.

The Chair thanked the Finance Director for as usual the meticulous accounts and clear explanation.

- (b) Book-keeping invoice (FE) for July 2018 £314.00
- (c) Administrator Expenses (LWK) for July 2018 £90.57
- (d) Administrator Timesheet (LWK) for July 2018 (no overtime)
- (e) Project Co-ordinator Expenses (SW) for July 2018 £224.71
- (f) Invoices
 - (i) Helian Loos, £588.00
 - (ii) Fireworks, £1,651.21 (of £2,000 grant)
 - (iii) Ord Storage, £12.64
 - (iv) Fraser Signs (Lower Foyers), £153.00
 - (v) A9 Accountancy, £216.00
 - (vi) Balloons and Helium Gas £99.00
 - (vii) Fixing projector and disposal of old screen £45.00

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

5. **EVENT/PR UPDATE**

Arrangements are progressing well. The Chair requested clarification of what South Loch Ness Rural Communities are intending to contribute. The Board discussed the saw mill demo and other attractions and the need for appropriate health and safety measures. The Board were reassured by the events team that this would be sectioned well away from the attendees and no members of the public would be allowed near the machinery.

Action: Draft a list of jobs to delegate/volunteer.

JM/CM/SM

Christmas Ceilidh

The Board discussed the possibility of the ceilidh not going ahead as at least two Directors, if still in post, would not be available. The remaining Board were reluctant to commit given how long away the date was (21 December 2018) and it was suggested that community involvement could be sought. The Chair suggested that without the additional support the ceilidh may have to be cancelled. In fairness to the community and the band, the decision to cancel/commit was deferred to October 2018.

Action: Put out a post asking for community and member volunteers for the Ceilidh, highlighting that whilst the Trust will book/pay for the event, help will be required on the day/night.

JM/CM/SM

The Board discussed any business supplying/raising funds at the summer event will need to give prior notice and it will be appropriate to charge a small nominal fee that will be donated to charity.

Provision to be drafted into the event insurance if possible for cancellation following catastrophic weather.

6. LOWER FOYERS REFURBISHMENT

The Board went through the schedule of works matrix for BCC drafted by an independent surveyor. The Board noted that it is apparent that the matrix is an amalgamation of the Trust's schedule and BCC's specification, drafted by Mr Pugh, as it is extremely comprehensive and includes some aspirational works, given that there are only four and a half years left of the Lease. A good and tenable condition, with the property fit for purpose, is the required outcome.

7. LOWER FOYERS LEASE

Solicitors instructed and continue to negotiate.

8. RIVERSIDE FIELD ACCESS UPDATE

The Trust are still awaiting a response from HRI. A revised price has been received from McGowans for the access, based on the reduced spec approved by THC. The original three contractors' tenders were higher. The recommendation to the Board is to accept McGowans' quotation and commence works. There has been a reduction in cost as the excavation and filling within the field has been reduced and lining etc. removed. The Board noted that McGowans had incorporated certain works at Foyers Bay within their quotation and the costs for the respective projects would be separated accordingly.

The Board approved the proposal to proceed with McGowans and for the Riverside Directors to conclude a contract with McGowans within the price stated, with minor amendments expected to the gate and other costs.

9. BROADBAND UPDATE

Further to the presentation by CFWN and the Broadband Team's report, the Board discussed taking forward the second phase expansion. The Board discussed the capital expenditure element of the costings. The initial agreement was that CFWN have a contract for three years and are responsible for

installation and maintenance, staff and administration costs etc. but not for capital expenditure related to infrastructure. The Trust do not have the expertise or desire to be responsible for the infrastructure.

Action: Arrange discussions with CFWN re the sharing arrangement/review one year on from the first installation. SF/KS

The Board **APPROVED** the sum of £88,990 for the expansion phase of the Broadband project.

10. COMMUNICATAIONS UPDATE

The Chair ran through the comms report. The next edition of the news is due out on 1 September 2018. The deadline for media inclusion is 10 August 2018.

Sharon Ferguson left the meeting at 10.10 p.m.

11. GRANTS REVIEW UPDATE

The review of documentation is ongoing. Some delay has been incurred because firstly, the Trust decided to survey the grant applicants to canvas their views and assess if any changes were desirable and secondly, GDPR has also necessitated amendments. The PCO and Administrator are to complete drafting documents although, there will be a slight delay pending confirmation of the new registered office address.

12. LIAISON DIRECTOR UPDATE

The Trust remains without a Liaison Director. The Community Council did not have a meeting in July. The CC's next meeting is on 28 August. The PCO continues to attend Community Council meetings and to provide a report on CC activities

13. PROJECT CO-ORDIATOR UPDATE

PCO would appreciate any leads or contacts to include in the next edition of the news. The summer event will feature.

14. AOCB

Charitable Definition

The Finance Director ran through the HMRC definitions that would allow the Trust to contemplate charitable status and/or register for VAT. One in particular was the category of Rural and Urban Regeneration which potentially could apply to the Trust.

Action: Discuss Charitable Status and VAT Registration with A9 Accountancy. FE

15. DATE OF NEXT MEETING

Wednesday, 5 September 2018 Stratherrick Public Hall,
Gorthleck.

The Meeting closed at 10.30 p.m.

Signed by Chair (PJF) _____

Date _____