



MINUTES OF THE BOARD MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 3 OCTOBER 2018

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

Declarations of interest Hugh Nicol, Stratherrick Public Hall Grant Application

1. INTRODUCTION

The Chair welcomed Mr Mike Lawson of Colin Armstrong Associates (CAA), Architects. Mr Lawson had been invited to make a presentation about potential development of the Riverside field site. Mr Lawson suggested a sequential analysis of the Riverside field site and then working through a wish list, followed by some refinement. Further analysis of the site would then lead to the initial draft of a Master Plan. The Board and Mr Lawson had noted that at the initial community consultation the community preferred the Trust next return with ideas. The Master Plan would be supported by a Design Guide. There are no planning constraints that the Trust are currently aware of. and no specific planning use on the site at present. The only constraint may be the Bailey Bridge. The Highland Council had previously stated that for a “community use” project there is enough capacity in the bridge. Obtaining a formal consent for the Master Plan would allow a staged build and less onerous requirements for additional consent for each element of the development.

The Board discussed the Scottish Natural Heritage Fund of £5million which will open for applications in Spring 2019.

The Board further discussed the constraints on the bridge and the requirement to be careful with a community-based project, as it would very likely attract additional traffic if the project was looking to allow use by third parties.

Mr Lawson and the Board discussed the likelihood that the project will be a collection of smaller projects and constraints will be built into the master plan.

Action by

CAA will undertake analysis of the site and any constraints and influencing factors on proposed development. The Board to suggest a list of initial ideas and these to be forwarded to the PC for collation before passing to CAA. The Board would like to see pedestrian access at the cemetery end of the field and agreed that it was an important connection. The existing vehicular access is adequate and will be the only one.

Mr Lawson confirmed that CAA fees will remain as previously quoted.

The Board **agreed** that CAA should commence work as soon as possible.

Action: Ideas to Steven.

Action: Liaise with Mike Lawson to arrange meeting to discuss ideas.

*Board
SW*

2. MINUTES – 5 SEPTEMBER 2018

Matters Arising

New poster with updated contacts for apprenticeship

Done and posted.

Open account with Redwood bank

Finance Director confirmed account opened.

AGM - Directors and book hall

Hall booked for 7.30 – 9.30 p.m. 28 November.

Caroline Mortimore confirmed she would be standing down. Ken Sinclair and Hugh Nicol will be standing down and then standing again. There would be one vacancy if Ken and Hugh were re-elected. If the Trust receives multiple applications, it was suggested that others due to step down next year could step down this year.

Charitable Status Registration

The Board noted that a Members' resolution is not required for the Trust to register for charitable status, however there would be a consultation with Members.

Quotes for retractable cable

This item was carried forward to the next meeting.

The Board discussed possibly obtaining a licence for showing films if this becomes technically possible with the new equipment.

Frank Ellam **PROPOSED**, and Zoe Iliffe **SECONDED**, and the Minutes of the Board meeting held on 5 September were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

3. GRANT APPLICATIONS

8.05 p.m. Hugh Nicol left the meeting for the next item.

GROUP

(a) Stratherrick Public Hall

Amount awarded £12,446.51

Purpose of grant: Renovate external cladding to the hall, repairs to hand rails and entrance steps including fitting nonslip treads at entrance. Fly screens to kitchen windows, external box to house generator connections. Commercial dishwasher, coffee machine, external painting and limited internal painting.

Amount applied for: £10,446.51

The Board discussed the number of events held throughout the year and did this warrant the cost of a commercial specification dishwasher. The Board noted that the Lunch Club, Guides and Brownies, Trust meetings/AGM, Christmas Ceilidh and other events make it a worthwhile purchase, along with the increased hygiene.

The Board **APPROVED** the grant in the sum of **£12,446.51** with the additional sum of £2,000, as recommended by the assessing Directors, to be held by the Trust and drawn down in the instance that exploratory floor work shows evidence of rotten joists.

Fund: Corriegarth

8.17 p.m. Hugh Nicol returned to the meeting.

(b) Stratherrick and Foyers Wellbeing Group

Purpose of grant: Two Mindfulness Based Stress Reduction Courses and provision of additional activities over the winter months, following consultation with the community Activities including basket weaving, photography, gardening, cookery, alternative therapies, slimming club, Tai Kwando, crafts and book club. Flipboard easel, paper/printing stationery and refreshments. Attendees of the course will also make financial contribution.

The Board discussed the Wellbeing Group classes currently available, such as mindful movement, singing and yoga classes. The conclusion was if it brought the community together it was worthwhile. The Board discussed how well classes were advertised outside of Facebook and therefore how inclusive they were. Advertising had occurred in the recent edition of the News and (if the grant is awarded) the Trust can add conditions asking for an article for the news and that courses must be advertised on the local noticeboards. The assessors pointed out that the group are actively encouraging the community and should be applauded for their efforts.

The Board discussed the Wellbeing Group's attendance figures and the apparent reduction over the last few months. However, it was noted that it could be a seasonal reduction. The Board noted that some figures in the application were loosely based estimates for the basket weaving, speakers and other costs. The Trust has an easel and the group will be advised it is available for their use.

Amount applied for: £3,000

The Board **APPROVED** the grant in the sum of **£1,970**.

The Board **DEFERRED** the second instalment of the initial grant award (awarded 4 April 2018) after considering the remaining funds the group have and that the singing classes may be replaced with a different activity. The Board requested a detailed report analysing the cost of each event next month, at the end of the initial six-month period for the previous grant awarded to the group.

Fund: Dunmaglass

NON-CONSTITUTED GROUP

(c) Kim Burton, Children's Christmas Party

Purpose of Grant: Children's Christmas Party for children age birth to the end of Primary 7.

Amount applied for: £961.11

The Board discussed last year's Christmas party and the costs and reduced the amount per gift from £15.00 to £10.00 as this is considered adequate to purchase a present per child. The Board **APPROVED** the grant in the sum of £736.11.

Fund: Dunmaglass

STUDENT

(d) Ewen Fraser

Purpose of Grant: Membership of professional bodies and travel expenses.

Amount Applied For: £500

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

Fund: Glendoe

(e) Ruari Tweedlie

Purpose of Grant: Course materials.

Amount Applied For: £500

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

Fund: Glendoe

(f) Ciaran Jake MacMillan

Purpose of Grant: Help with study costs.

Amount Applied For: £500

The Board **APPROVED** the Grant in the sum of £500 on receipt of an unconditional offer, previously requested from the applicant.

Fund: Glendoe

(g) Isabel Slater

Purpose of Grant: to fund cost of mandatory makeup artist kit and brush kit along with travel costs.

Amount Applied For: £500

The Board **APPROVED** the Grant in the sum of £500 pending receipt of a completion report for a previous grant award.

Fund: Glendoe

(h) Meg Somerville

Purpose of Grant: assist with costs of a one-year Yoga Scotland foundation course.

Amount Applied For: £500

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

Fund: Glendoe

(i) Verity Cameron

Purpose of Grant: Assistance with computer equipment costs to aid study.

Amount Applied For: £500

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

Fund: Glendoe

(j) Margaret Cormack

Purpose of Grant: purchase of replacement double-gazing.

Amount Applied For: £500

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

Fund: Glendoe

4. FINANCE – Frank to verify

- (a) The Finance Director took the Board through the transactions for the month. The total bank interest was £1,471.61 for the month. This was higher than normal as one account pays interest annually, therefore at the end of the month the balance was £692,358.89. On 1 October the Trust paid out £51,278.13, the majority of which was to MacGowans. At today's date the balance is approximately £641,000.00. We are now within the FCA compensation limits for all accounts. The Trust are expecting £67,000 this month from Dunmaglass. Aldermore Bank have increased interest to 1% for instant access accounts. The VAT and charitable status conversations are ongoing, and the Finance Director has discussed the situation with Fort Augustus. FA operate differently as they have registered buildings for VAT, which in turn they let and can charge VAT on that income. The Trust are not proposing at this stage charging a commercial rent on any building. Therefore, that route is not appropriate for the Trust. The Finance Director confirmed the slipway would not qualify under charitable status for relief. The hub buildings may be four to five years down the line and that is something which could be built fit for purpose. The entrance to the field would have qualified for VAT relief as a charity, as an incidental cost of a building. VAT on a construction to be used for community purposes would qualify and that alone would be sufficient justification in the next year or two to

register as a charity. However, if the Trust were constructing a residency or an ancillary sport facility they do not qualify for VAT as for the Trust it would not be ancillary to a residence. The Finance Director has asked A9 Accountancy to look at it in more detail. The Finance Director explained that if the Trust ceased to be charitable or charitable status ended within 20 years of registration, you must pay back the relief. It is also harder to sell a building etc. unless it is passed on to another charitable entity, therefore, there's no definitive answer available yet, however what the Trust is spending now would not qualify for relief.

- (b) The Finance Director ran through the two versions of the annual statutory accounts. The bottom line of the accounts is the same as the management accounts with the addition of the corporation tax. This produces a loss of - £11,730 for the year. The Finance Director then ran through the balance sheet which has a bottom line figure of reserves totalling £805,126 compared to £816,856 the previous year.

The Board **APPROVED** the statutory accounts and thereafter the Chair signed.

Budget

- (c) Book-keeping invoice (FE) for September 2018 £208.00
- (d) Administrator Expenses (LWK) for September 2018 £91.52
- (e) Administrator Timesheet (LWK) for September 2018 1-hour overtime
- (f) Project Co-ordinator Expenses (SW) for September 2018 £134.46
- (g) Director's Expenses (GP) for September 2018 £46.67
- (h) Chair's Expenses (PJF) for September 2018 held over
- (i) Finance Director Expenses October 2017 – September 2018 (FE) £151.47

The Board **APPROVED** the payment of (c) – (i) inclusive.

5. AGM

The Administrator had received a quote from Voluntary Action Lochaber for the printing and mailing of the AGM notices and any further election documents.

Action: Data Protection Act wording for VAL in relation to third party details to LWK. SW

The Board discussed and agreed the 17 October mailing date.

Action: Advise Yoga group that the room will not be available on the afternoon of 28 November to allow set up of the AGM. SW

Action: Draft AGM volunteer task list for next meeting.

LWK

6. BROADBAND TEAM UPDATE

No update.

7. QUARTERLY GRANT UPDATE

The Board noted the Administrator's quarterly grant update and PCO has uploaded to website.

8. COMMUNICATIONS TEAM UPDATE

The posters for AGM have been produced. The Membership application packs have been sent to Directors and distributed at various other places around Stratherrick. The Board noted only one application had been returned. SW and LWK are discussing a different format of application to market and speed up the application process.

The Chair suggested that perhaps Members moving out of the area are offered the opportunity of remaining connected to the Trust by applying to be Associate Members.

9. FUNDERS TEAM UPDATE

The Chair has recently visited SSE, at Spean Bridge and Henderson Road, Inverness. They had discussed a short period of funding for Laggan and Spean Bridge as compensation for the traffic and disruption through the villages. SSE are to allocate Stronelairg funds of £50,000 per annum for three years and this will be allocated by a panel within the communities. The panel will comprise of five members of the Stratherrick and Foyers community, five from Laggan and five from Spean Bridge. The format from Stratherrick and Foyers would be one community councillor, one Trust Director and three other community members. SSE will verify the members. The panel will meet two to three times a year and applications and assessments will be submitted to SSE and recommendations made to the panel. In summary, this would be a fifteen-person panel to decide small grant awards.

The Board asked for clarity if the £50,000 would be from the Trust funds. The Chair believed that a deduction would be made from payments made by SSE to SFCT but would be ringfenced for grants solely made to applicants in our area.

10. PROJECT CO-ORDINATOR'S UPDATE

The Project Co-ordinator updated the board. PCO displayed the "no parking" sign which the Board noted.

The Board noted the fireworks require separate event insurance, which costs £275 on top of the public entertainments licence.

The upgrade of the units should be started before winter. Enquiries are ongoing concerning “contestable” and “non-contestable” elements of the work to install a power cable for the Foyers Bay project on SSE ground and road at the bay.

The Board noted the Boleskine Community Care officer is in post.

The National and Cultural Heritage Fund have European Regional Development Funding available for application at the beginning of next year. They are looking to fund ten projects with the value of £500,000 each across the Highlands and Islands area.

11. AOCB

Members Register

The Board has checked the Membership Register, and this is now up to date for the AGM mailing.

Business Cards

The Project Co-ordinator had drafted a template business card. The template was for generic use, two-sided with a blank side for individual’s details to be written on. However, the Board requested Director e mail addresses be included in the print, therefore individual cards must be drafted and printed. Given the imminent AGM final details will be decided thereafter.

Chief Executive Officer

The Chair had asked the Board for the comments on the possibility of employing a CEO for the Trust. The Board agreed it was a good idea as the workload of the Board and in particular the Chair was too high. The Chair asked for further suggestions from the Board such as full/time and part/time and any other comments.

It was suggested that the Board might engage with the Members and wider community to create an understanding of the reasons for contemplating the post. It was noted that the community were supportive when the Project Co-ordinator Position was suggested.

The Board **AGREED** the approach to Trust’s employment consultants and DTAS for advice on how the Trust approach the CEO position.

Pontoons

The Trust has been offered several floating pontoons free of charge. These are ex-fish farm pontoons with steel grids on top. Once refurbished it is hoped they will be located near the fish

farm. The cost of refurbishment will be significantly lower than the purchase of new pontoons. The board offered thanks to the donor of the pontoons and to Fort Augustus Community Company for providing the contact.

Action: Purchase small gift for gentleman who donated the pontoons. SW

Boleskine Community Care Lease

The Board noted the Lease with Boleskine Community Care was now complete.

Christmas Ceilidh

The Board noted there are now six volunteers.

Medical Adaptation Grant

The Board noted a letter of thanks had been received from the recipients of the medical adaptation grant and an invitation for the Directors to attend and view the improvements when snagging of the works is completed.

15. DATE OF NEXT MEETING

Wednesday, 7 November 2018 at Stratherrick Public Hall, Gorthleck at 7 p.m.

The Meeting closed at 10.45 p.m.

Signed by Chair (PJF) _____

Date _____