



MINUTES OF THE BOARD MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK AT 7.00pm ON WEDNESDAY, 5 DECEMBER 2018

Present Peter Faye, Zoe Iliffe, Frank Ellam, Julie Murphy, Garry Page, Ken Sinclair, Olaf Olsen, Gillian McIntyre, Margaret Cormack

Chair Peter Faye

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

Apologies Sharon Ferguson, Ian Bateman

Declarations of interest Garry Page expressed an interest in the Lunch Club and Friends of Inverness Royal Academy.

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

**Action
by**

2. MINUTES – 7 NOVEMBER 2018

Ken Sinclair **PROPOSED** and Julie Murphy **SECONDED**, and the Minutes of the Board meeting held on 7 November 2018 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

3. GRANT APPLICATIONS

GROUP

(a) Stratherrick and Foyers Community Council

Amount awarded £3,915

Purpose of grant: Costs for administrator, costs of architect for stage one (design and planning application) of project to replace Foyers Public Toilets and fencing and gates to Lower Foyers Cemetery. The grant would be broken down and awarded separately.

Administrator – £3,600

The Board noted that a previous grant had been made by the CC for similar purposes. The Board then discussed the legalities of the appointment of a paid administrator who is already a Community Councillor, as this application was for a greatly

increased amount over previous applications. Concerns were expressed over Community Councillors effectively being paid to do what should be voluntary work. Many organisations in the area are administered and managed by unpaid volunteers, including the Trust, and concerns were expressed over setting a precedent in paying for voluntary work. It was also noted that inaccurate information was evident in the Grant Application and it was pointed out that the CC Minutes and website are not up to date, the wrong Constitution had been supplied and the Accounts were unsigned. It was felt the position of Minute Secretary could be funded and an offer of 7.5 hours per month at £15.00 per hour would be proposed, and the CC should make continued use of the SFCT Project Co-ordinator's assistance in the preparation of grant applications and tenders.

The Board **Approved** this element of the application in the sum of **£1,350**.

Replacement of the toilets - £2,565

To provide a design suitable for a planning application and consent. The Trust supported this idea but expressed concern over the ownership of the land and any resultant building. Pending arrangements being agreed that would demonstrate security of tenure by the Community and CC, the Board **approved** the application, but agreed to ringfence the funds and discuss further with the CC appropriate arrangements. A possible purchase and leaseback of the property from SFCT to SFCC was suggested.

Replacement and fencing/gates at cost of £15,773

The Board requested details of what effort had been made with Highland Council to fund the fencing and gates, given that THC had recently funded fencing to two other cemeteries. Questions were raised about ownership of the fence, as the photographs provided seemed to show that the fence may be in private ownership. The Board also discussed the uncertainty of the continuation of the Community Council with the possibility of an interim election being necessary, with the attendant potential risk to the funding.

This element was deferred until further information was obtained from the CC.

Amount applied for: £19,538

The Board **APPROVED** the grant in the sum of **£3,915**

Fund: Dunmaglass

(b) Knockie Trust

Amount applied for: £970

Purpose of grant: To cover accountants' fees, bank investment management and secretarial fees.

The Board **APPROVED** the grant in the sum of **£970** subject to an article in the news describing the work and support offered by KT and in the article explain how the Stratherrick and Foyers Community Trust and Knockie Trust work closely together.

Fund: Corriegarth

(c) Stratherrick Primary School Parent Council

Purpose of Grant: Coach for swimming lessons (ten weeks), pantomime trip, purchase and installation of outdoor learning space/shelter and skiing lessons.

Amount applied for: £9,332.47

The Board discussed the grant and noted that a Highland Council application had been unsuccessful for the installation of the outdoor learning space/shelter. Parents will be contributing to the skiing lessons. There will also be a school contribution. Grant to be subject to the usual conditions.

The Board **APPROVED** the grant in the sum of £9,332.47.

Fund: Corriegarth

Garry Page left the meeting.

(d) Stratherrick Lunch Club

Purpose of Grant: Food, sundries, summer outing and Christmas Gifts for attendees.

Amount applied for: £1,000 for food and sundries. £1,200 for a summer trip.

The Board discussed the grant. The trip element had no destination or quotes and the Board therefore suggested the £1,200 be conditionally awarded but withheld until complete information and competitive quotations are provided.

The Board asked that it be a condition of the award that Stratherrick and Foyers Community Trust is mentioned in publicity material.

The Board **APPROVED** the grant in the sum of £2,200.

Fund: Dunmaglass

(e) Friends of Inverness Royal Academy

Purpose of Grant: Tutoring, Christmas trip and school trips.

Amount applied for: £4,291.25

The Board discussed the grant and noted that currently SFCT have £2,441 ringfenced and the application is for this amount to be topped up to £5,000. The Christmas trip element covered payment for attending the rollerball but not the transport and the tutoring is for four tutors for two hours per week for eight weeks less a parental contribution based at the Hall.

The Board **APPROVED** the grant in the sum of £4,291.25 less the previous underspend of £965 (£3,326.25).

Fund: Dunmaglass

Garry Page returned to the meeting.

STUDENT

(f) Christopher Gehrke

Purpose of Grant: Textbooks and expenses.

Amount Applied For: £500

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

Fund: Glendoe

(g) Duncan Macpherson

Purpose of Grant: Transport and accommodation.

Amount Applied For: £500

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

Fund: Glendoe

(h) Cameron Simpson

Purpose of Grant: Attend course.

Amount Applied For: £500

The Board **APPROVED** the Grant in the sum of £500 subject to completion report being received for the previous grant.

Fund: Glendoe

(i) Andrew Stocks

Purpose of Grant: Course materials and travel.

Amount Applied For: £500

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

Fund: Glendoe

(j) Phoebe Drummond

Purpose of Grant: Expenses for course

Amount Applied For: £500

The Board **DEFERRED** a decision on the Grant in the sum of £500 subject to receipt of the previously requested completion report and proof of attendance and/or certification for the Trust's previous grant.

The Board discussed the guidelines and it was suggested that the governing body of the educational establishment be included.

(k) Luke Burgess

Purpose of Grant: Books and equipment.

Amount Applied For: £500

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

Fund: Glendoe

(l) Hannah Slater

Purpose of Grant: This grant was deferred as the assessing Director felt the application was incomplete.

Amount Applied For: £500

(m) Angus Macgruer

Purpose of Grant: Books and travel expenses.

Amount Applied For: £500

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

Fund: Glendoe

(n) Gavin Gilchrist

Purpose of Grant: Travel and equipment.

Amount Applied For: £500

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

Fund: Glendoe

(o) Gavin Greer

Purpose of Grant: Computer to aid studies.

Amount Applied For: £500

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

Fund: Glendoe.

4. FINANCE (Frank to verify – but please remove this comment prior to publication.)

- (a) The Finance Director took the Board through the transactions for the month. The total bank interest was £252.78 for the month. The Dunmaglass cheque in the sum of £67,846.97 had been received and compared to last year's, which was £65,870, was an increase of nearly £2,000, due to index linking. At the end of the month the total balance was £665,661.19 in the bank including the £70,000 held from Scottish Canals and Highland Council for the Foyers Slipway.

The Finance Director explained for the benefit of new Directors, the various documents available to view on the secure area of the website and offered to answer any questions and run through the documents if required.

The Finance Director asked for a volunteer to be a signatory to replace Hugh Nicol, preferably someone who regularly checks their e mails. Margaret Cormack offered to be the new additional signatory and the Board **approved** this.

Further to Sir Frederick's visit and the discussion and Board decision to increase the Trust investment once the Stronelairg Funds arrive, Sir Frederick has requested rather than a lump sum, the Trust increase their monthly contribution to allow for cost averaging. The Board **approved** the increase to the monthly contribution.

The Chair asked how difficult it would be to withdraw £200,000 should the Wildside project go through and Frank confirmed it would take around thirty days.

- (b) Book-keeping invoice (FE) for November 2018 £192.00
- (c) Administrator Expenses (LWK) for November 2018 £133.41
- (d) Administrator Timesheet (LWK) for November 2018 5 hours overtime
- (e) Project Co-ordinator Expenses (SW) for November 2018 £366.21
- (f) Director's Expenses (GP) for November 2018 £

The Board **APPROVED** the payment of (b) – (f) inclusive.

5. **UPDATED SFCT GRANT DOCUMENTATION**

This item was deferred until next month. The documents for review will appear on the secure side of the website over the next month and Directors are asked to review in readiness for the January Board meeting.

6. **POLICY DOCUMENTATION**

The revised Data Protection Policy GDPR, Document Management Policy and Employment Records Retention Guidelines are available on the website, the Chair asked for the Directors to review and respond via e mail within the next ten days.

Action: Send the three documents round the Board (to respond by 15/12/18). LWK

7. **BROADBAND TEAM UPDATE**

No update.

8. **QUARTERLY GRANT UPDATE**

The Board noted the updated grants spreadsheet.

9. **COMMUNICATIONS TEAM UPDATE**

Steven Watson gave a verbal update. The AGM was very well publicised and updated on the website.

The current edition of the news is available on the website, but printed copies are delayed due to a backlog at the printers. They should be available on Friday this week for collection and subsequent distribution.

The disk storage on the website is increasing again due to expansion of information on the web.

Ceilidh posters are now up at multiple locations.

Action: Chairs Report to SW and load to website.

Action: Investigate website security issue.

Action: Remove unnecessary documents from website library.

Chair
SW/LWK
SW/LWK

10. FUNDERS TEAM UPDATE

The Chair had a further meeting with the newly formed Stronelairston Panel. The launch will be on 14 December at Foyers Power Station, with the press in attendance. It will be formally announced on the following Monday. No panel members will be in attendance. Drew Hendry will be attending, along with children from Foyers Primary and Boleskine Community Care.

Directors asked if the launch was next week, when would the funding be available. The Chair confirmed it would still be April 2019 but the microgrants will possibly be available for application in January, via the Community Council, although this remains to be confirmed.

11. FOYERS BAY UPDATE

The pontoons have now arrived. Steven Watson will arrange an inventory. Once this is complete and a final design decided upon the amount of galvanizing will be quantifiable.

12. PROJECT CO-ORDINATOR'S UPDATE

Most of the update had been covered in communications. Steven offered his time to new Directors, either face to face or on the phone and explained his contact details.

13. WILDSIDE

The Chair updated there were now only seven days until the end of the Right of Pre-emption. The solicitors are on hold unless the vendor wishes to underwrite any abortive costs. The Chair will update the Board on any developments.

14. MEMBERSHIP APPLICATIONS

The Board noted Helen Sinclair and Michael Margetson had applied to be members.

Action: Send out letters and certificates.

LWK

15. AOCB

The Heritage Group have £300 surplus from previous grants. They have requested they purchase a strimmer to look after the grass area in front of the War Memorial.

The Board discussed and noted there was a strimmer and lawnmower owned by the Community Council that could be available. The Board will review once situation regarding the CC equipment is known.

Action: Contact Heritage Group re strimmer.

SW

Team Leaders for 2019

The Chair ran through the projects and current Lead Directors and asked for Directors to consider continuing roles and new roles for allocation in January.

Christmas Ceilidh

The Events Director requested £200 as an advance payment for the ceilidh caterer. The Board noted this was a similar cost to last year and approved the expenditure.

16. DATE OF NEXT MEETING

Wednesday, 9 January 2019 at Stratherrick Public Hall, Gorthleck at 7 p.m.

The Meeting closed at 10.45 p.m.

Signed by Chair (PJF) _____

Date _____