



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS  
COMMUNITY TRUST HELD AT STRATHERRICK PUBLIC HALL, GORTHLECK  
AT 7.00pm ON WEDNESDAY, 6 MARCH 2019**

<b>Present</b>	Peter Faye (PJF), Zoe Iliffe (ZI), Frank Ellam (FE), Ken Sinclair (KS), Olaf Olsen (OO), Ian Bateman (IB), Margaret Cormack (MC), Gillian McIntyre (GM), Sharon Ferguson (SF)
<b>Chair</b>	Peter Faye
<b>In Attendance</b>	Steven Watson (SW) (Project Co-ordinator), Laura Walker-Knowles (LWK) (Administrator)
<b>Apologies</b>	Garry Page (GP)
<b>Declarations of interest</b>	None

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting.

**2. MINUTES OF THE MEETING 6 FEBRUARY 2019**

The Chair asked the Board to confirm if they were satisfied with the February Board Minutes, except Minute 4. A minor amendment was proposed and agreed to page 6.

The Chair advised that he had responded to both parties who had previously written with comments on the December Minutes. The Trust has received no further response to either communication.

The Chair asked if any Directors wanted to propose any amendment to Minute 4 of the February 2019 Trust Board Minutes.

Two amendments were put to the Board. The **BOARD REJECTED** either amendment proposed to the Minutes.

Subject to the changes on page 6, Frank Ellam **PROPOSED** and Zoe Iliffe **SECONDED** and the Minutes of Meeting held on 6 February 2019 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

*Minor changes to the Minutes dated 6 February 2019, circulate minutes to Members.* LWK

Action by

### 3. FINANCE

FE updated the Board report and figures.

FE explained to the Board the various funds which grants are paid from in the context of the Trust's requirement to report to SSE. Information reported includes fund balance figures, the value of grants requested, and the value awarded. FE explained the report in relation to Greencoat's funds held by the Trust, this operates differently as the information is required for individual Criminal Finance Risk Assessment checks.

FE ran the Directors through the Funds Spreadsheet and explained its functionality in relation to the various funds and how it relates to the recommendations FE makes at grant meetings.

The Board **AGREED** the Chair's authorisation for invoices to be paid be increased to £500 and also the Finance Director to authorise the Chair's expenses. FE will update the Finance Policy.

*Action: Update Finance Policy.*

FE

### 4. GRANTS APPLICATION

**Student - Hannah Slater**

**Purpose of Grant:** Resources, course materials, transport to workshops.

**Amount Applied For:** £500

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

**Fund:** Knockie

### 5. ROLE OF CHAIR

With only six months remaining on both the current Chair's and Vice Chair's directorships, the Chair asked Board members to contemplate stepping forward for the positions of Chair and Vice Chair, to enable a smooth handover.

The Board expressed a preference to consider the position of Chair in relation to the potential appointment of a Chief Executive Officer (CEO).

The Chair has spoken to Law at Work and recruitment consultants for some initial advice in relation to recruitment of a CEO for the Trust.

A question was raised concerning Trust administration costs for the most recent financial year. It was confirmed the y/e total to June 2018 was £60,045. Comment was passed surrounding the level of these costs relative to income, although this would change proportionately with anticipated changes in income flow.

The Directors would like to compare the Administrator and Project Co-ordinator job descriptions against a sample CEO description from a similar organisation. SW confirmed the former two were available on the Directors' area of the website.

*Action: Circulate latter job description to Board.*

SF

## 6. MEETING DATES AND TIMELINE

The meetings dates schedule has been updated including amendment of the AGM date to 30 October 2019.

The Chair explained the timeline to new Directors and the types of actions/deadlines included.

*Action: Amend AGM date on website.*

SW

## 7. WILDSIDE – APPOINTMENT OF LEAD DIRECTOR

Margaret Cormack volunteered to be Lead Director.

### Wildside Centre – Schedule of Preparatory Works

The Board discussed the schedule of initial works to undertake basic maintenance, H&S works and a general clean, along with additional suggestions for a cigarette stub container, additional bin and some garden plants.

The Board suggested the Trust limit spending until a firm decision is made on what would be happening with the property. However, essential work to make the property presentable and safe will go ahead. The secondary list will be put on hold for now and passed to the Lead Director.

The Board discussed presentations and public consultations and practicalities for users and visitors.

## 8. QUARTERLY REPORT - APPRENTICESHIP SCHEME

Of the current apprenticeship positions, one of the three had terminated early whilst the other two are progressing well.

A general discussion ensued around whether the Board would like to see Trust funds continue to be used to support an apprenticeship scheme and the Board were keen to continue,

despite difficulties due to the lack of employers in the area. It was pointed out that there was a high level of commitment required by both employer and apprentice during the training period. It was suggested a review of current arrangements be considered, once the Apprenticeship Team has met, so that the Trust can ensure a scheme is viable and sustainable.

It was explained that the Joint Apprenticeship Panel has delegated authority from SFCT, acts as the agent of SFCT and therefore should disclose all information to Board members. Questions were raised over the possibility of bringing the process back to SFCT and decisions and management of a scheme undertaken "in house". It was pointed out that the reason for involvement with a panel was to ensure greater geographic scope for opportunities, however it was noted that having the tripartite agreement had not made any difference geographically, as all SFCT apprenticeships are and have been within our own area.

*Action: Update re terminated apprenticeship from Training Company.* SF

## 9. QUARTERLY REPORT - RIVERSIDE FIELD

The revised draft masterplan had been received yesterday. It was suggested it was now ready to go to community consultation in the form of an Open Day at Gorthleck Hall.

The Directors **AGREED** to have the consultation at the Hall.

*Action: Liaise with Directors re date for consultation.* Chair  
*Action: Request CAA for draft Foyers Field Masterplan display.* SW

## 10. MONTHLY BROADBAND TEAM UPDATE

The final stages of legal documentation were underway for the site of the main mast for Phase Two of the scheme. Once finalised, coverage will be expanded to Errogie, Torness and surrounding areas.

*Sharon Ferguson left the meeting at 9.10 p.m.*

## 10. FOYERS BAY UPDATE

Items ready to commence are the electricity connection from SSE. The Board **AGREED** to install the network cable.

Fencing contractor quotes had been obtained and it was suggested Donald Mclennan be instructed to undertake the works. It was confirmed that was the cheapest quote. The Board **AGREED** to instructing Donald Mclennan.

*Action: Discussion with Foyers Bay Team and Mclennan.*

OO, Chair,  
SW

A previous design for the slipway was considered over-engineered, inappropriate and too costly.

The concept of a rolling road was proposed, as this did not require the same amount of engineering as a full concrete slip and is used successfully by the armed forces and forestry operations. For the amount of traffic anticipated it could be a viable option.

In relation to the floating pontoon, it was stated that with some modifications and refurbishment an appropriate pontoon could be constructed by running the individual units in tandem to provide an adequate and safe walkway.

A further meeting with McGowans regarding the slip proposal should be considered

The Board noted that Scottish Canals, SEPA, the Coastguard and RNLI will be consulted on an ongoing basis.

Previous proposals for an electronic access gate were considered appropriate and will be pursued at the appropriate time.

## **12. PROJECT CO-ORDINATORS UPDATE**

SW updated the Board saying he was pleased with current impetus and decision making of the Board. In relation to membership SW is very pleased at GM's successful recruitment of six new members.

In relation to the Boleskine Community Care (BCC) operational grant, SSE has consented to Stage 2 of the application and BCC to be encouraged to submit their full application.

The Board noted that BCC's present funding agreement had expired on 28 February 2019 and therefore any balance should now be returned to the Trust along with a completion report.

*Action: Stage 2 information to assessing Directors upon receipt.*

SW

## **13. AOCB**

### **New Grant Forms**

The new grant forms have been authorised by SSE and are available on the Trust website. Updating of the grant "handbook" was underway.

### **Lunch Club Summer Outing**

Quotations have been supplied for the outing scheduled for May.

*Action: Circulate Lunch Club estimates/venue information to Directors.* SW

**Community Council**

The Chair had mentioned attendance by Directors at CC Meetings, but explained it was not a mandatory requirement and that he attends primarily out of interest and secondarily as a representative of the Trust.

**Angus Macpherson**

The Chair advised the Board the Trust had received a letter from Angus explaining he was hoping to attend Ohio University as an international intern student on an eight-month work experience programme. This programme would provide him with experience and a broad knowledge of different ways of agricultural working. Considerable expenses, including the application/health checks/visa/interview/flights were involved. Angus enquired if this arrangement would fit within any of the grant criteria operated by SFCT. The Board discussed and decided that as this was an “Internship” and was work related, it would unfortunately not qualify as there did not appear to be an adequate element of study involved.

*Action: Write to Angus explaining the situation in relation to student grant eligibility.* Chair

**14. DATE OF NEXT MEETING**

Wednesday, 7.00 p.m., 3 April 2019, Stratherrick Public Hall, Gorthleck

*The Meeting closed at 10.25 p.m.*

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

Date \_\_\_\_\_