



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT WILDSIDE CENTRE, WHITEBRIDGE AT 6.00pm ON WEDNESDAY, 2 OCTOBER 2019**

<b>Present</b>	Peter J Faye (PJF), Zoe Iliffe (ZI), Frank Ellam (FE), Olaf Olsen (OO), Sharon Ferguson (SF), Margaret Cormack (MC), Gillian McIntyre (GM)
<b>Apologies</b>	Garry Page (GP)
<b>Chair</b>	Peter J Faye
<b>In Attendance</b>	Laura Walker-Knowles (Administrator) (LWK)
<b>Declarations of interest</b>	Frank Ellam (Clarendon Financial Planning), Sharon Ferguson (Children's Community Christmas Party and CFWN Broadband)

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting. The Board noted apologies from Garry Page and a Declaration of Interest from Frank Ellam for the discussion in relation to Clarendon Financial Planning's fee.

**2. MINUTES OF THE MEETING HELD ON 4 SEPTEMBER 2019**

Frank Ellam **PROPOSED** and Olaf Olsen **SECONDED** and the Minutes of Meeting held on 4 September 2019 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

**Matters Arising**

Housing Survey - copy of typical document received.

Plan of "Wildside" Building – Copy supplied to GP to enable assessment of heating requirements.

Survey Monkey Upgrade - this has been done and the Board noted that 184 responses had been received with a clear majority for retaining the name as Wildside.

Mike Lawson – digital plan version of "Wildside" external works proposals completed by Architect.

Energy Renewables – no update.

Stratherrick and Foyers News Articles - received and published.

Procurement strategy – see AOCB.

**Action by**

AGM - paperwork drafted and issued, advertising for nominations complete and task list finalised.

Riverside – the team have contacted the architect to request amendments to masterplan and are meeting with the Highland Council on 3<sup>rd</sup> October.

Clark Thomson – the Trust will contact the insurers to discuss any additional cover once the Lease for the Broadband Base Station at Dunmaglass is finalised.

Mort House – see AOCB.

### 3. FINANCE

FE had no amendments to the circulated report other than to update the end of month figures. The Dunmaglass payment has yet to be received from SSE. FE told the Board if budget spend remains as forecast a number of bank accounts would need to be closed and suggested closing those with the least competitive rates of interest first.

OO and FE discussed the Scottish Canals/Highland Council contribution to the development of Foyers Bay in the sum £70,000 and the potential to commit these funds shortly.

*Action: Check detail of the grant from Scottish Canals.*

*PJF*

#### **Annual Financial Statements**

The Board noted that corporation tax and depreciation on Wildside are included in the annual financial statements.

Zoe Iliffe **PROPOSED** and Margaret Cormack **SECONDED** and the accounts were **AGREED** as correct and **APPROVED** and signed by the Chair.

#### **W McLennan Invoice**

The Board discussed the recent receipt of an invoice for work done at the BCC Hub, authorised by MC Formworks who managed the refurbishment works. The Board noted the invoice was from April 2019 for costs around £900.00. Earlier payment reminders have not been received by the Trust as the company used an incorrect e mail address.

*Action: Investigate the invoice and verify validity.*

*FE/PJF*

*Action: MC Formworks telephone number to PJF.*

*OO*

#### **Clarendon Financial Planning Invoice**

The Board discussed the potential increase in Clarendon Financial Planning's annual fee. The Board noted a review of fee was due when the Trust's fund reached £1,000,000. However, the Board further noted that it had been some years since Clarendon's appointment and, given their performance, the fee

should be reviewed. The Board **AGREED** to an increase to £4,000 per annum.

*Action: Correspondence with Sir Frederick to agree the increase in the annual fee.* FE

7 p.m. Sharon Ferguson arrived at the meeting.

#### 4. GRANT HANDBOOK

As part of the Grants Review the handbook had been updated. ZI had circulated the updated version to the Board.

The Board also noted an amendment to be made to the forms to ensure they clearly state that no retrospective payments are possible.

The Board discussed continuing the Medical Adaptations Grant scheme and agreed to remove the words "pilot scheme" from the Handbook.

MC suggested one clarification to the Handbook; reference to student grants to read "payment up to £500" rather than "payment of £500".

The Board **AGREED** to adopt the revised Handbook subject to the amendments above.

*Action: Include amendments above to Grants Handbook and Application Forms where necessary.* ZI/LWK

#### 5. CHRISTMAS CEILIDH

The Board agreed the most suitable date was Friday 13 December 2019.

Cask Strength Ceilidh Band has been provisionally booked. The Board discussed approaching a different band but agreed it was rather late in the year to contemplate this. The events team will request Cask Strength include more varied dances.

The Board noted that last year, despite not being a sell-out, the Hall was quite full. The Board agreed to set the max number of tickets available at eighty. The Board also noted that the Entertainments Licence covers the Hall.

The Board agreed to make stovies available and to operate BYOB. The ticketing system will follow the same format as the Summer Event.

The Board **AGREED** that there would be no charge to attend the event, but a raffle should be arranged by and for the benefit of the Hall Committee funds.

*Action: Finalise plans and request Hall to arrange raffle.* GM

## 6. GRANT APPLICATIONS

### Student Grant Applications

**Applicants:** Anna Yeats, Davie Macpherson, Leah Graydon, Gill Gray, Lesley Robertson, Angus Macgruer, Chris Finlay, Verity Cameron, James Haston, Amy Haston, Crystal Lewis and Emily Bloodworth.

**Amount applied for: £500**

**Purpose of grant:** Costs associated with study

The Board **APPROVED** the 12 student grant applications in the sum of £500 each.

**Fund:** Glendoe

**Applicant:** Alex Brown

**Amount applied for: £500**

**Purpose of grant:** Costs associated with study.

The Board discussed the short duration of the applicant's course and **AGREED** the suggested calculated pro rata amount, based on part of an academic year.

The Board **APPROVED** the student grant application in the sum of £100.

**Fund:** Glendoe

**Applicant:** Maire Brown

**Purpose of grant:** Costs associated with study.

The Board discussed the application and noted that the applicant was returning to the first year of study for which a Trust grant had already been awarded and paid. The Board noted that the initial grant had not been repaid when the applicant, through no fault of her own, had to leave the course and therefore **AGREED** that, as it was the same academic year a reduced amount was a fair award in the circumstances.

The Board **APPROVED** the student grant application in the sum of £300.

**Fund:** Glendoe

### Energy Saving Grant Application

**Grant Applicant:** Lesley Robertson

**Total Project Cost:** £750

**Amount applied for:** £500

**Purpose of grant:** Replacement of rotten wooden external door and surround.

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

**Fund:** Glendoe

*Sharon Ferguson declared an interest in the next item.*

### **Non-Constituted Group Grant Application**

**Grant Applicant:** Community Children's Christmas Party (Jan Bain)

**Total Project Cost:** £985  
**Amount applied for:** £985

**Purpose of grant:**

The Board **APPROVED** the grant in the sum of £820 subject to receipt of a Completion Report for last year's grant.

**Fund:** Glendoe

### **Non-Constituted Group Grant Application**

**Grant Applicant:** Baby and Toddler – Kirsty Balfour

**Total Project Cost:** £472.13  
**Amount applied for:** £472.13

**Purpose of grant:** Play, safety and storage equipment for a baby and toddler group to be held at the "Wildside" property.

The Board **APPROVED** the grant in the sum of £472.13

**Fund:** Glendoe

The Board discussed and **AGREED** to install a fold down baby changing table in the disabled toilet.

*Action: Arrange purchase and installation of fold down baby table. MC*

## **7. AGM**

The Board noted the task list for the AGM on 30 October 2019. The AGM will be held at Gorthleck Hall.

## **8. QUARTERLY GRANT NOTICE**

The Board noted the Quarterly Grant Notice.

*Action: Closing date for future grants to be included in Notice.*

*Add Notice to website.  
Send grant spreadsheets to FE.*

LWK

## **9. MONTHLY BROADBAND UPDATE**

*SF declared an interest in this item as Mr Neil Ferguson had recently undertaken a small job for CFWN.*

The Board noted the report. The Board requested a chronology of events in relation to the project to date and contact details for CFWN. This information will then be passed to the Director taking over the project, further to SF standing down at the AGM. SF said she would still be available to assist.

## **10. COMMUNICATION UPDATE**

GM is putting together an Editorial Team for the Stratherrick and Foyers News and requested suggestions for potential members. GM will be putting a list of contributors together and will circulate to the Board.

The Board noted that confirmation of accuracy will occur with contributors in relation to copy and content before publication.

The Board noted that the MS SharePoint Online system will assist in collaboration on articles.

*Action: Prices for the SPOL package.*

LWK

## **11. WILDSIDE UPDATE**

MC met with interested Ground Works contractors and has requested quotations by 14 October, with work likely to commence toward the end of November, with 18 November being the earliest convenient date. The Board noted the building will be closed during the course of the work.

The Board noted the detail of the proposed works, to include increased parking and external lighting, accessibility considerations, improved access and egress arrangements and general tidying of the grounds.

A contract for the installation of improved insulation to the roof space will be advertised via the SFCT web site imminently.

The Board noted that a new Community group was being formed to investigate a new playpark and equipment, following the effective closure of the Gorthleck facility. "Wildside" in Whitebridge could be considered a possible site. ZI is meeting with The Highland Council on 3rd October to discuss the potential re-location of the Riverside Playpark to the Riverside field, so as to offer improved access to the facility as a whole.

The Board noted some kitchen equipment is still required. The fire system is fully functional apart from the emergency lighting.

PJF has ordered necessary replacement lights to ensure compliance with regulations. The fire alarm is to be tested every week and logged. A fire evacuation and assembly point plan to be posted. The emergency lights are to be professionally tested every six months, at a cost of £360 per annum.

Chairs and tables are to be purchased, with MC intending to view new tables at Strathdearn beforehand, to see if they would be suitable.

*Action: Visit Strathdearn to see new tables when delivered.*

MC

The Board noted that redecoration will occur to the "Laboratory" room but a photographic record will be made of the murals.

The Board discussed a hiring system for the building and agreed to duplicate the Hall's, to avoid unnecessary competition.

The Board discussed contracting a cleaner/caretaker and a tender will be drafted to be posted on the SFCT website.

*Action: Photograph paintings.*

SW/GM

## 12. PROJECT CO-ORDINATOR'S UPDATE

No update.

## 13. APPRENTICESHIP SCHEME

Corriegarth Estate has requested support for a second year for their Apprentice. Supporting documentation required some clarification about compliance with the Working Time Regulations. This matter has now been rectified. The Board also felt a review meeting of the Joint Apprenticeship Panel would be useful to discuss the administration of the Apprenticeship scheme.

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

*Action: The Board will seek an urgent meeting with Fort Augustus and Glengarry.*

PJF

*Action: Request scheme's Administrator contact the employer immediately.*

PJF

## 14. AOCB

### (a) Housing, Boleskine Grounds

PJF took the Board through an outline proposal involving ground retained by the original owners of Boleskine House and surrounding land. The owners of the land are looking to construct a small development of housing and the retained architect has suggested that the plans could include provision of affordable units. PJF suggested to the architect that the Trust would contemplate involvement and investigate the possibilities further.

The Board expressed agreement and PJF will continue dialogue with the architect.

*Action: E mail architect.*

*PJF*

### **(b) Retainer Fee, CAA**

PJF had received a proposal involving a “retainer” from the appointed SFCT Riverside Field Architect. The Board discussed the benefits and agreed it would be beneficial to have such a reference point for guidance and possible high-level advice, given the potential and current developments in which the Trust are involved. The Board **AGREED** the retention of CAA if the fee was at an acceptable level.

Action: Discuss fee level with Architect.

### **(c) Land Adjacent to Wildside**

The owner of the property has been identified and a possible acquisition is to be investigated, either by Community Asset Transfer or outright purchase.

*Action: discuss transfer with current owner*

*PJF*

### **(d) Stratherrick Hall Funding**

FE took the Board through the progress report on the three-year running cost grant for the Hall for the period September 2017 to 14 September 2019. Compared to the anticipated budget, actual expenditure is significantly higher, in part due to the high cost of unexpected drainage works. The Board discussed in detail the progress report and in particular the element relating to exploratory floor work to the entrance porch in the sum of £2,200.

The Board **AGREED** to increase the operational grant by £8,000 to August 2020 and increase the element of refurbishment grant for the dishwasher by £418, with a further £1,242 to cover additional building works to the porch.

The Board **AGREED** to pay as follows: £1,242 and £418, along with £2,000 of the operational grant immediately, and the remaining £6,000 by quarterly instalments of £2,000, subject to quarterly reporting.

### **(e) Foyers Bay Response**

OO had drafted an interim report and this was issued to Directors. A quarterly report will be available at the next meeting of the Trust Board (6 November 2019).

**(f) Remembrance Sunday**

Alister Chisholm and others had formed a sub-group to organise the Remembrance Day Service at the Stratherrick War Memorial.

The Trust will purchase a wreath on behalf of SFCT.

**(g) Membership Applications**

The Board noted membership applications from Russell Bain, Hamish Bain, Mick Rimmer, Alison Allan, Alan Sutherland, Sandra Sutherland, Kai Scott, Adam Chattington and Craig Meikle.

LWK

*Action: Send out Certificates and AGM information.*

**(h) Procurement Policy**

The Board noted particular levels of expenditure within the Policy that will dictate tender procedure and **AGREED** to adopt the Policy.

**(i) Trust Manager**

The Board noted that SSE have today commented on the job description and appropriate salary for a Trust Manager position.

**15. DATE OF NEXT MEETING**

7.30 p.m. Wednesday, 30 October 2019 AGM, Stratherrick Public Hall, Gorthleck

6.00 p.m. (TBC) Wednesday, 6 November 2019 at Wildside, Whitebridge

*The Meeting closed at 10.30 p.m.*

Signed by Chair (MC) \_\_\_\_\_

Date \_\_\_\_\_