



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT WILDSIDE, WHITEBRIDGE AT 6.00pm ON WEDNESDAY, 6 NOVEMBER 2019

Present	Frank Ellam (FE), Zoe Iliffe (ZI), Karla Stewart (KS), Jillian Barclay (JB), Kirsty Balfour (KB), Chris Finlay (CF), Russell Bain (RB), Olaf Olsen (OO), Margaret Cormack (MC)
Chair	Margaret Cormack (MC)
In Attendance	Laura Walker-Knowles (LWK), Administrator
Apologies	None
Declarations of interest	None

1. INTRODUCTION

The Chair welcomed everyone to the meeting. The Board noted a letter received from Garry Page, a Director who had stepped down at the AGM.

2. MINUTES – 2 OCTOBER 2019

Frank Ellam **PROPOSED** and Olaf Olsen **SECONDED** and the Minutes of the Board meeting held on 4 October 2019 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

Matters Arising

Scottish Canals

No update.

McLennan Invoice

The Board noted this had now been paid.

Clarendon Investment Fee

FE had been in touch with Sir Frederick who understood the reason for questioning the increase in fee. Sir Frederick explained Clarendon's costs had increased however, but they should be settled for a number of years.

Grant Handbook

ZI has amended the Handbook and the updated version is available on the Director's side of the website.

Action by

Christmas Ceilidh

Posters and tickets will be advertised and available next week. GM explained to the new Directors the plan for the ceilidh. The Board noted that donations for raffle prizes would be gratefully received by the Hall committee who are organizing the raffle.

Baby Changing Table at Wildside

This is fixed and in place.

Grant Notice

Future grant application deadlines are now included.

SharePoint Online

Update at the next meeting re cost and number of licences.

LWK

Fire Exits

Lights are now in place.

Tomatin

Visit to view the new furniture postponed.

Painting/Mural at Wildside

This has been photographed.

Land Adjacent at Wildside

Discussions are continuing re transfer of ownership.

Trust Manager and Staffing Structure

GM gave the new Board a summary of the closed Board Meeting held prior to the AGM on 30 October 2019. At that meeting the Board **AGREED** the employment structure of the Trust. The structure will include a Trust Manager, Project Co-ordinator and Community Liaison Officer as well as Administrator. The Board noted that SSE had been very supportive and provided assistance using the Hay job evaluation standard to put salaries against the positions. The salary banding and review will be index linked. The positions are all permanent.

Create CLO e mail address.

LWK

Chair's update in the news to include information on the new staff structure.

MC

3. FINANCE

FE explained the format of the finance report for the new Directors and updated the report with the month end figures.

FE took the Board through the Management Accounts for the first quarter to the end of September 2019, with comparison to the same quarter in 2018 for both the income statement and balance sheet. The Board noted the Dunmaglass annual payment had not yet been received. FE explained that the six monthly Glendoe,

Dunmaglass and Stronelairg reports to the end of September 2019 had been sent to SSE as required in October. However, Morven Smith advised FE at the AGM that the payment was delayed.

4. **RETAINER FEE – COLIN ARMSTRONG ASSOCIATES**

ZI explained the position in relation to Riverside Field and the architect company involved. As well as advising and working on the Riverside Field, CAA had been approached by the Trust in relation to unrelated queries and vice versa CAA had approached the Trust with potential projects. To avoid having to tender each time the Trust had a query it has been suggested to retain CAA as the Trust advisor. The initial amount suggested was £200 per month but the Trust has negotiated retaining them for twelve months at £400 per quarter. ZI explained that following the tender for the Riverside project there had been five expression of interests from architects, three of which gave presentations to the Trust for Riverside. Initially HRI had been contracted for the work but that had not worked out and CAA were contracted. The Board **AGREED** to retain CAA as advisors for twelve months at £400 per quarter.

5. **SPORTING GRANT – Alex Sutherland**

Applicant: Alex Sutherland

Amount applied for: £187

Purpose: Compete in the Southport Home International Cross-Country Race.

The Board **APPROVED** the grant in the sum of £187 subject to reconciliation/receipts of spend and return of any unspent funds.

Fund: Glendoe

6. **BOLESKINE COMMUNITY CARE - SDO**

The Board noted the SDO salary remains the same, but the government NEST pension contribution has increased from £315 to £522. FE requested the Trust pay a further £207 to top up the pension contributions.

The Board **APPROVED** the payment of £207 to the SDO pension.

Fund: Dunmaglass

7. **VOLUNTEER DIRECTORS**

The Chair ran through the different projects and disciplines and the current lead and team Directors. Directors currently involved in

projects and disciplines gave a brief update to the rest of the Board on what each project/discipline involved.

Directors continued or were assigned/requested the following: -

Communications Team

Gillian McIntyre, Karla Stewart, Jillian Barclay

Finance Team

Frank Ellam, Margaret Cormack

Events and PR

Gillian McIntyre, Karla Stewart, Jillian Barclay

Grants

Zoe Iliffe and Frank Ellam

GDPR

Zoe Iliffe

Riverside Field

Zoe Iliffe, Chris Finlay and Kirsty Balfour

Foyers Bay

Olaf Olsen and Russell Bain.

Broadband

Zoe Iliffe, Chris Finlay and Russell Bain

Wildside

Overview – Chair and Board

Use, hall liaison – Chair, Jillian Barclay, Kirsty Balfour and Karla Stewart

Fabric, development – Chair, Chris Finlay and Kirsty Balfour

Energy/Renewables/Transport

Karla Stewart, Chris Finlay and Kirsty Balfour

Apprenticeships

Chair and Gillian McIntyre

Stronelaig Panel

Chair

Funders

Chair

The Chair explained to the New Directors that subgroups provide quarterly reports to the Board, unless something urgent arises.

In relation to projects such as the playpark and sustainable transport, Directors can contact non-Board members to set up community groups to which the Trust could provide support.

The Chair suggested the formation of a housing strategy group, with minimal financial commitment for the current financial year.

Housing Strategy Group

Chair, Karla Stewart

Playpark and sustainable transport

External groups

8. STRONELAIRG COMMUNITY FUND PANEL

MC explained the set-up of the panel with £50,000 of Trust funds used by Spean Bridge, Laggan and Stratherrick. The Panel meets six monthly and organisations within the three community council areas can apply to the Panel for funds.

There followed a general discussion about communicating information about grants and reaching out to those who do not have easy connection to the website. The Board discussed the problems of reaching all members of the community. GM explained that SW is at Wildside one fixed day a week for people to drop in. The Board suggested a rotation of Trust Board members for an hour a week to be available at Wildside.

The Board proposed designing a generic leaflet explaining what the Trust does and distribution using Royal Mail's leaflet drop.

Action: Design/draft generic Trust information leaflet.

Comms team

9. UPDATE REPORTS

a. Energy, Renewables and Transport

The Chair gave a brief update. The plan is for the Trust to enable the Community to create a Community Transport subgroup. Heating at Wildside and EV charging points are other ideas that are hoped to be developed.

b. Foyers Bay

The November 2019 quarterly report, already circulated amongst the Board, was followed with a brief question/answer period. Acknowledgement was made of a group of handover notes on the subject being received from the retiring Director. These handover notes will be studied and incorporated into future planning through the course of this year.

OO gave an overview of the project for the benefit of the new Directors recently joining the board, in particular in relation to the lease of the land from SSE.

It was noted that two tender alerts for work at Foyers Bay have been posted to the SFCT website and that expressions of interest in these are beginning to arrive. It was decided to extend these tender alerts until 8 December 2019.

Further information followed regarding the preparation of metal pontoons, gifted to SFCT and currently lying at Foyers Bay, being transported to a galvanizing plant. When they are returned they will create the first phase walkway from the water's edge. There is an increased cost estimate which was **AGREED** by the Board. A note was made of a future possibility of a re-cycled plastic version being installed.

Responses from an open meeting on 21 September have been acknowledged and a follow up second open meeting may be planned for early 2020 incorporating a management subgroup of those who attended the first.

Amend date on website for EOIs on current Foyers Bay tender alerts. LWK

c. Apprenticeship Team

The Chair gave an overview of the scheme. The Trust is part of the Apprenticeship Panel which currently supports two positions. The apprenticeship scheme is administered by Fort Augustus Community Company.

One of the apprenticeships is now entering a second year and further funding has been applied for. Before considering that application, the Trust have sought assurances from the employer in relation to compliance with Working Time Regulations.

d. Broadband Team

ZI read out the report received from the retiring Broadband Team Lead Director. The report gave an overview of the project to date, the equipment installed and owned and the next steps. The Board noted the BDUK installation grant scheme is coming to an end and CFWN are quickly rolling out the remaining viable connections. ZI further explained the how the phases have been rolled out. Broadband is unlikely to arrive at Wildside until January 2020.

e. Project Co-ordinator

The Board noted the report received from SW.

10. AOCB

IT

The Chair asked the new Directors if they had Outlook and access to laptops with Office functionality.

The Board discussed IT going forward. GM will take forward discussions with LWK and Calico on an overall review of IT for the Trust. GM and LWK are currently looking into Office 365 licences for the Trust in particular for the SharePoint Online functionality which will enable the sharing of documentation. It was also suggested that laptops be made available at the Trust office, Wildside for Directors to use if necessary.

Community Council

The Chair had received notice from the Community Council of marking out the parking into bays at the front of the Hall.

Rubble, Foyers Bay

Contractors are building a base for a hut at the hub. OO has received a request to take a trailer full of rubble from the secure compound of Foyers Bay. The contractor in return will also do a test dig of the slip to allow the team to know what material is in the ground. The Board were happy for a trailer of rubble to be moved.

Wildside

MC advised the Board that once the contractor is on site for landscaping the building will need to close.

11. DATE OF NEXT MEETING

6.00 p.m. Wednesday, 4 December 2019, Wildside.

The Meeting closed at 9.30 p.m.

Signed by Chair (MC) _____

Date _____