



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT WILDSIDE, WHITEBRIDGE AT 6.30pm ON WEDNESDAY, 4 MARCH 2020

Present	Frank Ellam (FE), Zoe Iliffe (ZI), Kirsty Balfour (KB), Chris Finlay (CF), Russell Bain (RB), Olaf Olsen (OO), Margaret Cormack (MC), Gillian McIntyre (GM), Lorraine Lewis (LL)
Chair	Margaret Cormack (MC)
In Attendance	Laura Walker-Knowles (LWK), Heather Young (HY) (A9 Accountancy)
Apologies	Karla Stewart (KS), Jillian Barclay (JB)
Declarations of interest	None

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

2. PRESENTATION BY HEATHER YOUNG, A9 ACCOUNTANCY, INVERNESS

FE introduced Heather Young, a partner with the Trust's statutory accountants A9 Accountancy. FE explained that HY had been invited to the meeting to discuss the Trust's current and future projects in relation to VAT registration, charitable status and other tax related issues. HY set out several potential options to the Board, based on Trust project information. HY highlighted the benefits of zero-rated VAT on new builds, such as the plans at the Riverside, which would only be available to a Charity. In relation to the community transport, this was a little more complex, under the charity regulator, OSCR, company objectives needed to include disability which the Trust does not. The Board discussed the various options and potential different company structures, including a trading subsidiary, wholly owned by the Trust. The Board discussed restrictions in relation to setting up a charity with current projects and the necessity for legal assistance and how much time would be involved. The Board discussed the economics of setting up a charity in relation to current project load and the potential for further new builds and the application of zero VAT and VAT recovery. The Board discussed the transfer of profits between wholly owned trading subsidiaries and charities.

The Board **AGREED** it would be advantageous to obtain formal advice in setting up a charity and trading subsidiary and HY will obtain further information and return to the Board.

Action by

Action: Contact Trust lawyers to obtain costs of setting up a charity. MC

3. MINUTES – 5 FEBRUARY 2020

Kirsty Balfour **PROPOSED**, and Gillian McIntyre **SECONDED**, and the Minutes of the Board meeting held on 5 February 2020 were thereafter **AGREED** as a correct record and **APPROVED** and signed by the Chair.

Matters Arising

Tomatin

The visit to Tomatin included a meeting with SSE to discuss the current state of Trust activities. It was pointed out that a requirement of the Stronelairg funding was that the Trust obtain a Community Action plan (CAP) within 12 months of the first funding. SSE agreed to delay action on obtaining the CAP until a Trust Manager was in post. They advised that there are independent companies specialising in developing CAPs so that the burden of generating it would not fall totally on the Trust itself. The Board discussed the content of such a report and the community input required.

Sporting Grant, Alex Sutherland

The Board noted receipts and/or payment evidence had not yet been received. CLO and Administrator to chase again for receipts.

SW/LWK

Christmas Ceilidh

The Board noted no response had been received from Cask Strength in relation to the preferred date.

Caretaker

MC updated that two expressions of interest had been received to date.

Official Address

The Board noted the Registered address had been formally changed and Trust documentation was in the process of being amended.

Website

Work on the website is ongoing.

Apprenticeship

MC has been emailing Fort Augustus since November 2019, with no response. MC will telephone and visit if necessary, to obtain the required response and invoice.

Foyers Bay Rent

No response has been received.

Energy

The Board noted that CF has completed a request with Home Energy Scotland and is awaiting a response. The Board noted the front entrance and surrounding windows re single-glazed and the door entry system is on hold until they are replaced. RB suggested a second door entrance for draughtproofing and retaining heat.

Foyers Bay

An article will be in the news magazine with a final sentence in relation to potential cancellation of the Foyers Bay event due to Covid-19. If the event does go ahead OO will arrange to e mail members mid-month.

IT Systems

IT systems update is currently deferred due to workload.

Loch Ness 360

Further to requesting the use of Wildside's carpark, the organisers have withdrawn their request as Wildside is not on the route. It was suggested they could contact Stewart Macpherson at Dell Farm.

4. FINANCE

The Board noted the finance report and documents. FE had no updates to the circulated report.

FE advised ZI there was no invoice from the architects for the retainer fee.

The Board discussed the content of the minutes' financial information following a request from a member of the community for additional detail. The Board noted that the minutes previously included a comprehensive detailed note and figures, however the Board had taken the view that it was preferable to present detailed financial information at the AGM. The Board noted that the Trust had not previously received such a request and **AGREED** the minutes should continue to contain the current level of information.

5. GRANTS

Applicant: Karla Stewart
Amount applied for: £500

Purpose of grant: Costs associated with study.

The Board discussed the application and the differences between funding short courses and student grants for attendance at yearlong courses at college / university as they are currently awarded. In particular, although short courses may be only a few days the applicant has the expense of paying course fees. . The Board discussed the requirement for a framework for dealing with grants for short courses. It was mentioned that Community Council microgrants are also available.

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

Fund: Knockie

Stratherrick and Foyers Community Council

The Board noted discussions with the SFCC grant were still ongoing and would be on the agenda for the April meeting.

Verity Cameron

Verity has not cashed her student grant cheque for a grant awarded in October 2019. The Trust had been advised that she is currently repeating her first year having only completed one term out of three in her previous course. After discussion within the Board, it was decided that Verity be asked to return the grant cheque as she had already received a grant for her first year in October 2018. She can apply for a second grant for her second year in Autumn 2020.

The Board **AGREED** Verity should return the cheque and the Trust will report the grant as withdrawn.

Action: Respond to Verity Cameron.

MC

6. TRUST MANAGER APPOINTMENT PROCESS

The Chair gave a summary of the development of the Job description for the Trust Manager post. At a special board meeting in October 2019 the job description had been agreed and though the post was designed as a full-time job it was decided to offer the post initially part-time. After discussions with SSE and six months on, MC proposed that the position should go to advert as a full-time job, rather than part-time. There followed a lengthy discussion on whether the post should be offered full-time or part-time. Concerns were expressed that there was not enough work for a full-time post and of the additional financial costs. The Board discussed why there was now additional work not picked up in the initial exercise. MC said the position and range of things to do had increased and that the current workload on Directors was unreasonable and could occupy a Manager full time. It was also thought by both MC and SSE that offering the post fulltime would encourage a larger selection of applicants as it would be more attractive to move into the area,

The point was made that a full-time position may exclude some applicants such as those with families who wish to work part-time.

The Board discussed the possible reconsideration of the nature and structure of the Project Co-ordinator post once a Trust Manager is in post.

After further discussion the Board voted on whether the post should be advertised as part time or. full time.

The Board **AGREED** to advertise the position as full-time.

The Chair will send a bulletin to the Members as soon as possible. The job will be advertised on S1jobs, who will also filter a shortlist based on the criteria.

Interviews will be scheduled for the end of April and Morven from SSE, OO and MC will be on the panel.

Action: Bulletin to Members.

Action: Post vacancy on S1jobs.

MC

MC

7. **ADDITIONAL TENDER FOR GROUNDWORKS**

ZI has sent information about the ground maintenance needs for Riverside to MC. OO has nothing contracted yet at the Bay. OO is going to walk round the Bay with the contractor from Wildside. The Board noted that only one expression of interest had been received for the woodland clearing at Foyers Bay.

It was concluded that during the year Foyers Bay and Riverside Field do not need any regular contracted maintenance so that there is currently no need to seek a groundworks contractor for regular grounds maintenance.

Stratherrick Public Hall

The Board noted the Hall will soon be applying for a grant in the region of £12,000 to £25,000 for roof works. MC suggested the Hall Committee and the Trust will soon have to decide what will be happening long term in relation to ongoing costs and the possible requirement for a rebuild.

8. **COMMUNICATIONS TEAM - FACEBOOK**

This item was deferred.

Action: Agenda item next meeting.

LWK

9. **HOUSING**

This item was deferred.

Action: Agenda item next meeting.

LWK

10. **QUARTERLY UPDATES**

(a) Riverside Field Update

OO highlighted the architect had mentioned the prevailing wind however this is a reverse wind.

ZI request all Directors who have not yet completed a questionnaire to do so as soon as possible.

The Board noted that as soon as planning is received the clawback will kick in, further to that it will then be back to the Board for decision.

11. LETTERS RECEIVED

The Board were pleased to note the letter to the Community Council appreciating the effort in repairing and tidying the war memorial, which had been done with a grant from the Trust.

12. AOCB

Carbon Monoxide Detectors

Neil Kirkland had e-mailed the Trust requesting ten further detectors. The Board noted the previous Board discussions and purchase for the fire brigade and agreed to funding the purchase of ten more.

Action: Order a further ten detectors.

SW

Furniture for Wildside

MC has investigated the cost of chairs, tables and comfy chairs, with an initial estimate of £20,000.

OO passed the filing cabinet keys and noticeboard keys to ZI.

The Board noted that ZI advised that, as at 31 March 2020, she will be stepping down as Lead Director for Grants, GDPR and Broadband and that new Lead Directors would require to be appointed. ZI advised she would continue as Riverside Lead Director because of the current position of that project.

The Board noted Peter Faye's excellent painting work and help in the Board room. Directors agreed to the personal purchase of a present in recognition of his considerable efforts.

Action: Fire safety certificate and max capacity advice.

SW

13. DATE OF NEXT MEETING

6.15 p.m. (for 6.30 p.m. start) Wednesday, 1 April 2020, Wildside.

The Meeting closed at 10.10 p.m.

04/03/2020

Signed by Chair (MC) _____

Date _____