



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 6.30 pm ON WEDNESDAY 6 MAY 2020

Present Frank Ellam (FE), Russell Bain (RB), Jillian Barclay (JB), Kirsty Balfour (KB), Lorraine Lewis (LL), Zoe Iliffe (ZI), Garry Page (GP), Gareth Jones (GJ), Peter Faye (PJF), Chris Finlay (CF)

Apologies None

Chair Russell Bain

In Attendance Laura Walker-Knowles (LWK)

Declarations of interest: Garry Page, Zoe Iliffe, Chris Finlay, Russell Bain and Peter Faye in SOSA Grant.

1. INTRODUCTION

The Board acknowledged and noted a recent letter from SSE relating to the appointment of the Trust Manager, the proposed Community Action Plan and the Trust's investments.

The Board noted the Trust Manager appointment shortlisting is continuing, however SSE had cancelled the most recent meeting.

The Board noted SSE's comments about independent community consultation and the creation of the Community Action Plan will occur as soon as possible.

The Board discussed the Trust's investments, and noted that SSE are fully aware of the Trust's investment policies and strategies and that they are regularly updated.

Presentation – Karla Stewart Stratherrick and Foyers Green Team

The Board passed on thanks to Karla for her time in putting together the presentation.

Action: Discuss KS presentation at the next Board Meeting.

2. CHAIR FOR MEETING

The Board **AGREED** RB to Chair the meeting.

3. APOLOGIES AND COIs

GP, ZI, CF, RB and PJF declared an interest in SOSA Grant.

4. MINUTES OF THE MEETING HELD ON 15 APRIL 2020

Kirsty Balfour **PROPOSED** and Frank Ellam **SECONDED** and the Minutes of Meeting held on 15 April 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters Arising

CO-OPTION OF DIRECTOR

It was noted that Directors had **AGREED** to co-opt Peter Faye as a Co-opted Director to the Board.

APPOINTMENT OF CHAIR AND VICE CHAIRS

Russell Bain proposed that Peter Faye be nominated for the position of Chair of the Board.

This was accepted and Peter Faye was accordingly **APPOINTED** as Chair although it was **AGREED** that Russell Bain would remain in the Chair for the meeting.

Gareth Jones was proposed as Vice Chair by Russell Bain. Gareth Jones was accordingly **APPOINTED** as Vice Chair.

Kirsty Balfour was proposed as Vice Chair by Russell Bain. Kirsty Balfour was accordingly **APPOINTED** as Vice Chair.

5. STATEMENT TO MEMBERS

The Board noted the draft statement circulated by PJF to the Board. PJF had amended to include the Board's comments. The Board discussed the statement further and necessary additional amendments.

Action: Update statement – PJF

Action: E mail members with statement and upload to website – LWK

6. CLO UPDATE – JOINT BOARD LETTER

The Board acknowledged the letter received from the Trust CLO about his return to work after his period of self-isolation. The Board wished to express their thanks to the CLO for the information; they had found the letter very helpful, particularly the new Directors.

The Board **AGREED** to invite CLO to join the next Board meeting via Zoom. The CLO could then meet the newer members of the Board and thereafter, if the CLO were able, he could be invited to attend quarterly meetings, presenting a report to the Board.

Action: Contact CLO - draft letter, circulate to Board first – Chair

7. FINANCE

The Board noted the circulated reports from FE including the recently submitted half yearly reports for all SSE funds.

The Board discussed the expenditure on publication of the Stratherrick and Foyers News. The Board agreed the News is a project in its own right and is comparable with any other major project.

The signed mandate for the new authorised signatories for Santander had been posted back to FE. As soon as this is finalised FE will deal with the other mandates.

FE explained the Management Accounts for the nine months to March 2020, summarising that the bottom line is similar to the comparative period of nine months last year and noting that income is reduced but so too is expenditure.

FE took the Board through the Balance Sheet. The Board noted the figures and discussed the reason for the depreciation accounting of Wildside.

8. TRUST COVID-19 RESPONSE

LL updated the Board on recent discussions of the Brolly Group. The Group had requested a widening of the criteria of financial assistance to include those on minimum wage that have been furloughed at 80%. The Board discussed the application of an additional criteria and the need in the community not currently being met.

The Board discussed the applications to date and the value of grants approved along with the value of other financial assistance for Covid-19 support, namely the community larders.

The Board noted that the current financial assistance runs for four weeks, up until the first Universal Credit claim is paid out and will then cease. When designing the Covid19 financial assistance, the Trust wanted to avoid unfairness as it is likely to take longer than four weeks for a UC claim to be paid. To avoid the unfairness a second payment would be made.

The Board discussed again the situation of those on 80% incomes and those on UC.

RB left the meeting.

The Board discussed the possible different financial circumstances within the community and the Covid-19 related aspects and the relative effects. The Board discussed the likely difficulties in how to quantify need to ensure assistance was being provided where it was especially needed without obtaining significant personal information.

The Board discussed an alternative approach and whether the community would come forward to advise of their needs. LL suggested a "tick box" system

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may be preferable so that individuals would not have to share their personal information which may put off individuals coming forward.

The Board discussed funding food boxes. It was noted that the Brolly Group do not have an exhaustive list of those requesting food boxes and therefore do not have exact estimates. The Board discussed and **AGREED** to support the idea in principle and **AGREED** to make £5,000 available towards the initiative.

The Board **AGREED** to extend a further three weeks' payment to previous applicants until they receive UC payment and that the claimants be contacted requesting an update.

The Board **AGREED** to amend the finance application form as suggested by the Brolly Group.

Action: Draft further financial options KB, LWK, LL, FE, JB and FE

Action: Contact previous applicants re UC update – LWK/FE

Action: Subgroup to look in detail at financial assistance – GJ to Chair

RB returned to the meeting.

9. UMBRELLA GROUP UPDATE

Included at point 8 as part of the Trust Covid-19 response.

10. GRANT APPLICATIONS

GP, ZI, PJF, RB and CF left the Zoom meeting for the next item.

(a) (i) SOSA Grant (Reassessment)

Amount Requested: £2,107.79

The Board noted this was a strong application. The assessors noted the contribution to costs by members was substantial. The assessors compared the application to those of other similar groups.

The Board **APPROVED** the grant in the sum of £2,107.79.

GP, ZI, PJF, RB and CF returned to the Zoom meeting.

(ii) Boleskine Community Care

FE gave a brief history of the grant.

The Board noted that, on current projections, there will be an underspend of some £6,000 from year one, and the Board had been requested to approve the carrying forward of £4,520 expenditure planned for year one but postponed until year two. FE proposed that the £6,000 underspend be deducted from the next scheduled payment due 1 June. The Board **APPROVED** the carry forward of £4,520 expenditure and the next scheduled payment, less £6,000 underspend.

(b) Alex Sutherland

The Board noted this was a sporting grant awarded six months ago, however some receipts were unavailable. The Board AGREED to make the payment and ask the applicant to provide confirmation of spend.

Action: Send confirmation of spend documentation – LWK

Action: Process payment to applicant - FE

11. WILDSIDE BUILDING AND GROUNDS

The Board noted reseeding would be necessary before the end of August and a storage shed needs to be erected. The Board discussed car park lighting and agreed, due to the time of year, this was not currently essential.

The Board **AGREED** to tender for grass seeding and the shed.

In relation to heating CF confirmed he was in contact with Home Energy Scotland and an environmental engineer to seek advice on the best form of heating.

The Board discussed contacting the Trust Architects as part of the retainer to draft some visuals in relation to a large extension Wildside to include a catering kitchen on the east side and possibly nursery/workshop units. Storage for two community minibuses should also be added to the plans. A draft plan could then be put to the community for consultation.

12. QUARTERLY UPDATES

GP declared an interest in the next item and left the Zoom meeting.

(a) Energy/Renewables/Transport Team

The Board noted there is currently no bus provided to the school at Fort Augustus as this was not the statutory catchment area school but parents had requested assistance with transport. They had approached Fort Augustus Community Company to trial their minibus on a Monday and Wednesday and had provided costings to the Board. The trial proposed was for the bus to depart from Whitebridge to Fort Augustus with a centralised pick up point with a teacher with the requisite licence and experience as driver. It was noted, in the current lockdown, the trial was not yet possible but considered the request. The Board discussed the implication of contributions from pupils as, should that occur, then the proposal would be moving into the realms of “public transport” and that had consequent implications such as driver qualification, insurance, stricter vehicle maintenance checks, etc. The Trust **AGREED** to fund the hire of the minibus for the trial to ascertain the need for this element of the community transport plan but that the group be advised of the need for not making a charge. The Board also discussed that the group should make a non-constituted grant application for future funding if the community transport plan had not progressed. The Board also considered the impact on the Whitebridge to Inverness bus service and associated financial assistance by way of bus passes. The Board noted this would not be a school bus.

GP returned to the Zoom meeting.

(b) Foyers Bay Project Team

No update.

(c) Trust Manager Vacancy

GP confirmed he had the long list of applicants for shortlisting.

ZI nominated PJF as Chair to join the interview panel. The Board **AGREED** that PJF join the interview panel for the Trust Manager position.

(d) Liaison Director

The Board noted the main update had been included in the item Covid-19 response.

LL advised that there had been thanks from the doctors' surgery and the carers for the hampers recently provided. The Community Council requested that, once leaflets were finalised for the larders and boxes, the Trust send to all members.

Action: Circulate the leaflet and information to members once confirmed - LWK

13. LAPTOPS AND MS TEAMS

The Board noted the IT Teams report and the minimum number of laptops required and the estimated price per laptop of £500 to £750.

Action: Obtain quotes for laptops and associated software - ZI

14. AOCB

Director Training

ZI confirmed she is drafting advanced director training for GJ and KB as Vice Chairs. GP also expressed an interest. ZI will compile a reading list with particular points to review.

Reporting Method

PJF went through the agreed procedure and the Timeline explaining that project quarterly update reports should be circulated to Directors a fortnight before Board meetings with the final report being forwarded to LWK one week before meetings. Other reports should also be with LWK one week before meetings. PJF also explained the agreed procedure that, where a decision is required on any matter, a written report to the Board was necessary.

Lead Directors

PJF noted the need to update the list of Lead Directors. PJF to circulate list.

Removal of Equipment

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The Board noted a request from Olaf Olsen for collection of the ride on lawnmower. PJF advised he could obtain a trailer. It was noted that the trip was not permitted at present as it was not an essential trip and the equipment would be collected when non-essential travel is permitted.

Action: Circulate to training information/reading list to the Board – ZI

Action: Update List of Lead Directors – PJF

Action: Collection of equipment – PJF update at future meeting

11. AOCB

12. DATE OF NEXT MEETING

6.30 p.m. Wednesday, 3 June 2020 via Zoom.

The Meeting closed at 11.00 p.m.

Signed by Chair (RB) _____

Date _____