



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 6.30pm ON WEDNESDAY 1 JULY 2020

Present	Frank Ellam (FE), Russell Bain (RB), Jillian Barclay (JB), Kirsty Balfour (KB), Zoe Iliffe (ZI), Garry Page (GP) and Peter J Faye (PJF)
Apologies	Lorraine Lewis (LL), Gareth Jones (GJ), Chris Finlay (CF) and Laura Walker-Knowles (LWK)
Chair	Peter J Faye
In Attendance	None
Declarations of interest:	Kirsty Balfour expressed an interest in part of The Wildside Centre item Garry Page expressed an interest in respect of Foyers Toilets

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

As part of GP's declaration of interest referred to above, the Chair noted the letter received from the Community Council relating to Foyers Toilets. There had unfortunately been insufficient time to provide Directors with a report detailing the history of the toilets and therefore the Board felt unable to consider the CC's request fully and fairly at this meeting. It was **AGREED** this would be discussed at a future meeting to enable a full report to be circulated. *(See AOCB Item for Action Point).*

RB joined the meeting at 6.55pm.

2. MINUTES OF MEETING – 3 JUNE 2020

FE **PROPOSED** and RB **SECONDED** and the Minutes of Meeting held on 3 June 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters arising

(a) Student Grant – Elgar-Bond

As LWK had given apologies, PJF was unable to confirm if the Applicant had been advised to apply to SFCC.

ACTION: LWK to confirm position.

(b) Stratherrick Village Hall roof

PJF had spoken with the Chair of the Village Hall Management Committee and received another quote but had not received a Grant application from the Committee as yet. FE asked PJF to also remind the Management Committee that

their operational grant runs until 31 August 2020 so, if they are to avoid a period where SFCT funding could not be provided, they should submit their operational grant application as soon as possible. *(See AOCB Item for Action point).*

(c) Riverside field project

It was requested that the pre-planning advice be uploaded to the secure side of the website.

ACTION: ZI to forward advice to LWK to upload to website.

3. FINANCIAL UPDATE

The Board noted the monthly Finance Report from the Finance Director detailing monthly payments, current bank balances and bank interest.

PJF advised of recent discussions with SSE who had expressed an interest in receiving details of the Trust's current commitments/project budgets.

FE advised that the financial year end was 30 June and the Board discussed the budget allocations for the various Trust expenses and project costs. Budgets were set and agreed which included additional costings relating to the proposed Community Action Plan required by SSE and based on higher employment costs to include the Trust Manager and a new Project Co-ordinator.

GP and PJF advised of the current position with regard to the Trust Manager appointment. Six candidates have now been shortlisted and would be invited for interview. A presentation would be requested from the candidates and interviews will proceed as soon as possible.

FE advised that the Trust's current commitments/liabilities (ie. grants previously awarded and project costs previously approved) stood at £271,000.

FE advised that, as the Glendoe and Stronelairg payment had been delayed, the investment payment previously planned for June 2020 had been suspended but it was noted that a catch up payment into the investment fund would be made once it had been received. FE advised that the Corriegarth annual payment was also due 30 June 2020 but, due to issues with online banking, he had been unable to confirm receipt. *(it was subsequently confirmed this payment had been received)*

FE also advised that the Mandate to add RB and CF as additional signatories is progressing.

*ACTION: (1) PJF/FE to provide financial details to SSE
(2) PJF/GP interviews for Trust Manager*

4. STUDENT GRANT

Applicant: Alannah Graydon

Amount requested: £380

Purpose: Aromatherapy Level 3 Practitioner course

Amount approved: £380

It was also noted that the Grants Team were in the process of reviewing the Student Grants scheme and would make proposals to a future Board meeting.

*ACTION: (1) LWK to issue grant offer.
(2) Grants Team review of Student Grants*

5. QUARTERLY UPDATES

(a) Communications/PR/Events Team

The Board noted the quarterly update from the Team.

JB advised the Comms Team had met last week to discuss a more specific communications strategy including developing a more standalone Facebook group and issuing much more regular brief update. A meeting has also been arranged with Plexus Media to discuss updating the website to make it more user friendly and informative. Items for discussion include a pop up/booking calendar for Wildside. The Board agreed to provide regular updates (eg. fortnightly) to the Comms Team to publish.

The Board discussed the Christmas Ceilidh. It had been provisionally agreed to be held on 11 December 2020 but there was doubt whether Cask Strength Ceilidh Band would be available that day. The Board agreed this remained the preferred date. JB will contact the Band to ascertain their availability but it was agreed other local bands should also be contacted.

The Board discussed the type of entertainment provided as being mainly traditional. Discussion whether both traditional and modern entertainment could be provided, eg. ceilidh followed by “disco”.

The location for the Ceilidh was also discussed – whether to hold at the Village Hall or at The Wildside Centre. It was noted that Wildside does not currently hold an entertainments licence nor does it have adequate flooring for a dance floor, but this could be arranged, but benefitted from separate rooms so that dancing could take place in one with seating in the other. It was agreed to continue with the Hall for this year unless the Trust can make the necessary changes to facilities at Wildside. It was noted the outdoor summer dance had attracted 225-250 attendants, but Hall numbers were restricted by its size. If future events were held at Wildside, a marquee could also be hired/used for summer events.

The Board then discussed the Stratherrick & Foyers News. It was agreed this was a vital part of the Trust’s comms strategy but was a huge time commitment for a few directors. The number of issues per year was also discussed. Due to the difficulties with time commitments the number of issues had been reduced to 3 for this year. However, it was noted that the April issue had been substantially larger than previous issues and contained “old news”. It was felt that individuals had no real interest in news from stories about Christmas in April! It was felt that quarterly, shorter issues were much more appropriate, but this meant additional time commitments for the Comms Team. It was agreed that the Comms Team should look to the community to encourage volunteers from the community to assist with the News production.

ACTION: Comms Team to (1) review communications strategy, (2) arrange Christmas event (lockdown permitting) and (3) invite volunteers to join News editorial team.

(b) Funders

The Board noted the quarterly report from the Community Benefit Negotiator (PJF).

PJF reminded the Board that he had been appointed as SFCT's Community Benefit Negotiator and Paula Page was SFCC's Negotiator.

Negotiations had commenced in relation to the Aberarder Windfarm with the developer (RES) but had been "difficult". It was noted that the local MSP had also been asked to become involved. Future negotiations would be required for the Dell Windfarm, Cloiche Windfarm and the Corriegarth (2) Windfarm.

ACTION: PJF (as Negotiator) to continue negotiations.

(c) The Wildside Centre

The Board noted the quarterly report from the Wildside Team.

KB advised the Pétanque Court was now "open" (lockdown restrictions permitting), the new furniture had been ordered and the groundworks had been completed.

Re-seeding and landscaping works were in discussion and the Board noted that local resident Caroline Leather had been contacted for advice about possible planting and she had provided details of suitable shrubs and species.

KB advised that one expression of interest had been received for the construction of the shed from local resident D Main. An estimate of the cost had been provided of £2,500 but it was noted that this was an estimate and needed to be finalised. PJF advised that David had also recently constructed BCC's shed at the Hub if Directors wished to view an example of the good quality workmanship provided by David. The Board AGREED progression of the work with David Main.

KB advised the tender process for the carpets was live on Facebook and the Trust's website. No local interest as yet but the deadline had not yet passed. KB advised that SW had also contacted several Inverness carpet companies for quotations. The Team had anticipated around £25 per square metre would be the likely budget. JB asked whether a dance floor could be included.

New blinds were also being costed. SW had obtained a quote from Blinds to Go of £300 for 6 blinds (1 room). It was noted therefore, on this quotation, the total cost was likely to be £750. KB advised she was happy to hang the blinds free of charge.

KB declared an interest in the following element of the Wildside update but as the other member of the Wildside Team had given apologies she updated the Board but took no part in the decision.

KB also advised only one quotation had been received for the internal painting contract from local resident Michael Margetson. The quotation was £2,600. The Board AGREED progression of the work.

PJF advised that an electrician had recently attended at Wildside to check a possible electrical fault (in the sockets in small office) but none could be found. The electrician had also provided a quotation for a 30amp supply for an oven in the kitchen of £380 plus VAT and had provided a quote of £4,000 plus VAT for the external lighting. It was AGREED that additional quotes be obtained.

PJF advised that 4 quotations had been received for different heating systems but, due to the age of the building, the Energy Trust Audit had recommended electric panel heaters as the preferred system. It was noted that the quotations for air source and ground source heating systems were extremely high and only 1 quote had been received for electric panel heating (which was under £20,000). It was AGREED that electric panel heating was the preferred method and additional quotations should be obtained. PJF advised that as much insulation as was possible, in a building of Wildside's construction, had already been installed. A replacement entrance door and panels may however be a consideration in future to assist with heat loss control, but that this could be considered with any future plans for the extension of Wildside.

GP raised the issue of a legionella risk assessment. He had obtained a quote from Barnies of £150. It was AGREED for an assessment to be undertaken.

KB advised that Wildside had been discussed as part of the Covid-19 Team/Brolly Group meeting to be used as a "safe place" for residents (away from tourists once lockdown measures had been lifted). KB advised that several attendants had raised the fact that there was anxiety in the community about having safe places for the community. KB advised that, with the assistance of the BCC SDO, she had been undertaking a Covid-19 Risk Assessment and was looking at the cost of items like hand sanitisers, PPE equipment, cleaning products, signage, etc. She currently estimated an initial cost would be around £180. The cost of hand sanitisers ranged substantially but there was a refillable item for £70 that was the preferred item. It was AGREED that KB purchase any necessary equipment to make the property as much as possible Covid-19 safe.

The Board discussed deep cleaning options. KB advised that BCC had recently used Wildside for a meeting and had undertaken a deep clean before and after. Options included establishing a volunteer team of cleaners, asking users to undertake a deep clean after each group use or the Trust employing a regular cleaner. GP advised the Hall had a self-employed cleaner already. KB advised that SW had suggested one deep clean prior to Wildside being officially re-opened but the question was raised whether a deep clean would be necessary bearing in mind it was likely that the building would have been redecorated and new carpets installed prior to opening. KB will continue to progress to ensure Wildside is as safe as possible prior to opening.

*ACTION: (1) Wildside Team to instruct shed contract and internal painting contract
(2) Wildside Team to obtain further quotes for carpets, blinds, lighting and heating costs*

(3) KB to purchase safe place equipment as necessary

(4) GP to instruct Legionella Risk Assessment

(d) Broadband

The Board noted the quarterly update.

The Board noted that work was ongoing to install additional equipment on the Dell Estate to widen the network. ZI advised that the Lease for the Dunmaglass equipment would commence on 20 July 2020 as work to install the Dunmaglass equipment was due to commence at the end of July/beginning of August so the Lease was due to be signed imminently.

ZI advised that CFWN had recently recruited a local resident to join their team to work on the Broadband project. This resident was Chris Finlay. CF had discussed his potential conflict of interest with the Chair and ZI prior to his appointment and

had noted that he would be unable to take part in future discussions involving authorising future CFWN costings. CF had updated his Director's Register of Interest and would declare his interest at future Board meetings as required. The Board agreed having a local resident working on the Broadband scheme would improve communication and should speed up the connections.

ACTION: Broadband Team to progress equipment installation and completion of Dunmaglass Lease.

6. COVID-19 GROUP UPDATE

KB advised that a Zoom meeting had recently taken place with representatives from 22 local groups. Councillor Margaret Davidson had also attended to advise on Highland Council issues. GJ was collating notes and action points arising from the meeting. KB advised that the meeting had been arranged to get all community groups working together to facilitate closer communication and united working practices as our community begins to exit lockdown.

FE advised that he, GJ and LL were working on a Microgrant Application for funding for groups to encourage activities/assistance with lockdown lifting. A draft had been provided to the Chair and ZI (as Grants Team Leader) and their comments/concerns were currently being considered. Various issues were discussed, eg. the question of quotations not being necessary against the need to ensure value for money, whether the grant should be available for constituted groups only, the types of activities that would be funded and whether there should be two rounds of applications due to the phased lifting of restrictions. FE advised discussions would continue with the Covid-19 Team and the form would be available as soon as possible.

ACTION: Covid-19 Team to finalise Microgrant Application Guidance and Form.

7. AGM DATE

PJF advised the provisional date for the AGM was 28 October 2020. The Board AGREED that date (subject to lockdown lifting). FE advised, under the terms of the Trust's Articles, the AGM could be delayed until January 2021 but it was hoped that the AGM would still be able to take place in October as planned.

The Board had an initial discussion as to which Directors would have to stand down at the AGM. Under the Articles all appointed Directors and all co-opted Directors automatically stand down and ZI would have completed her 6 year term and therefore would also be stepping down. ZI to clarify the Articles relating to the remaining Directors and current vacancies.

PJF advised Directors of the "How to run an AGM" guidance.

It was agreed that Directors should be encouraging membership to the Trust and commencing discussions with Members to encourage nominations for Directors. The Comms Team will look at ways of communicating the message to members.

*ACTION: (1) ZI investigate Articles and advise August Board meeting.
(2) Comms Team to encourage nominations.*

8. TIMELINE UPDATE

The Board noted the Timeline and agreed that no further amendments were required.

The Chair noted the quarterly updates due for next month's Board meeting and reminded Lead Directors of the process of circulating draft reports 2 weeks prior to the meeting.

ACTION: None

9. MEMBERSHIP APPLICATIONS

The Board noted 3 new Membership Applications – Emma Hall (Ordinary Membership), Neil Robertson (Ordinary Membership) and Jane Brinkworth (Associate Membership).

*ACTION: (1) PJF to provide LWK with application details
(2) LWK to update Members Register and issue Certificate*

10. AOCB

(a) Stratherrick Village Hall roof

See Item 2(b) above.

ACTION: PJF to contact HN/Hall Committee for Grant Applications

(b) Land adjacent Wildside

PJF reminded Directors that it had previously been agreed to make enquiries of the Highland Council concerning the land adjacent The Wildside Centre. The HC had recently contacted PJF to advise of the process which included a valuation having to be undertaken by the Assessor's Office, the cost of which would have to be borne by SFCT. The cost was £1,400.

Possible uses for the land were discussed and whether it was worth bearing this cost now, bearing in mind the consultations that would take place once the Community Action Plan (CAP) process had commenced. It was likely that possible uses to be considered would include "start-up" units for new businesses and social housing. The Board considered however that, no matter what the CAP outcome was, if the land was not within community ownership by that time, nothing could be provided on the site. The Board therefore AGREED to continue with the discussions and APPROVED the expenditure of £1,400.

ACTION: PJF to contact THC

(c) Stratherrick Primary School Parent Council

KB declared an interest in the following item and took no part in the discussion.

The Chair advised that he had received a request from the Chair of the Parent Council regarding their current grant application. As many of the activities proposed in that grant had been unable to take place due to the lockdown, there would be a substantial underspend of £3,721.50 which would be returned to the Trust. However, the PC had requested whether they could use £440 of the funds towards goodie bags for the children to include book tokens and arts and crafts items in order to encourage reading and crafting skills. The Board AGREED the revised £440 spend.

ACTION: PJF to contact PC Chair

(d) Foyers Toilets

See Item 1 above.

ACTION: ZI to draft report

11. DATE OF NEXT MEETING

Wednesday, 5 August 2020 at 6.30pm to be held at The Wildside Centre, Whitebridge (lockdown restrictions permitting), otherwise by Zoom.

The meeting closed at 10.30pm.

Signed as a correct record of the meeting

Signed
Chair

Date