



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 6.30 pm ON WEDNESDAY 5 AUGUST 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 Peter Faye (PJF)

In Attendance Laura Walker-Knowles (LWK)

Declarations of interest: LL declared interest in Foyers Toilets, RB, PJF, ZI and CF declared an interest in SOSA, KB in Stratherrick Primary Parent Council and GJ in Covid Contingency Grant Application from Friends of Inverness Royal Academy.

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

The Chair updated the Board regarding a recent breach of GDPR when an email had been circulated to a Director's personal email address rather than the designated Trust email. The Board noted that, following a self-assessment through the Information Commissioner's website, the breach was minor and did not require reporting to the Information Commissioner's Office. The risk to the data subject was minimal and the incident had been contained.

2. MINUTES 1 JULY 2020

Garry Page **PROPOSED** and Zoe Iliffe **SECONDED** and the Minutes of Meeting held on 5 August 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters Arising

Roxanna Elgar

LWK confirmed Roxanna had been advised of the outcome of the grant application and directed to the Community Council Micro Grants scheme.

Interviews for Trust Manager

GP updated that an e mail to the six final candidates offering interviews had been sent but advising they could only take place once government guidelines allow. The Board noted responses had been received from two candidates, so far, who are still keen and happy to wait.

Alannah Graydon

LWK confirmed the grant offer had been sent to Alannah Graydon.

Student Grant Review

The review was carried forward as an action.

Communications

GJ updated Directors that a full communication plan would be ready for the next meeting.

The Directors noted the Christmas event is in the planning and the band has been booked.

In relation to volunteers for the Trust News JB updated the Board a policy document would be drafted together first and then the Trust would look at engaging volunteers.

Funders

No update.

Wildside

The Board noted the contract for shed works and the internal painting contract were all finalised.

Dunmaglass Lease

The Lease was signed by the Trust and sent back to the Estate's solicitors. Commencement date is 20 July 2020.

Broadband

CF updated Directors that work would be commencing at Dunmaglass this week. For Wildside broadband the Board noted it has been a difficult a time getting posts higher than 3m for the receivers, however after some shopping around, the fastest delivery for the posts is now two weeks.

Covid 19 Contingency Grants Application and Guidance

The Board noted this had been finalised and published.

AGM

In relation to Directors standing down and reappointments at the forthcoming AGM ZI will send an e mail round the team.

The Board briefly discussed plans for encouraging nominations for new Directors. The Board discussed the need to get nominations from the whole community area.

Timeline

No further update.

Stratherrick Village Hall

The Board noted the grant application is nearly complete.

Membership

LWK confirmed certificates had been drafted and sent.

Land Adjacent to Wildside

No update from the Council.

Stratherrick Parent Council

The Directors noted a note of thanks had been received for the £440 to purchase goody bags.

Foyers Toilets

See later item, time permitting.

3. FINANCE

The Board note the finance report which FE then updated. The Greencoat funds were received on 1 July. HIE funds for food parcels had been received and the contribution from the Community Council. FE took the Board through the financial statement to the end of June 2020. The Board discussed the position at the end of the year and if the position was as expected. The Board also discussed the calculations of the cash flow over the year.

The Board went through the cash flow budget for the financial year ending June 2021.

The Board noted that arrears for the legacy fund payments will be made when SSE funds are received.

The Board **APPROVED** the draft accounts for the year ended 30 June 2020 for submission to A9 Accountancy.

The Board noted FE will be standing down from the Board as Finance Director at the AGM as required under the Articles but will not be available for a further term due to his current mobility issues. ZI extended great thanks for all the work FE has done for the Trust. The Board discussed technological solutions to aid FE's continuation with the Trust.

4. WILDSIDE BOOKING SYSTEM, LANDSCAPING AND ELECTRICAL WORKS

Booking System

KB updated the Board that Steven Watson had looked into Hall Master and the Trust were currently on a free trial of the booking system. If the Trust are happy with the trial the cost would be £170 per year to keep the booking system in place. People wanting to check availability, particulars / photographs of the rooms, booking conditions or request bookings can access the Hall Master system for Wildside from a direct link on the Trust's website. The Board discussed looking into including Stratherrick Hall as a booking option and would investigate the practicalities with the Management Committee. In the interim an additional spreadsheet is available on LWK's OneDrive for booking. The Board noted that bookings will continue to be free for community group use.

Action: KB to investigate further re including the Hall as a room within the system.

Landscaping

KB updated on the landscaping and the Board noted a shrubs and plants team were engaged. KB highlighted to the Board the flat area that would make a decent area for a lawn and a good outdoor space. Previous discussions had taken place in relation to adding top soil and re-seeding however KB suggested turf would be the preferable option. The Board discussed maintenance of newly laid turf. The Board discussed volunteers while the turf was down and the possibility of a sprinkler.

The Board **APPROVED** £750 for turf, £100 external tap, £50 for a hose pipe and £50 for a sprinkler.

RB left the meeting at 8.30 p.m.

Electrical Works

CF updated the circulated report with an increase to the third quote, the heaters in that quote are not Wi-Fi controlled and Wi-Fi controlled would be £13,935. CF took the Board through the report and various quotes. The Board discussed each of the three quotes in detail. The Board discussed the pros and cons of Wi-Fi controlled heaters and the future caretaking role. The Board discussed where the advice for the number of heaters had come from and noted it was from the contractors. Home Energy Scotland had previously provided a report on the best heating system option. Lighting works to the car park, the installation of an appropriate electrical supply for a cooker, the replacement of the dilapidated wooden shed housing the incoming electrical supply and the installation of additional power outlets and internal lighting were also approved.

The Board **APPROVED** the quote in the sum of £21,083.00.

5. AGM

Articles

The Board discussed the Trust's Aims and Objectives. A suggested change is to include an Objective specifically relating to the "health and wellbeing of the community" but the Board would need to ensure that it does not crossover into including statutory functions. The Board discussed the possible inclusion and agreed a Resolution to change the Articles could be put to Members at the next AGM if wording was agreed by the Board and with SSE.

Action: Discuss resolution with SSE – GJ.

Action: Draft Special Resolution Paper for Submission – LWK/ZI

Membership

Action: Review Membership Register and return to LWK with any amends - Directors

6. GRANT APPLICATIONS

Students

Fund: Glendoe

(a) Angus MacGruer

Amount applied for: £500

Purpose of grant: Student expenses

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

Fund: Glendoe

(b) Adam Tulloch

Amount applied for: £500

Purpose of grant: Student expenses

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

(c) **Sporting Grant** - Olivia Grant

Amount applied for: £250

Purpose of grant: Attendance at Equestrian training event

The Board **RATIFIED** the grant in the sum of **£250**.

Covid-19 Contingency

(d) **SOSA19**

The Board **RATIFIED** the grant in the sum of **£475**.

(e) **Friends of Inverness Royal Academy**

The Board discussed the costs of the tutor and the venue for the lessons.

The Board **APPROVED** the grant in principle subject to more concise figures for the sessions up to the sum of **£1,000**, based upon confirmed student attendance and number of tutorial sessions, to be drawn down at regular intervals as and when required.

(f) **Stratherrick Primary Parent Council**

The Board **RATIFIED** the grant in the sum of **£674**.

Action: Write to grant applicants – LWK.

7. QUARTERLY UPDATES

(a) Energy

No general update, see Wildside above.

(b) Liaison Director

The Board noted the circulated report.

(c) Foyers Bay

The Board noted the circulated report.

RB is working on scaling down the specification for slipway and putting items out to tender. The Board agreed the costs of this element of the project had been approved some time ago.

Permanent Breakwater

The Board briefly discussed building a breakwater, but as it is outside of the Trust boundary would not be possible. The Board noted that the breakwater would be in 64 feet of water. It had previously been suggested a boom (floating attenuation) would calm the waters to some degree, although it is light weight. It could be considered at a later date but the slip and pontoons should be focused on for now.

In relation to the buildings at the Bay, the Board noted there are funds in the budget for a clubhouse and ancillary facilities.

The Board noted that woodland clearing and general clearing round the area should be undertaken as soon as birds are no longer nesting.

The Directors suggested that community supporters should be invited to join projects.

Garry Page left the meeting at 10.40 p.m.

8. BROADBAND UPDATE

No formal update, see matters arising above.

9. TRANSPORT UPDATE

No formal update.

10. PRESENTATION: Strategy and Vision for Future

Carried forward to the next meeting.

11. BCC – Project Proposal for comment

05/08/2020

The Board noted the proposal and were impressed. A meeting to establish a working group is to be arranged with the Trustees of BCC

Action: Return to BCC – PJF

12. SFCC – Response to letter re Foyers Public Toilets

The Board agreed to a separate meeting to discuss this matter, to permit a full assessment of the proposal and questions asked.

Action: Return to Paula to arrange a meeting - LL

13. AOCB

SFCT IT infrastructure – survey – lap-tops etc.

Directors to complete a survey and noted a presentation for cost of laptops will follow next month.

BCC Electricity

BCC have asked if any assistance can be given as they have not been able to raise additional funds through events and sponsorship. The Board again discussed how the Trust could not assist with these costs and to discuss the matter with SSE.

Action: Return to BCC - PJF

14. .

DATE OF NEXT MEETING

6.30 p.m. Wednesday, 2 September 2020, venue TBC

The Meeting closed at 11 p.m.

Signed by Chair (PJF) _____

Date _____