



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 6.30pm ON WEDNESDAY 11 NOVEMBER 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), Lorraine Lewis (LL), Gareth Jones (GJ), Chris Finlay (CF)

Apologies None.

Chair Peter J Faye (PJF)

In Attendance Laura Walker-Knowles (LWK), Steven Watson (SW)

Declarations of interest: None.

1. INTRODUCTION

The Chair welcomed everyone to the meeting, the Chair congratulated the existing Board of Directors on their handling of what had been a very difficult year for the Trust and the Community. The Chair specifically thanked Frank Ellam and Zoe Iliffe for their many years of service to the Board and the Trust.

2. MINUTES OF MEETING – 7 October 2020

CF **PROPOSED** and JB **SECONDED** and the Minutes of Meeting held on 7 October 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters arising

Bookkeeper

The Bookkeeper job description had been uploaded to Directors' area on the website.

PJF proposed to renew FE's contract as bookkeeper on 26 November 2020. The Board **AGREED** to renew the contract.

Banking

RB confirmed he has completed the necessary actions to be able to approve payments via online banking.

Wildside Safe Spaces Covid Officer

The Board noted RB is a trained Covid Officer. RB advised an on-line course is generally available to anyone wishing to gain the appropriate knowledge. The Trust require a Covid Officer to ensure the Wildside building is fit for use and RB will be interim Covid Officer.

Action: Covid Officer Course – KB and RB

Action: Preparedness for drop-ins and use of Wildside as a “Safe Space” – RB

Garry Page attended the meeting at 7.06 p.m.

Willow Weaving

The potential dates for the courses are diarised.

Stratherrick and Foyers Community Council

The Board noted the RTI Fund will make a decision in approx. three weeks and queried how are things were progressing with the Stage One application to SSE. RB confirmed he was currently studying the submission and the assessment is being drafted to go to fellow assessing Directors.

ZI ran through the procedure for the Large Grant Assessment.

Action: Forward large grant assessment procedure to GJ - LWK

The meeting was then paused meeting at 7.18 p.m. and re-started 8.00 p.m.

AGM

The AGM virtual system is set up and ready via Zoom.

Legionella Assessment

Action: Chase up legionella contact – GP.

Ceilidh

The Board noted the small deposit paid to the Band was non-refundable.

3 (a) FINANCE UPDATE

The Board noted the finance report. FE commented the report was up to date having been prepared post month end and confirmed the Glendoe funds had been received today.

The Board **AGREED** the monthly investment payment to the Legacy Fund be made for June and the balance split evenly for the remainder of the year over seven months. The Board discussed the possibility of making a large lump sum payment. FE advised Clarendon would prefer to have smaller payments due to the volatility of the stock market and to spread out the risk.

Statutory Accounts

The draft accounts had been received from A9 Accounts for the financial year ending 30 June 2020. The Board had reviewed and noted the accounts. The Board discussed the presentation of the accounts at the AGM.

FE proposed and the Board adopted the accounts subject to receipt of the funds from Stronelaig on Friday. The Board **AGREED** to defer the decision and have an extraordinary meeting to approve the accounts once the funds are received on Friday.

Action: Alert Board re status of receipt of funds - FE.

Action: Attend Extraordinary Board Meeting Saturday, 14 November to approve accounts – All.

Management Accounts

FE took the Board through the Management Accounts for the first quarter of the financial year to the end of September 2020. FE highlighted that grants and group project expenditure was lower than the same quarter in the previous year as were administration costs. The Covid response expenditure was £11,069. FE took the Board through the Balance Sheet, noting the debtors were high due to the outstanding Glendoe and Stronelaig payments.

Finance Director

The Board discussed the role of Finance Director. FE offered to be co-opted as Finance Director for a further time at the next AGM but only until a replacement is found and given time to take over.

4. GRANT APPLICATION

Group Grant Application (a) Stratherrick Public Hall

Amount applied for: £17,844.

Purpose of grant: Replacement of defective section of Roofing.

The Board **APPROVED** the grant in the sum of **£13,650**.

Fund: Corriegarth

Action: Write to grant applicant - LWK

5. STUDENT GRANT PROCESS REVIEW

The Board noted the grant process review paper for student grants and the Board **APPROVED** to amend the student grant process and the amendments to the Student Grant Application Form, Guidance Notes and Grants Handbook.

Action: Request SSE to review and approve amended forms – ZI

6. QUARTERLY REPORTS

(a) Energy, Renewables and Transport
No update.

(b) Foyers Bay

The Board noted the report. LL had approached suggested companies who they were keen to do the manual work but not the initial administration. RB

asked if the Trust could instruct their retained architect to draw up plans for the entire site and then put that out to tender, either for just the slip or the whole thing or in parts. The Board re-iterated the fact that efforts at this time should be concentrated solely upon the slipway and pontoons. PJF advised the Trust were already in possession of a generic British Waterways drawing for a slipway, but the suitability of the design requires verification.

(c) Liaison Director Report

The Board noted the Liaison Director's report.

The Community Council AGM is 24 November 2020.

Action: Arrange joint meeting with Community Council – LL and GJ

Action: RTIF decision - LL

7. COVID-19 GROUP UPDATE

GJ updated there was no further funding at the moment.

JB updated on the Brolly Group's winter event, "Winter Wonderland." There will be a date advised to the community shortly and there is a further meeting with Brolly Group on Friday.

JB requested the purchase of additional steel poles to allow installation of festoon lighting and there was general agreement, subject to appropriate storage arrangements being available.

The Board **APPROVED** the Winter Wonderland budget of £5,500, to include the purchase of the festoon poles.

8. RIVERSIDE FIELD UPDATE

ZI updated there was a positive consultation on Saturday 7th, with few attendees from the community. There were no negative comments. The Board noted this Consultation was part of the planning process. Mike Lawson, the appointed Architect, will now move on to the next phase of the Planning Application process.

9. IT UPDATE

The Board noted the paper and quotes and ZI summarised the options.

The Board discussed the ongoing costs, which were around £3,000 per annum for an MS365 subscription.

The Board **AGREED** to go with ITP's quote to purchase and set up 14 laptops and MS365 Business Subscription.

Russell Bain will now assume responsibility for the project.

Action: Contact ITP Solutions – ZI

Action: Quote for maintenance contract – future Board/RB

10. AGM	All Directors will be in attendance at the AGM.
11. AOCB	<p>Squirrel Conservation Proposal The Board noted the report and the cost of the tree planting in the proposal. It was suggested that volunteers plant Hazel saplings, possibly from the Green Team and the schools. The Board did not agree to signage at this time, because of inevitable delays in procuring signs from the Highland Council. The Board discussed the possibility of the Green Team taking the project on. And that any funding should be by way of an NCG grant application.</p> <p>Community Action Plan The Board discussed the cost of the CAP and the range of possible costs, dependent upon the final agreed brief and a definitive "Statement of Work" to be undertaken. The Board were keen to obtain best value for money and so would appoint Nick Wright Planning subject to the agreement of acceptable fees and appropriate methodology.</p> <p>The Board AGREED to engage Nick Wright Planning to produce a CAP.</p> <p>Community Market on 20 November The Board discussed having a presence at the next community market and agreed that with current commitments proving onerous, the Board should attend the proposed market in March 2021.</p>
12. DATE OF NEXT MEETING	<p>AGM, Wednesday, 25 November 2020 at 7.30 p.m. via Zoom Post AGM Board Meeting, Wednesday 25th November 2020 (after AGM) Board meeting, Wednesday, 2 December 2020 at 6.30 p.m. via Zoom</p>

The meeting closed at 10.30 p.m.

Signed as a correct record of the meeting	
Signed	Date
Chair	