



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 7.00 p.m. ON WEDNESDAY 13 JANUARY 2021

Present Frank Ellam (FE), Russell Bain (RB), Jillian Barclay (JB), Kirsty Balfour (KB), Lorraine Lewis (LL), Gareth Jones (GJ), Catriona Fraser (CNF), Chris Finlay (CF), Martin Donnelly (MD), Chris Gehrke (CG)

Apologies Laura Walker-Knowles (LWK)

Chair Kirsty Balfour (KB)

In Attendance Tony Foster (TF)

Declarations of interest: CF declared an interest in Broadband.

1. INTRODUCTION

The Chair welcomed everyone to the meeting. The Chair introduced Tony Foster, who will be taking up the post of Trust Manager in a few months' time.

2. MINUTES OF THE ANNUAL GENERAL MEETING – 25 November 2020

FE **PROPOSED** and RB **SECONDED** and the Minutes of Annual General Meeting held on 25 November 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

3. MINUTES OF THE POST ANNUAL GENERAL MEETING – 25 November 2020

FE **PROPOSED** and JB **SECONDED** and the Minutes of the Post Annual General Meeting held on 25 November 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

4. MINUTES OF THE BOARD MEETING – 2 DECEMBER 2020

FE **PROPOSED** and CF **SECONDED** and the Minutes of the Post Annual General Meeting held on 2 December 2020 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters Arising

E Mail address and password for the heating at Wildside

KB is still working on this due to difficulties with the app.

Action – forward details and app to Directors when set up - KB

Riverside Field Report – Steering Group Formation

In process.

Errogie Church

Funders and local residents have been written to.

5. PROJECT PLANNING

KB shared a document explaining the responsibilities of the Chair and Vice Chair. The aim of the document is to assist in making the role of Chair as manageable as possible and provide clarity of the roles, purpose and policy as appropriately as possible. As Chair KB has the ultimate responsibility for the final sign off of any critical components. GJ works with process and performance alongside KB to mould the strategy. GJ was keen to share the document to allow queries to be directed to the correct individual.

The Board discussed the position of Trust Fund Negotiator and noted two people could be involved. The Community Council can nominate one of the negotiators, however there is not currently a nominee from the CC. The Board noted the second Fund Negotiator does not have to be someone in office but can be a member of the community.

GJ asked if a Director would like to get involved in Community Benefit Negotiations and be the second person. The Board were happy for Peter Faye and Gareth Jones to continue as negotiators. The Board noted Tony Foster would be taking over some of Gareth's current responsibilities.

Action: Finalise document and share with Directors – KB/GJ

6. PROJECT TEAMS

The Board discussed the Project Teams document and updated the position of Funders Lead Director to GJ and Apprenticeship Lead and Deputy confirmed as JB and LL. CNF confirmed as the Lead for Stronelaig Panel.

The Directors with current project positions confirmed they were happy to remain in post. The Board then worked through each project area to assign additional and/or new Directors to posts.

Energy

At the start of last year 'Energy' was a new project title and included renewables and community transport, however so far the only board reports have been heating reports which have been dealt with under the Wildside project. The Community Action Plan (CAP) may highlight this as a potential project and the Board agreed it would be helpful to keep as a project "on hold".

Broadband

CF is currently the Lead Director. The Board discussed CF stepping down as Lead given the conflict of interest and instead taking on more a liaison role with Cromarty Firth Wireless Networks (CFWN). CG offered to take the Lead on the project with CF as Deputy/Liaison.

CG – Lead

CF – Deputy/Liaison

Communication

JB explained the work both her and GJ had been undertaking and now an additional hand was necessary given GJ's increased workload as Vice Chair and the additional work with the new website. All work has to go through the Chair and Vice Chair but an extra pair of hands was essential given the importance of the area. GJ also highlighted the increase in communications required given the commencement of the CAP. CNF offered support as an additional Deputy Director. The Board discussed the involvement of the community with the publication of the news and if that could potentially continue. MD and RB added their support to the team.

GJ – Lead

JB – Deputy

CNF - Deputy

Riverside Field

KB gave an overview of the project and the current position. The Board discussed the construct of a steering group and the overlap with the CAP. The Master-planning approval from the Highland Council should coincide with those found from the CAP steering group, but a Lead Director is required in any event. CNF volunteered to be Lead Director. RB also pointed out a Project Co-ordinator would be employed at the point the project gets fully underway and MD offered assistance as a local resident.

CNF – Lead

Xx - Deputy

Foyers Bay

RB and LL gave an overview of the project and the current position. MD offered assistance if required as a local resident.

RB – Lead

LL – Deputy

Grants

FE and JB are the current Directors and gave an overview of the project. The Board noted there is not a high volume of work on a month to month basis and the handbook and forms have recently been updated. The Board noted the involvement of the Trust Manager in this area but also the importance of Director involvement and CG volunteered to be involved.

KB – Lead

FE – Deputy

CG – Deputy

Apprenticeships

As discussed earlier LL and JB remain on the team. The Board discussed the administration of the scheme and the involvement of the Trust and Fort Augustus. CNF offered assistance if the scheme was brought in house.

LL – Lead

JB - Deputy

Energy, Renewables and Transport

MD volunteered.

MD - Lead

Community Council Liaison

Action: Contact Patrick Haston - KB

Events and PR

The Board agreed they would volunteer their time for events as required. The Board agreed to add Events and PR under Communications.

Insurance/Human Resources/Health and Safety

The Board noted Steven's involvement with insurance. HR and Health and Safety will be the Chair's responsibility with support from the Vice Chair.

Lead – KB

Deputy - GJ

GDPR

CF is Lead Director but highlighted given the legal elements involvement there will be more of a deferral to external legal expertise when required.

Lead - CF

Wildside

JB offered to be a Deputy on the team.

Lead – KB, CF

Deputy - JB

Enterprise

The Board noted once the CAP is finalised input for business start-ups may be required with a requirement for external funding. After further discussion the Board agreed to revisit this post CAP.

Housing

LL offered to be Lead Director and RB as Deputy.

LL – Lead

RB - Director

Action: Send updated team sheet to LWK – GJ/KB

Project Management

The Board discussed the momentum of projects and possible resolutions where difficulties arise. GJ explained his vision for high level project management. GJ shared and summarised the quarterly document 'Draft Project Plan' and its headings and tools. The Board noted the document would require completion quarterly for each project, along with the usual report narrative. The idea is to

have the documents available on the Trust SharePoint once up and running to allow collaboration, the information from all projects will then be pulled into a long-term financial forecast. The Board commented it brought a better visualisation of the Trust projects.

Action: Meetings with Project Leads/Deputies to work through Project Plan spreadsheet - GJ

7. FINANCE UPDATE

FE advised the circulated finance report was drafted after 31 December 2020 and there were therefore no amendments or additions. The Board noted the SSE Dunmaglass annual payment had been received. FE updated following a delay in December, the Standard Life standing order was finally set up.

GJ introduced the five-year budget he and FE had been working on. The budget will take the format of an income and expenditure account. This will help show the projects the Trust can afford and choose which projects to progress. Once the CAP process is complete the budget will allow the Trust to base expectations on what is available.

FE highlighted to the Board under a few of the funding agreements there remains the possibility of drawing forward payments. These agreements would allow the Trust to model forecasts by bringing forward income from later years, but absolutely protecting the legacy fund at all costs. FE explained in further detail the process for drawing the benefit early. FE briefly ran through the construct of the cash flow forecast for new Directors.

8. ERROGIE CHURCH

GJ gave a verbal update and the Board noted the event in December attracted around thirty people of which thirteen volunteered to be involved in an Errogie Church Steering Group. The project has been broken down into phases. The first phase focuses on the central repairs, with a cost up to £90,000 and a contingency between £20,000 and £30,000 for repairs to the roof. There may also be additional work outside including ensuring the sewers are to the required standard.

Essential Repairs

GJ requested the Board to approve funding to commission a detailed draft plan from the architects, civil engineer and quantity surveyor to bring the Church up to standard and tender for a contractor. GJ explained the interior requires fetching out with the wooden flooring and replaced with a concrete floor, removal of the plaster and replacement with insulation along and the fetching out and replacement of the coombs in the ceiling and the exterior work. Eight weeks from then GJ anticipates returning to the Board to ask for the funding to carry out the repairs. Following that the Trust will use that period to draft a detailed design using community input, there will be information available from the CAP of what the wider community would like to see and what the church will be used for. The final plan of church's new role would be available in September with the hope of appointing builders in the following year, 2022. There would also be a requirement for funding to maintain and develop the

facilities over time. GJ explained the timeline is the project plan that supports this.

The Board discussed affordable rent to start up a business, franchises and similar business start-ups in the area.

The Board **APPROVED** the funding to commission a detailed draft plan from the architects, civil engineer and quantity surveyor.

9. GRANTS TEAM

SSE have yet to respond to the changes to the student grants system. GJ and KB are hoping to have a meeting with SSE toward the end of the month. KB explained for the benefit of new Directors the reason the change request had arisen was due to the Trust receiving Student grant applications for short-courses of varying durations that required lengthy discussions at Board meetings, so the Board agreed to standardised tiers of awards: -

£100 up to a month duration
£250 one to three months' duration
£400 for three to six months' duration
£500 six months to a year duration

KB noted a discrepancy between the Grant Handbook/Guidance Notes and the Application Form. The guidance notes and grant handbook, are clear that an applicant can make one application for a Student Grant per academic year, however the application form says only 'per year' which may result in an applicant assuming it is a calendar year. KB requested that all the Grant Handbook, Guidance Notes and Application form state 'academic year' to ensure consistency.

The Board **APPROVED** the inclusion of the word 'academic' in the application form. The Board discussed the term academic year and the potential variation for start and end dates and additional clarity will be included in the guidance.

10. WILDSIDE

CF updated there was little change since the previous report. RB is working through the legionella assessment and there are no actions arising at the moment. KB will be setting the water to heat to 65 degrees each day. KB is continuing to work through a short snagging list from previously contracted works.

11. COMMUNICATIONS TEAM

GJ worked through the communications and PR strategy, explaining the pillars of the strategy and the Trust activities around communications. The Board noted the importance that all legacy projects have a steering group drawn from the community. The Board discussed and agreed that the Riverside project steering group needed to be up and running as soon as possible. The Trust need to reach out to the community from a PR perspective. The Trust are developing the new website and have a meeting tomorrow with the website

company. GJ expects the build will be ready at the end of the month with the very public facing part of the consultation part of the CAP. We will be using the website to communicate about the CAP. In relation to Facebook commentary, it is currently limited and the comms team would like control to be eased to allow comments on the post.

A comprehensive e mail list will to be put together in order to communicate over and above the Trust member e mail list. The Trust will publish a newsletter twice a year and on a monthly basis via e mail. The idea is being able to put out information on a more regular basis. The newsletter does fill a function for the strath.

Steering Group – Community Action Plan

The proposal when the CAP work is complete, is that the steering group remains in place as an advisory body to the Trust and twice a year the Trust goes out and asks the community what they think about the job the Trust is doing, including stakeholders, key funders and local businesses. In relation to events there is a proposed schedule for 2021 to be publish at the start of the year.

Board approval was sought to ease the current Facebook controls which are currently set to hold comments out of the public eye. The Board discussed the pros and cons of removing this control in detail. The Board discussed the potential for negative comments but agreed overall that the channel for two-way communication which Facebook provides should be trialled. The Board **AGREED** to allow comments for a trial period of three months with review at the March Board Meeting.

The Board **AGREED** to reduce the newsletter editions from four per annum to a Spring and Autumn Edition and a brief Monthly Newsletter.

The Board discussed the cost of running the Winter Wonderland Event and noted a lot of the necessary lights, festoon poles and other fixtures were already purchased. The Board **AGREED** the Winter Wonderland Event should be an annual event.

Action: Book Calum - JB

12. BROADBAND

CF took the board through the report and proposal.

The original plan was to install a data cabinet at Wildside with the optional extra of additional access points in each room which could also facilitate a CCTV installation and could extend the Wi-Fi outdoors. At the moment there may issues if there are a lot of people at Wildside and the router struggles, therefore the proposal for the cabinet was being put to the board. The current quote is for £1,417.70 plus VAT. The Board noted this was over and above the original approved project cost. The Board discussed if there was a discount if two cabinets and additional infrastructure was required.

CF left the meeting.

The Board discussed the need for an additional Lead Director for the Broadband project given CF's interest. The Board discussed elements of the report in relation to ownership of equipment.

The Board noted the amount of time required to work through the various queries with the agreement.

The Board discussed having a review of the service given Fibre may now be rolled out in the area.

Action: Scan CFWN May 2017 agreement to Directors – FE

Action: Write to CG with queries and comments – Directors (not CF)

Action: Collate comments on Broadband - CG

Action: Cabinet install – February Agenda - LWK

Action: Timeline – update via e mail - KB

Action: Board meeting dates – February Agenda - LWK

Action: Covid update – via e mail to the Board – in depth update next month after Brolly Group meeting – KB

Action: Anyone wishing to join the Brolly Group e mail let KB know

CF returned to the meeting.

Vaccine Rollout

The Board noted that space is tight at the medical practice. CNF requested offering Wildside to the medical practice. Decontamination and sanitisation of the building would need to be provided by the practice. The Board noted the government subsidise this.

Action: Contact medical practice re additional space at Wildside - CNF

12. DATE OF NEXT MEETING

Next meeting 3 February 2021, 7 p.m. via Zoom

The meeting closed at 10.20 p.m.

Signed as a correct record of the meeting

Signed
Chair (Kirsty Balfour)

Date