



MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD VIA ZOOM AT 7.00 p.m. ON WEDNESDAY 3 MARCH 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), Chris Gehrke (CG)
Apologies	None
Chair	Kirsty Balfour (KB)
In Attendance	Tony Foster (TF), Laura Walker-Knowles (LWK), Steven Watson (SW), Nick Wright (NW), Nick Wright Associates
Non-attendance	Martin Donnelly (MD)
Minutes	Laura Walker-Knowles (LWK)
Declarations of interest:	Russell Bain declared an interest in Covid-19.

PRESENTATION – NICK WRIGHT, NICK WRIGHT ASSOCIATES

NW updated the Board on the current position in relation to the Community Action Plan (CAP). The Board noted there were fewer than expected responses online to date, however four-hundred and twenty hard copies have been posted out, with no count of returns yet. NW urged Directors to encourage responses from those who do not usually respond to Trust questionnaires etc. NW has been having telephone calls with community members and local stakeholders. The Board discussed project goals, further outputs and outcomes.

The Board noted the formation of a subgroup with a behaviourist.

The Board discussed the ease of getting hung up on the negativity of some members and not to overreact but take seriously. A small but vocal minority will be highlighted in the final report. The Board agreed there will always be detractors.

Statistically the number of responses that reflect the community are not the proportion of the total but the subsections. NW advised it would ideally be half of the population, which would provide a good flavour of issues, but the CAP could get by with less.

The Board thanked Nick for his time.

Nick left the meeting at 7.38 p.m.

1. INTRODUCTION

The Chair welcomed everyone to the meeting.

2. MINUTES OF THE ANNUAL GENERAL MEETING – 3 FEBRUARY 2021

RB **PROPOSED** and JB **SECONDED** and the Minutes of the meeting held on 3 February 2021 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters Arising

The team appointments document has been checked.

The timeline has been updated.

Further names for the CAP has been done.

Knockie Trust/Covid Support

The Board noted that plans around food, fuel and distribution of hardship funds has moved along quickly in the last month. The updated financial support documents have been sent round the Board for approval and the Covid Sub Group and Brolly group are meeting regularly to discuss other solutions. The Board discussed the paperwork and the reference to the self-employed hourly rate. The hourly rate is an equivalent bottom line of profit rather than a gross earnings figure. The Board discussed this in relation to the Living Wage, noting the Covid-19 financial assistance runs alongside the Knockie Trust grant and the Trust financial support scheme. The Brolly Group are now looking into delivering coal and wood; and have set up an 'emergency food box' scheme for those that cannot access the Food Larders.

In relation to emotional and mental help the Board noted the Brolly Group have organised online Health and Well-being classes like Yoga and Zumba. JB will be putting together a leaflet describing all that is on offer to the community.

The Board noted that the new Covid Hardship grant, forms are procedure is being finalised with Knockie Trust. CNF is working through the guidelines and would like to add a category for having a vulnerable person in the household.

The Board discussed the Knockie Trust running costs and noted a grant claim had not been received for the prior year. If The Trust awarded a grant this would release more funds for hardship and financial support. FE advised an application must include an estimate of expenditure for a year including operating costs and secretarial time.

TF queried if there was an indication on each grant application of process time. CNF advised the Knockie Trust time frame is within five days, and a closing date will be listed on the Trust support.

Action: Draft timesheet to CNF – LWK

Action: Financial scheme information to Covid-19 team (Adapt and Thrive) – TF

Action: Description for both Knockie Trust grants for clarity- CNF

IT Systems and Training

The Board discussed MS Teams and training and the Directors will look at the circulated YouTube training videos.

Action: Set up MS Teams meeting for all third week in the month – LWK/CF

Projects/Proposals

The Board will progress the Broadband cabinet proposal.

3. FINANCE

The Board noted the finance report and FE updated with the month end bank interest figure received.

The Board noted that TF and FE have met on line to discuss Trust finances.

The Board discussed SSE community benefit and fuel payments. SSE categorically cannot pay for energy.

SW left the meeting at 8 p.m.

4. LEGACY PROJECTS STEERING GROUP DISCUSSION

The Board noted it was now a priority for project steering groups to be established. JB and KB are meeting tomorrow to discuss a Wildside steering group and it is essential a Riverside Field group is now set up. The Board noted it would be preferable to have a uniform model for setting up the groups. GJ and LL have successfully started one for Errogie Church. The Board agreed there would be more information flowing from the CAP, but it would be good to start the groups now and get the community thoughts going forward. GJ and LL will share the Errogie steering group framework and then share the outcome of the Riverside Field steering group set up. The Foyers Bay team will also discuss setting up a plan for their steering group and then all legacy projects have supporters out with the Board.

LL gave an overview of the set-up of the Errogie Church group, which began with a social circle in Errogie who were contacted and asked to spread the word to any potentially interested community members. Following that, an invitation was sent out for an unveiling of the church including a small presentation of the plans and further contact details taken for those interested in becoming part of the steering group, along with the level of involvement they wanted to give. Thereafter small teams were created.

KB hopes to have ideas with costs for Wildside landscaping at the next meeting, to see which ones can then be taken forward.

The Board noted encouragement was needed for the whole community, not just those not just for the immediate area of each project.

JB updated the Board that the website will include 'Call to Action' button so the community can click to get involved.

The Board discussed the names for Errogie Church building and the suggestions put forward.

Action: Steering group for Foyers Bay – RB/LL

RB has received a quote from Mike Lawson for the Planning Application, but there is a slight delay as a few parts were missed. Once the updated quote is received a steering group can be set up. LL advised there were three interested parties at the moment but likely more. RB suggested finding a suitable date among those already keen and then advertise on FB with an open invite to an audience with the team. The Board noted this would be a good opportunity to allow those who are going to use the facility to input what style they would like to see, what they need, hopefully dispelling negativity.

5. COVID-19 TEAM/BROLLY GROUP

The Brolly Group met last night and worked through the different schemes and how they were going to be advertised. The schemes included financial help, hardship grants, promoting good mental health and well-being activities and help with wood/coal costs.

Action: Send final version of the application form with FE's revision in the next few days - GJ

6. JANITOR/CARETAKER ROLE

The Board discussed the job description and the additional responsibilities required for the role, since it was previously advertised. The Board agreed the role should be now re-advertised.

The Board discussed advantages and disadvantages of employed versus self-employed. The Board discussed grass-cutting and maintenance as additional job opportunities. The Board noted clarity was required and services required rather than a job description.

Action: Circulate HMRC toolkit employed or self-employed – FE

Action: Discuss details of the role and finer points – GJ, KB and TF

7. COMMUNICATIONS AND FACEBOOK COMMENTING

The Board discussed engaging and commenting more widely on Facebook. Comments should be answered and the Trust should actively participate in on-line conversations. The current agreement is not to get involved in discussions

on community pages. The Board discussed responding with an agreed short template of text with insertion of a link to relevant information, where applicable. The Board discussed it would be positive to put the opinion out to the different individuals and good to highlight that Directors are local and have an opinion.

CF left the meeting at 9.35 p.m.

Action: Chase for pump bill – GJ

Action: Plan for FB commenting next meeting – Comms Team and TF

8. DIRECTORS QUESTION AND ANSWER SESSION

The Board discussed the idea of an informal open question and answer session with the community a few times a year, with the date advertised in the newsletter the month before, with a request for questions via e mail in advance. The Board discussed advantages/disadvantages of on-line Q and A's compared to written Q and A's via the Newsletter and email.

The Board **AGREED** to ask for questions and answers in the next edition of the monthly newsletter (March).

9. (a) RIVERSIDE FIELD REPORT

The Board noted the Riverside Field report. The team has discussed next steps and the short and long-term costs going forward. CNF summarised the preliminary costs for access and draining, a contingency plan and works on the field.

TF suggested letting the steering group know the plan already decided, given the three consultations already held and the group can focus on managing the impact of the plan on the residents.

The Board discussed the project's long timeline for use but in the meantime it could be made ready with a useful outdoor facility when lockdown is eased. The field could be open, pathways mowed in, football goals erected etc. and could include the hire of a temporary pop up building with community pin access only and alongside that information and consultation meetings could be held there. The Board discussed consultation with the architect to ensure screening between campsite and residents. TF will be discussing with the architect what the Trust can do immediately that will not be torn down as soon as initial works start.

Action: Temporary pop-up building costs – next meeting – SW/AF

(b) APPRENTICESHIP REPORT

No update.

(c) FUNDERS TEAM REPORT

GJ gave a verbal update. SSE and Greencoat are pressing to know what projects will be spending next financial year and Trust figures are required by the end of April 2021 and March 2021 respectively.

The Board discussed community asset transfers and the need for an incorporated body such as the Trust. The Green Team have two areas they are interested in, a field for growing community fruit and vegetables and another for conservation, including creating a community woodland, replanting broadleaf trees, outdoor school huts and woodland walks. The Board noted this would come out in the CAP and LL has a meeting with the Forestry Commission next Friday and will then get some figures together.

Action: Project teams' budgets to GJ asap.

Action: Read LL's paper and return – Directors/TF

11. TIMELINE 2021

The Board noted the Timeline contained deadlines for reporting and events for the calendar year and was available to view on the Directors' side of the website. If anything is missing please e mail LWK.

12. COMMUNITY MARKET PROPOSAL

The Board note the market was cancelled next month.

Action: Next month's agenda – LWK

13. AOCB

(a) Caroline Mortimore – Student Grant Application

The Board noted this had been missed at the February meeting.

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

Fund: Aberchalder

(b) Membership Applications

The Board noted Ordinary Membership applications from Mark Henderson, Richard Brook and Mark Hall.

Action: Send Certificate and Letters – LWK

Action: Check membership numbers - LWK

(c) SharePoint

LWK briefly explained the construct of SharePoint. Each project has a site with two pages, one for all staff to use and one for the project managers to use. SP can be linked to MS Teams via Channels. LWK will construct a test site for use over the next few weeks.

03/03/2021

(d) Forest and Woodland Discussed under Funders Team.
13. DATE OF NEXT MEETING Next meeting 7 April 2021, 7 p.m. via MS Teams.

The meeting closed at 10.20 p.m.

Signed as a correct record of the meeting	
Signed Chair (Kirsty Balfour)	Date