

MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT WILDSIDE CENTRE, WHITEBRIDGE AND MS TEAMS AT 7.00 p.m. ON WEDNESDAY 1 SEPTEMBER 2021

Present	Frank Ellam (FE), Russell Bain (RB), Chris Gehrke (CG), Kirsty Balfour (KB), Lorraine Lewis (LL), Catriona Fraser (CNF)
Apologies	Chris Finlay (CF), Gareth Jones (GJ), Jillian Barclay (JB)
Chair	Kirsty Balfour (KB)
In Attendance	Tony Foster (TF), Laura Walker-Knowles (LWK), Caroline Tucker (CT), Carlene Vincent (CV)
Non-attendance	-
Minutes	Laura Walker-Knowles (LWK)
Declarations of interest:	None.

A. INTRODUCTION

The Chair welcomed everyone to the meeting and introduced the new Finance Officer, Carlene.

B. MINUTES OF BOARD MEETING – 2 JUNE 2021

FE **PROPOSED** and RB **SECONDED** and the Minutes of the meeting held on 4 August 2021 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

Matters Arising

Communities Housing Trust

The Board noted in relation to the Communities Housing Trust (CHT) discussion at the August Board meeting. The plan is to complete the Community Action Plan (CAP) and the group responsible for the affordable housing strategy will revisit CHT's proposal.

TF updated on communications with Ronnie from CHT and as the Trust would like to carry out further consultation in relation to funding. KB and CG met with the Inverfarigaig Residents Group (IRG) last week and discussed the situation with them. IRG were looking for additional detail after reading the minutes as

it appeared the Trust were jumping straight into something with no further consultation. IRG are now aware that it will be progressed through the CAT.

Note of thanks to staff

KB had circulated thanks.

Broadband

CG had circulated the list of assets that CFWN list the Trust as owning.

Stratherrick and Foyers Community Council grant application

GJ and KB met with Patrick Haston, Chair of Stratherrick and Foyers Community Council and discussed the group's recent grant application. The Board noted the summary of the meeting recently circulated by KB and the group will submit a revised application. KB highlighted to SFCC the increase of 100% in administration time required and a breakdown by task would be needed before the Trust could consider the grant application further. SFCC are now also aware that further applications will require match funding. SSE again have stipulated further applications will require match funding but appreciate for this application Covid has had an impact on that.

Circulate Articles of Association

The Board agreed no changes were required.

Membership List

The Directors had reviewed the list and passed changes to LWK.

Meeting with Nick Wright

A date is not yet finalised and TF will follow up with a meeting date.

C. FINANCE

The Board noted the circulated report.

The Board noted the mandate for the signatories had been signed.

FE took the Board through the management accounts to the end of the financial year. FE ran through comparables with the previous financial year's profit and loss and balance sheet. The Board noted the income from the legacy fund was slightly higher than the previous year and the surplus for the year was similar to the previous year.

Action: Review and authorise Colin Armstrong Associates invoice – GJ / CV

Action: Clarendon attending the November 2021 meeting.

D. GRANTS

(a) **Student Grant Applications**

(i) **Applicant:** Mark Henderson

Amount applied for: £100

Purpose of grant: Course Expenses

The Board **APPROVED** the grant in the sum of **£100**.

Fund: Glendoe

(ii) **Applicant:** Peter Faye

Amount applied for: £100

Purpose of grant: Course Expenses

The Board **APPROVED** the grant in the sum of **£100**.

Fund: Glendoe

(iii) **Applicant:** Dillon O'Hare

Amount applied for: £500

Purpose of grant: Student Expenses

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

Fund: Glendoe

(b) Non-Constituted Grant Application

(i) **Applicant:** Lyn Woods

Amount applied for: £1,000

Purpose of grant: Wildcrafts

For the purchase of materials in relation to spinning including velcro, crayons, glues etc. for wildcrafts. The Board noted the numbers attending were between seven and nine.

The Board **AGREED** a grant in the sum of £500.

Fund: Glendoe

Action: Investigate if a general insurance policy to cover the groups is available SW/TF

(ii) **Applicant:** Lyn Woods

The Board noted additional information had been sought in relation to the Soup2Go grant application and the assessment will be circulated for decision via e mail.

(c) Large Grant

Boleskine Community Care

KB and FE updated the Board.

The Board noted the grant application should have been processed earlier as the previous grant award to Boleskine Community Care (BCC) expires on 17 September 2021. As this is a large grant application it follows a two stage application which takes time and goes via SSE, followed by a full assessment. The Board is therefore on notice this will be urgent.

FE summarised the application for a part time Development Officer (DO). BCC have found the DO alone was unable to do all the work required and they are proposing two part time employees, a DO and an Administration Assistant (AA) so they can develop and expand the services that they offer. The grant they are applying for is for the period 17 September 2021 to March 2023. The final amount payable, will depend on the actual salaries that are offered. The range for the DO is £26,000 - £29,000 pro rata and the AA £21,000 - £24,000. FE calculated for year one, at the top end of the salary range, including employer's National Insurance contributions, sickness provision and pension, but including additional office equipment, year one would total £31,636, year 2 £20,800 (just over half a year), £60,500 maximum payable.

SSE again have stipulated further applications will require match funding.

The Board noted BCC's audited accounts to July '20 are in order. The Board discussed making a provision to pay half of any grant awarded and release the other half when the accounts to July '21 are received and reviewed. The Board discussed the group's expected outputs and rules and agreed it was necessary to further understand their current situation.

Action: Request a copy of the group's development plan – assessors.

E. INVERFARIGAIG FIELD

The Board had previously agreed to paying half the cost of valuing the fields for IRG of which the group would like to gain ownership of. The value of the fields is £6,000. The Board discussed the Trust taking ownership of the fields as IRG do not have the correct legal identity to take ownership, as it is not an incorporated body. The Board noted that as the fields were low value it would be a simplified transfer. IRG would like to offer 55% from their own funding and to have leverage on any Memorandum of Understanding, giving them control of the land.

The Board discussed leasing the land and noted the difficulty securing grants for land that is not owned. A 99-year lease however, with peppercorn rent and conditions the land can only be used for community use would be a good option as it would provide greater clarity.

The community and the CAP outcomes should match in this case.

The Board **AGREED** a conditional 99-year Lease and fixed use of land, the Trust would then purchase.

The Board discussed additional land the Green Team and other community groups had been looking at. TF will discuss with Forestry discussions they have had and possible costs relating to the land/buildings on it.

F. AGM

(a) Director Vacancies

CF, RB and KB will step down, RB and CF will not be re-standing. There will be a total of four vacancies and the Trust will require three more Member Directors.

Action: Promote being a Trust Director – Comms Team

Action: Suggestions for new Directors to GJ – Directors

(b) AGM – Format Decision (virtual/face to face)

The Board discussed the format and the possibility of a hybrid setting.

Action: Calculate maximum numbers for face-to-face ticketed event for sufficient social distancing - TF

(c) Quote for AGM Printing

The Board **AGREED** to the printing quote from Voluntary Action Lochaber. The AGM mail out must be sent to members by post at least 14 days before the AGM.

Action: Paper for AGM setting etc. at the next Board – TF

Action: Advance Notice of AGM in next news and five things on Friday – TF/Comms Team

G. SSE MEETING

TF updated that SSE are pleased with the CAP and the work the Trust is continuing with. There is a meeting with SSE on Thursday morning, after the October Board meeting. The meeting will include discussions of the CAP outcomes and increasing the capacity of the groups around the community. SSE have set up a leadership course which TF will be attending.

H. QUARTERLY UPDATES

(a) Riverside Field

No formal update

In relation to the Foyers Bay Steering Group there is no update as no further change.

Action: Project updates from Directors by 10 September for the next newsletter - Directors

(b) Apprenticeship

No current apprenticeships.

(c) Monthly Trust Report

The Board noted TF's report to the Community Council.

(d) Caretaker's Role

As this role has expanded TF requested a change in Mark Henderson's job title to Facilities Manager which reflects his duties more appropriately.

A Macgregor's discount card is requested for purchase of Trust uniforms and necessary tools. RB suggested Highland Industrial Supplies who deliver out to Stratherrick twice a week.

The Board **AGREED** to the change in job title and cards from Highland Industrial Supplies and/or Macgregors.

The Board discussed the current Wildside budget and office equipment budget.

I. PETANQUE COURT

Mark Henderson and Peter Faye have come to an agreement that SOSA make bookings for the court.

In relation to moving the court somewhere else on site the Board noted the steering group had reviewed the comments/post it notes from gala and it is not practical and would limit space. The Board noted there may be consideration of a court at Riverside Field.

Action: Return to Peter to check all Petanque processes in place and workable – KB

J. NEW ORDINARY MEMBERS

The Board noted the new Trust Community Members Lesley Morrison and Claire Maclean.

Action: Send letters and certificates – LWK

K. AOCB

Foyers Toilets

The toilet plans will be reviewed in light of the cost of materials. The Trust will likely receive the grant and SFCC will still run the toilets.

L. DATE OF NEXT MEETING

Next meeting 6 October 2021, 7 p.m. Wildside Centre

01/09/2021

The meeting closed at 9.50 p.m.

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