

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 12 JANUARY 2022

Present	Chris Gehrke (CG), Kirsty Balfour (KB), Lorraine Lewis (LL), Catriona Fraser (CNF), Gareth Jones (GJ), Ken Sinclair (KS), Mark Sutherland (MS), Maureen McGuire (MG), Maire Brown (MB)
Apologies	None
Chair	Kirsty Balfour (KB)
In Attendance	Tony Foster (TF), Carlene Vincent (CV)
Non-attendance	-
Minutes	Laura Walker-Knowles (LWK)
Declarations of interest:	KB and KS declared an interest in Broadband.

A. INTRODUCTION

The Chair welcomed everyone to the meeting.

Matters Arising

Action: Carried forward agenda item – financial management – CV/LWK

Riverside Field – the plan is still currently delayed.

All Directors to be emailed the updated Trust Statement of Financial Principles and Clarendon's recommendations. Creation of a sub-committee was suggested to review annually. The Board discussed risk in relation to investment in biotech. It was highlighted an action in relation to investment in renewables was discussed at the 3 November 2021 meeting. The Trust has supplied a paper to SSE in relation to investment in wind farms post Feed-in-Tariff. There is reference to a community investment model and the Trust will continue to pursue this.

The Board discussed the Trust's ethical investment principles and Environmental, Social and Governance (ESG).

Action: Update Statement of Principles and circulate - KB

Laptops – New Directors

MG would rather not have a laptop and will access the Trust e mail/systems via her own hardware. MS has a laptop and has managed to login.

Action: Update asset register with new laptop distribution - LWK
Action: Arrange a date for training on SharePoint and utilising Trust systems – LWK/TF/KB
Action: Forward link to finance documents/Statement of Financial Principles to Directors - LWK

MINUTES OF BOARD MEETING – 1 DECEMBER 2021

GJ **PROPOSED** and KS **SECONDED** and the Minutes of the meeting held on 1 December 2021 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

MINUTES OF THE ANNUAL GENERAL MEETING – 24 NOVEMBER 2021

KS **PROPOSED** and CNF **SECONDED** and the Minutes of Annual General Meeting held on 24 November 2021 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

MINUTES OF THE POST ANNUAL GENERAL MEETING – 24 NOVEMBER 2021

CNF **PROPOSED** and MG **SECONDED** and the Minutes of the Post Annual General Meeting held on 24 November 2021 were **AGREED** as a correct record without any further amendment and **APPROVED** and signed by the Chair.

C. FINANCE

The Board noted the circulated finance report. CV briefly ran through the monthly finance process, review and content of the paper and spreadsheets.

Action: Finance process meeting with MS – CV/MS

CV left the meeting at 7.50 p.m.

D. GRANTS

(a) **Constituted Grant Application**

(i) **Applicant:** Stratherrick Primary School Parent Council

Amount applied for: £1,950

Purpose of grant: Ten weeks coach hire to take the whole school/nursery to swimming lessons.

The Board **APPROVED** the grant in the sum of **£1,950**

Additional condition: The group should be encouraged for future applications to consider match funding, from the Stronelairg panel for example. Provision of full accounts.

Fund: Stronelairg

E. QUARTERLY UPDATES**(a) Communications**

GJ took the Board through the report. The Winter Wonderland Event was a success. A questionnaire was circulated to attendees after the event with a positive response. The team are going to look into changes to the event including shortening the duration of the daily event, possibly over two evenings.

Suggestions had been received to make the event larger to include timed mini events run by community groups.

The Board discussed lack of Director support at the event and the necessity at future event/s and the importance for community groups to also support events.

The Board discussed potential events for 2022 which include the popular Summer Event to be held at Corriegarth Estate and a suggestion for a Highland Games style event. The annual firework event is also proposed.

The Board noted the monthly market is currently on hold until the fundraising post is filled.

The Board discussed ideas and themes for events and Client Relationship Management Systems for communications.

Action: Report for 2022 event to the February Board – CT/Comms Team

Action: Community group involvement – Comms Team

Action: Individual run events, e.g., Treasure Hunt – Comms Team

Action: CRM Software to streamline comms and collate existing mailings – MG/TF/LWK/GJ

GJ briefly explained the current communication mailing's structure and timeline.

(b) Wildside

KB gave an update to the Board. The marquee has not been used so far in the way intended and some thought needs to be given to utilising it to the full. There is some wind damage that needs repair and KB will return to the supplier and request an estimate. The Wildside Steering Group will be involved in marketing the marquee.

The Board were pleased to note Steve Marshall has started as the new Facilities Manager.

The Board discussed new staff induction process. The Board noted that Mark, the exiting Facilities Manager had given a handover to Steve. TF works through new staff with their contract and health and safety on starting and arrangements will be made to meet with the Chair.

The Board discussed contacting Steve and noted there is a 'book' for Wildside for users to enter requests. For urgent queries TF would prefer to be contacted.

The disabled access path will be completed at the end of January 2022. The Board discussed the raised area and the choice of timber.

Action: Add information on the book reporting facility to the booking form, if there is evidence the system works – TF/LWK

Action: Advise Steve not to circulate personal mobile number to users – TF

Action: Purchase Trust mobile for Steve – TF/LWK/Steve

(c) Broadband

The Board noted the circulated report.

The transfer is underway to terminate the Trust Lease with Dunmaglass to allow Cromarty Firth Wireless Networks (CFWN) to enter into an agreement with the Estate. The Board discussed the clause within the Lease saying the Trust need to attend to dilapidations when the Lease is terminated and how the liability requires careful negotiation; CFWN will complete the mast and continue with those works.

The Board noted the Trust's cost for completion of the dilapidations, completion of the mast and the ongoing fibre subsidy along with monthly service costs for Stratherrick Public Hall and Wildside.

The Board noted requests for Broadband from residents at Garrogie Estate and both residences are eligible to a voucher for connectivity.

The Board discussed where the Trust role lies with regard to Broadband and the per capita costs if the Trust could subsidise any further expansion of the network. If CFWN do not complete the mast the Board discussed if the Trust may consider initiating a community fibre broadband partnership to ensure Torness is covered, this would involve financial input. The aggregation of the Scottish broadband vouchers is a key omission as Torness is the only settlement that has no provision under R100.

Affordable broadband is an aspiration from the Community Action Plan (CAP) but would have considerable financial implications for the Trust.

The Board discussed developing an opinion about the Trust broadband roll out with regard to the CAP and whether the Trust confirm allowing the market to supply and also the Scottish Government funding and UK funding through the Gigabit Scheme, to fund any further developments within the area. The Trust could signpost householders to the main vouchers if they are not part of the R100 and CFWN cannot connect and consider expansion of the network.

The Board discussed the existing infrastructure already in the community which would be transferred to CFWN and what the Trust own.

The Board discussed contingency options if CFWN withdrew service.

The Board discussed what happens if CFWN doesn't take over the equipment and the possibility of BT adopting the equipment and linking into their infrastructure.

The Board discussed options if CFWN left. The Board discussed personal gain if the Trust took over provision of Broadband. The Trust could back a community group with the expertise.

The Board discussed drafting a roadmap to handover Broadband to a customer group.

Action: Request business plan from CFWN – Broadband Team

Action: Investigate third party agreements/legal agreements CFWN hold in relation to infrastructure – Broadband Team

Action: Roadmap to handover to a customer group – Broadband Team

(d) Funders

No update.

(e) Grant Notice

The Board noted the quarterly notice of grants awarded.

CNF acknowledged the excellent work that Alister Chisholm had put into the war memorial booklet.

Action: Grant Notice to Noticeboards – Local Director/s

Action: Grant Notice to Website - LWK

F. MONTHLY UPDATES

SSE Meeting

No update.

Trust Manager Report

The Board noted the circulated report.

G. PROJECT TEAMS/LEAD DIRECTORS

The Directors discussed and volunteered for Lead and Deputy positions for current projects and work areas. Directors remained or were assigned:

Finance

Kirsty Balfour - Lead

Funders

Maureen McGuire – Lead

Comms/Events/PR

Gareth Jones – Lead

Maureen McGuire/Maire Brown – Deputy Lead

Riverside Field

Kirsty Balfour – Lead

Catriona Fraser – Deputy Lead

Foyers Bay

Lorraine Lewis – Lead

Maire Brown/Gareth Jones – Deputy Lead

Broadband

Chris Gehrke – Lead

Ken Sinclair – Deputy Lead

Grants

Kirsty Balfour – Lead

Maire Brown/Maureen McGuire

Apprenticeships/Developing the Young Workforce

Catriona Fraser – Lead. Strive to be a recognised contact/group

Energy/Renewables/Transport

Ken Sinclair/Kirsty Balfour – Lead

Community Council (CC) Liaison

Unassigned. The Board discussed the risk of the position remaining vacant going forward. The Board noted TF currently liaises regularly with the CC and Directors regularly attend the monthly CC meeting. The bi-annual meetings will be attended by as many Directors that are available.

Errogie Church

Gareth Jones – Lead

Lorraine Lewis – Deputy Lead

Inverfarigaig Classroom

Chris Gehrke – Lead

Lorraine Lewis – Deputy Lead

Stronelaig Community Panel

Catriona Fraser - Lead

GDPR

Maureen McGuire - Lead

Wildside

Kirsty Balfour – Lead

Catriona Fraser – Deputy Lead

Community Action Plan

Gareth Jones/Maureen McGuire/Kirsty Balfour/Catriona Fraser - Lead

The Board acknowledged the staff support in all the above.

H. MEETING DATES/TIMELINE

The Board noted the meeting dates and the timeline.

I. PROJECT RANKING

The Board noted the circulated paper in relation to a Community Project Evaluation Tool for the ranking and justification of projects.

In order for the Trust to defend its actions, this would demonstrate the why and how decisions were made. The Board discussed the meaning of personal gain and GJ gave an overview of where the Trust was at present.

GJ gave a presentation on the framework that underpins the CAP and how projects are selected to progress via analysis. The Board discussed the difference between businesses and community.

In relation to the evaluation tool, the Board **AGREED** the Trust Manager to lead a £5,000 budget to procure a consultant to build/modify a template to rank/score project merits, ready to use in the new Trust financial year, 1 July 2022.

The Board discussed communications and acknowledged a large area of the community is being missed. Unfortunately, not all residents of the community are members of the Trust and therefore do not receive Trust information. The Board discussed possible mailouts to all addresses in the Trust area for any major consultation or events.

J. AOCB

(a) The Board noted thanks received from Graham Bain in relation to his student grant award.

(b) The Board noted the Membership Application form from Jenny Tompkins.

- Action: Send update re BCC - GJ*
- Action: Hall Committee Update – KB*
- Action: Send Membership Certificate - LWK*

K. DATE OF NEXT MEETING

Next meeting 2 February 2022, 7 p.m. Hybrid.

The meeting closed at 10.20 p.m.

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