



## Annandale & Nithsdale Community Benefit Company

### Board Meeting

Thursday 21<sup>st</sup> June 2018, 6.30pm

Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

### MINUTES

#### Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
Sheila Farries	Lochside & Woodlands
Alistair MacFadzean	Dunscore
Hugh Buck	Kier
Russell Stuart	Heathhall
David Dick	Closeburn
Mike Steele	Closeburn
Helen Haggart (Treasurer)	Lockerbie

#### Apologies:

Richard Mann	Johnstone
John Magill	Ae
David Booth	Moffat
Murdoch Macpherson	Dalton & Carrutherstown
Cllr. Stephen Thompson	

#### In attendance:

Cara Gillespie	Foundation Scotland
Sam Bramwell	Foundation Scotland
Gillian Arnot	SPR

#### 1. Welcome and apologies

The Chair opened the meeting and welcomed everyone. It was noted Murdoch Macpherson was unwell and would be unlikely to attend Board meetings for a while. The Board wished him well.

#### 2. Apologies/quorum

Apologies were noted. The meeting was quorate (quorum is four Directors present).

#### 3. Minutes of last meeting

##### 3.1 Approval

The Minutes were approved by all.

### 3.2 Matters arising not on agenda

Sam Bramwell was introduced as the recently appointed Community Fund Coordinator supporting ANCBC. Sam will officially start with Foundation Scotland at the beginning of August.

Martin reported that the hack on the website had been fixed and its development and updating was ongoing. This work was being carried out by Stephen Thompson.

The merger discussions between Clarencefield Community Council and Mouswald Community Council were ongoing.

There were no other matters arising.

### 3.3 Outstanding actions

There were no outstanding actions.

## 4. Grant Applications

<b>Grant Applicant</b>	<b>Project Description</b>	<b>Amount Applied For</b>	<b>Amount Awarded</b>	<b>Conflicts of Interest/ Conditions of Award/Feedback to applicant</b>
Lockerbie Christmas Lights - A478388	To provide new Christmas lights for Lockerbie in 2019, when the existing lights come to the end of their expected life.	£10,000	£4,000	Helen Haggart declared a conflict of interest and left the room. Conditions: That a further two written quotes for the supply of the lights and other fixtures are provided.
Maxwelltown Playcare - A478464	To re-locate day care for children between the ages of 12 weeks and 12 years of age.	£20,000	£20,000	Feedback: The Board noted that the reserves position is low and encourages the group to address this. In addition, the Board noted that the group is unincorporated, meaning individual office bearers must enter contracts on its behalf and have unlimited personal liability in the event of a successful legal claim. The Board recommends strongly that this is addressed and that the group seeks to incorporate. Guidance and

				<p>support can be provided by Third Sector Dumfries and Galloway.</p> <p>Conditions: That a copy of the insurance policy covering employer's liability, public liability, loss or damage to property and contents, and trustee liability is provided; That a copy of the lease or other occupancy agreement for the infant wing is provided, demonstrating occupancy rights for a minimum of 10 years, together with written permission from the building owner consenting to the proposed refurbishment works;</p> <p>That a copy of the building warrant and associated building warrant plans are provided;</p> <p>That three written quotes are provided, to include purchase and fitting/installation for all proposed works being part funded by the grant;</p> <p>That evidence is provided of sufficient match funding to complete the project.</p>
Glencairn & Tynron Horticultural Society - A478576	To hire a marquee and purchase portable screening to separate the kitchen and preparation areas from the dining area.	£3,106	£3,106	Conditions: That confirmation is provided that the goods stored in the container will be covered by the group's insurance.
Learners Together - A478607	To continue Nia dance classes.	£1,740	£1,740	
Inspired Community Enterprise Trust - A478641	To pay salary costs for a Mentor to work with young people with Additional Support Needs.	£20,000	£20,000	

Thornhill Gala Committee - A478680	To contribute to the costs of a week-long Gala celebration.	£2,978	No Award	Feedback: Whilst supportive of Thornhill Gala, the Board noted the group has sufficient existing reserves to fund the event. It was therefore felt that there is insufficient financial need for a grant at this time. The group is welcome to apply again if a financial need for a grant can be demonstrated.
Lochside Community Association - A478763	To modernise and upgrade the Centre.	£8,133.72	£8,134	Sheila Farries declared a conflict of interest and left the room. Feedback: The Board noted that the Association does not own the property and that the current lease with Dumfries and Galloway Council is for just two years. The Board needs to ensure that funded projects will continue to benefit the community for at least ten years. Please note the related condition of grant, which is that the Association either secures a ten year lease, or takes full ownership of the building. Conditions: That two additional written quotes for the upgrading of the heating system are provided. That a copy of a signed lease for a duration of at least 10 years, or a community asset transfer agreement is provided.
Eskdalemuir Expressive Arts - A478806	To run a series of 4 one-day arts workshops in the Eskdalemuir Community Hub.	£1,200	£1,000	Feedback: The award is slightly less than the amount requested, as the Board felt the group could contribute more to the project from its reserves.

Torthorwald Hall Association - A478854	To upgrade the toilet facilities in Torthorwald Village Hall.	£10,000	£10,000	<p>Conditions: That a copy of the building warrant, together with the associated plans for the building works, are provided. That three written quotes for the building work are supplied to Foundation Scotland. That written consent from the Nicholson Trust is supplied, confirming that Torthorwald Hall Association has permission to carry out the proposed building works and that the Hall will remain in community use and under the Hall Association's management for at least 10 years. That confirmation of sufficient match funding for the full project to proceed is provided.</p>
Tinwald Parish Hall Committee – A469753	To contribute to the costs of replacing the Hall floor.	£5,787	£5,787	<p>Conditions: That evidence of sufficient match funding for the project to proceed is provided before payment can be made</p>
Locharbriggs Village Hall Association - A471836	To refurbish the hall kitchen and purchase new folding tables for use in the hall.	£4,381	£4,381	<p>Feedback: It was noted the group is new and therefore has no financial track record. Please note the related conditions of award, which are to provide comfort that the group is solvent and capable of good financial management. Guidance on independent verification of accounts can be found on the Foundation Scotland website here: <a href="https://www.foundationscotland.org.uk/grants-and-funding-for-organisations/advice/">https://www.foundationscotland.org.uk/grants-and-funding-for-organisations/advice/</a>. Please do contact Foundation Scotland if anything is unclear. Further advice and support can also be obtained from Third Sector Dumfries and Galloway.</p>

				Conditions: That a recent bank statement is provided. That externally verified accounts, covering a period of at least six months, are provided.
Penpont Friendship Club - A476714	To contribute to running costs for three years.	£1,500	No Award	Feedback: The Board noted that the Club has unrestricted reserves in excess of one year's equivalent running costs. Whilst supportive of the Club and its activities, the Board felt that there was no financial need for a grant at this time. The Club is welcome to apply again, once reserves are reduced to around six months' equivalent running costs.
Heathhall Community Centre Committee - A477087	To support internal refurbishment, installation of wifi, noticeboards, outside lighting and bowling green equipment.	£2,345	£2,345	Russell Stuart declared a conflict of interest and left the room.

## 5. Finance & Governance

### 5.1 ANCBC Treasurer's Report

The Treasurer's report was circulated. A couple of inaccuracies were flagged and the Treasurer indicated that she would like some further induction in how to prepare this. The next tranche of income would be £310,000, expected in August.

**ACTION: Treasurer & FS to meet to discuss financial reporting.**

### 5.2 Foundation Scotland Fund Statement and Grant-making report

The FS Fund Statement and Grant Making Report was noted.

**ACTION: It was agreed that future fund statements would cover a shorter time period, starting in January 2018.**

### 5.3 Assessing financial risk

The Co-Op and Bank of Scotland accounts are still in use and the application to Santander has stalled. A small amount of funds held are therefore at risk, due to exceeding the amount protected under FCA rules. It was agreed however that the risk is currently low.

**ACTION: It was agreed to keep ANCBC funds split between two banks. It was agreed not to proceed with the attempt to open a third bank account with Santander.**

#### **5.4 Community Council Membership and Local Grant Scheme**

An update on the local grants scheme was given by Martin.

#### **5.5 AGM Planning**

Cara reported that the AGM was going to be quorate with 18 confirmed attendees and 7 apologies. It was clarified that all Directors should stand down and then stand again for re-election. Voting would take place individually and each candidate would be asked to give a brief introduction. Martin noted that he would be giving a Powerpoint Presentation at the AGM.

#### **5.6 General Data Protection Regulations (GDPR)**

Guidelines from the Information Commissioner's Officer on Preparing for GDPR, an Introduction to GDPR for the ANCBC Board and a Preparing for GDPR paper were circulated. Cara gave a presentation on the key issues in relation to the legislation that ANCBC should be aware of including:

- If ANCBC can prove it is working towards data protection requirements it is very unlikely that there would be grounds for prosecution.
- The Company needs to have its own GDPR protocol in place including a privacy notice on the website.
- Changing boundaries of data ownership and control may trigger changes to the agreement between ANCBC and FS.
- The Company and Martin act as data controllers and processors.

**ACTION: A GDPR working group to be set up which included Martin, Russell and Helen.**

The rest of the Board mandated this group to make decisions as necessary, without reverting to the full Board.

### **6. Foundation Scotland updates**

#### **6.1 Recruitment**

This matter had been addressed earlier in the meeting.

### **7. Any Other Business**

#### **7.1 Thanks Given**

Martin gave thanks to Gillian Arnot and to ScottishPower Renewables (UK) Ltd. He reported that it had been another good year for ANCBC with a variety of projects across all Community Councils being funded. Gillian thanked the Board on behalf of SPR and reported that SPR had now given £25million in community benefit funds. A 'thank you' event for Community Councils in the South West region was being planned.

#### **7.2 Insurance & Company records**

It was confirmed the Chair & Treasurer have obtained indemnity insurance for Directors. It was noted the cost of renewal appeared high and that there may be cover contained within the insurance that is not required by the Board.

**ACTION: Martin and Helen to discuss the scope and cost of the Insurance Policy with the Insurance Brokers.**

### **8. Date and venue of next meeting and Future Meetings**

The next Board meeting will take place on Thursday 11<sup>th</sup> October, Lochhouse Farm Retreat, Beattock at 6:30pm.

The next funding application deadline is 6<sup>th</sup> August.

### **Future Meetings**

Thursday 11<sup>th</sup> October 2018, 6.30pm Lochhouse Farm Retreat, Beattock.

Thursday 21<sup>st</sup> February 2019, 6.30pm Lochhouse Farm Retreat, Beattock.

<b>Item</b>	<b>Action</b>	<b>Date</b>	<b>Who</b>
5.1	Meet to discuss financial reporting	Before next meeting	Treasurer/FS
5.2	It was agreed that future fund statements would cover a shorter time period, starting in January 2018.	OCT	FS
5.3	It was agreed to keep the split in ANCBC income to two banks.	ASAP	BOARD
5.6	A GDPR working group to be set up which included Martin, Russell and Helen.	ASAP	BOARD
7.2	Martin and Helen to discuss the scope of the Insurance Policy with the Insurance Brokers.	ASAP	Martin and Helen
8.0	FS to promote recent awards and next application deadline.	ASAP	FS