



Annandale & Nithsdale Community Benefit Company

Board Meeting

Thursday 11th October 2018, 6.30pm

Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

MINUTES

Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
Sheila Farries	Lochside & Woodlands
David Booth	Moffat
Hugh Buck	Kier
Richard Mann	Johnstone
David Dick	Closeburn
Mike Steele	Closeburn
Helen Haggart (Treasurer)	Lockerbie

Apologies:

John Magill	Ae
Russell Stuart	Heathhall
Murdoch Macpherson	Dalton & Carrutherstown
Alistair MacFadzean	Dunscore
Gillian Arnot	SPR

In attendance:

Cara Gillespie	Foundation Scotland
Sam Bramwell	Foundation Scotland

1. Welcome and apologies

The Chair opened the meeting and welcomed everyone.

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

Indemnity insurance for Directors for this year had been paid.

ACTION: It was agreed that the Chair and Treasurer would discuss options for obtaining quotes for next year's policy with FS before the next renewal date in June 2019.

Clarencefield and Mouswald Community Councils have now established a new merged CC. A local grant application form has been sent out to the Community Council but has not yet been returned.

ACTION: FS to contact Mouswald CC to check progress on micro grant application.

The ANCBC GDPR meeting has been arranged for the 31st October. The working group would report on its progress at the next Board meeting.

There were no other matters arising.

3.3 Outstanding actions

There were no outstanding actions.

4. Grant Applications

Grant Applicant	Project Description	Amount Applied For	Amount Awarded	Conflicts of Interest/ Conditions of Award/Feedback to applicant
Spinal Injuries Scotland	To employ a Peer Support Advisor for 10 hours per week for 1 year to work within Dumfries and Galloway.	£5,000.00	£5,722.00	Feedback: The ANCBC Board is supportive of the project and the fit it had with the Fund's priorities of promoting care and support of vulnerable people. An additional £722 was awarded to cover the current shortfall in funding for Year 1 of the project.
Dumfries Y Gymnastics Club	To purchase new gymnastics apparatus and heaters and to contribute to staffing costs.	£20,000.00	£20,000.00	Feedback: The Board recognised the valuable role that Dumfries Y Gymnastics Club plays in promoting sport and recreation within Dumfries and Galloway and it was keen to support the Club's growth. However, the Board did have concerns that the Club's exposure to risk had recently increased due to its move into new premises and its rapid expansion, particularly in relation to the length of the lease being less than 10 years, the low level of reserves and

				<p>the Club's reserve policy of £12,000. It advised that the Club considers renegotiating a longer lease term and considers changing its reserves policy to a level of 3-6 months equivalent expenditure which would be £26,120-£52,240. The grant award will be paid in two tranches, the first payment of £10,000 to be made to contribute towards staff costs to enable the club to continue to build up its members and the second payment of £10,000 to be made once the Club has confirmed that the extension is complete and it is ready to purchase and install the gymnastics equipment and heaters.</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 before any payment is made. That evidence of sufficient match funding for the project to proceed is provided before each payment is made. That confirmation of completion of works and readiness to install the gymnastics equipment and heaters is provided prior to the second payment being made.</p>
Castle Loch Lochmaben Community Trust	To contribute to the continuing employment of a Project Manager, diversion of a footpath through a new plantation; and other improvements.	£12,500.00	£12,500.00	<p>Feedback: The ANCBC Board is supportive of the project as a whole and in particular the highly valued work of the Project Manager. A maximum award of £6,500 should be allocated to the Project Manager role which is 50% of the cost of continuing to employ that post.</p> <p>Conditions: That written evidence of purchase of the land is submitted prior to any</p>

				<p>grant for this element of the project being released. The grant offer for this element will be withdrawn if the purchase does not proceed.</p> <p>That written quotes are provided for all plantation materials and works being part funded by the grant.</p> <p>That evidence of sufficient match funding to fund the Project Manager post for one year is provided.</p> <p>That evidence of match funding to fund the diversion of the footpath and improvement to the plantation is provided.</p>
Nith Valley Leaf Trust	To contribute to the costs of buying land and building three passivhaus homes to be made available at an affordable rent to local families.	£15,000.00	£15,000.00	<p>Mike Steele and David Dick declared a conflict of interest and left the room.</p> <p>Feedback: The ANCBC Board is highly supportive of the aims of the project and all the work that the Nith Valley Leaf Trust is doing to progress it.</p> <p>Conditions: That three quotes are provided for the ground works.</p> <p>That finalised costs are provided to Foundation Scotland as soon as they are available.</p> <p>That evidence of match funding is provided.</p> <p>That evidence of acquisition of the land and planning permission is provided.</p> <p>That large grant terms & conditions will apply, in particular that payments will be made in arrears, on provision of invoices.</p>
Lochmaben Tennis Club	To contribute to the cost of installing floodlights.	£5,000.00	£5,000.00	<p>Feedback: The ANCBC Board asks that Lochmaben Tennis Club considers strengthening the dissolution clause in its constitution to ensure that all assets after payment of debts shall be transferred to an organisation having similar</p>

				charitable objectives within the local area to the Club. Conditions: That evidence of planning permission is provided before a payment can be made.
Speddoch Community Association	To purchase tables and chairs for the Hall.	£4,750.47	£4,750.00	Conditions: That confirmation of sufficient match funding for the full project is provided. That evidence is provided that the tables and chairs are covered by insurance and confirmation given that storage of them will be in a secure and dry location.
KPT Development Trust	To contribute to the salary costs of a new Development Officer.	£14,479.00	£14,479.00	Hugh Buck declared an interest and left the room. Feedback: The Board suggests that the Development Officer be encouraged to speak to others employed in similar development roles within the ANCBC area of benefit.
Hub Dumfries and Galloway	To provide monthly logs and kindling for vulnerable older people in rural communities.	£19,798.00	£19,798.00	Feedback: The ANCBC Board is supportive of the project and pleased to support its delivery for another two years. Conditions: That evidence of match funding is provided. That satisfactory annual monitoring reports are provided before payment can be made for the following year.
Solway Sk8ing Club	To contribute towards competition costs for the synchronized skating teams.	£5,000.00	£5,000.00	Conditions: That evidence of insurance cover for the trip is submitted. That evidence of sufficient match funding is provided to ensure attendance at the competition for all four teams.
Include Us	To contribute to the costs of employing a part time Project Manager for three years.	£19,500.00	£19,500.00	Feedback: The ANCBC Board noted that Include Us is a new organisation with a way to go in terms of finding all the match funding it requires to employ a Project Manager for three years. With this in mind, and to assist with getting up and running, it is proposed the award be paid over the first

			<p>two years, in instalments of £9,750 each year. Conditions: That evidence of sufficient match funding is provided to recruit the Project Manager for at least one year. That a signed copy of the Project Manager contract, including evidence of salary and work plan, is submitted to Foundation Scotland before the first payment is made. That satisfactory annual monitoring reports are provided before payment can be made for the following year.</p>
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5. Finance & Governance

5.1 ANCBC Treasurer's Report

The Treasurer's report was circulated. Income from Scottish Power Renewables of £330,657.79 had been received.

5.2 Foundation Scotland Fund Statement and Grant-making report

The FS Fund Statement and Grant Making Report was noted.

5.3 Assessing financial risk

The Co-op and Bank of Scotland accounts are still in use. Helen is looking into the possibility of opening an account with another bank as the application to Santander has stalled.

5.4 Community Council Membership and Local Grant Scheme

An update on the local grants scheme was given by Martin. Copies of letters Martin had sent to individual community councils requesting monitoring information were circulated.

6. Foundation Scotland updates

6.1 Circulating award summaries

It was agreed that FS would send grant award summaries to all community councils after each meeting and ask that the summaries be put on noticeboards and circulated.

ACTION: FS to circulate award summaries to all CC members after each meeting.

7. Any Other Business

7.1 Year 3 Fund Report

The Year 3 Fund Report had been circulated to Board members. The Board commented that it particularly liked the case studies.

ACTION: FS to circulate Year 3 Report to all CC members.

7.2 Website and fund promotion

It was noted that because the nature and status of the "advisor to the Board" had never been defined, this role had now been removed and the website had been updated accordingly.

A discussion followed about how best to promote the Fund. Examples of promotional postcards were circulated. The Board asked that case studies from different types of projects were published on the website.

7.3 Number of applications per organisation considered per year

FS reported that there had been some confusion amongst applicants about what exactly was meant by "only one application per group or organisation will be considered each calendar year unless exceptional circumstances can be demonstrated". The Board agreed that because the demand on the Fund was less than it had been in earlier Rounds, the wording could be changed to "more than one application per year can be made by an applicant but the Board will not prioritise further applications where an award has already been granted to an applicant in that year."

ACTION: FS to make change to wording on Fund factsheet.

7.4 Date of 2019 AGM

It was proposed that the AGM be held on Wednesday or Thursday of the third week of June 2019 at St George's Hall. FS to check that it didn't have other commitments during that week and to confirm a date.

ACTION: FS to confirm date of next AGM.

7.5 Future application deadlines and Board meetings

The 2019/20 application deadlines and Board meetings were confirmed as:

Application Deadline	Board Meeting
Monday, 3 rd December 2018	Thursday, 21 st February 2019
Monday, 11 th March 2019	Thursday, 9 th May 2019
Monday, 4 th August 2019	Thursday, 26 th September 2019
Monday, 2 nd December 2019	Thursday, 6 th February 2020

8. Date and venue of next meeting

The next Board meeting will take place on Thursday 21st February 2019, Lochhouse Farm Retreat, Beattock at 6:30pm.

Item	Action	Date	Who
3.2	Martin and Helen to discuss options for indemnity insurance with Cara and Sam before the next renewal date in June 2019.	By June 2019	Chair/Treasurer/FS

3.2	FS to check progress of the Mouswald CC micro grant application.	Before next meeting	FS
6.1	FS to circulate award summaries to all CC members after each meeting.	ASAP	FS
7.2	FS to circulate Year 3 Report to all CC members	ASAP	FS
7.3	FS to make change to wording on Fund factsheet.	ASAP	FS
7.4	FS to confirm date of next AGM.	ASAP	FS
8.0	FS to promote recent awards and next application deadline.	ASAP	FS

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