



Annandale & Nithsdale Community Benefit Company

Board Meeting

Thursday 21st February 2019, 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
Murdoch Macpherson	Dalton & Carrutherstown
David Dick	Closeburn
Russell Stuart	Heathhall
Mike Steele	Closeburn
Helen Haggart (Treasurer)	Lockerbie
Alistair MacFadzean	Dunscore

Apologies:

John Magill	Ae
Richard Mann	Johnstone

In attendance:

Gillian Arnot	SPR
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

There were no matters arising.

3.3 Outstanding actions

Indemnity insurance for Directors is due for renewal in June 2019.

ACTION: FS to arrange a meeting with the Chair and Treasurer to discuss options for obtaining quotes for next year's policy prior to the next renewal date in June 2019.

There were no other outstanding actions.

4. Grant Applications

Grant Applicant	Project Description	Amount Applied For	Amount Awarded	Conflicts of Interest/ Conditions of Award/Feedback to applicant
Eastriggs and Gretna Heritage Group	To support the running costs of the museum's education project, including a contribution to the salary cost of the museum's education officer and a contribution to the overall cost of the Young People project.	£15,000.00	£15,000.00	<p>Feedback: The Board notes that Easttriggs and Gretna Heritage Group has a substantial amount of reserves and this will be taken into account with any future applications to the Fund.</p> <p>Conditions: That the appropriate numbers of quotes for each element of the Young People project are provided, being one quote for each budget item of between £200 and £2,000 in value, and three quotes for each item over £2,000 in value.</p> <p>That evidence of all match funding required to deliver the whole project is provided.</p> <p>That the ANCBC award can only be used to support discretionary educational activities, for example those activities that take place outside the school timetable.</p> <p>That a satisfactory six month report illustrating how the Young People project thus far has benefitted young people resident within the ANCBC area of benefit is provided.</p> <p>That the ANCBC logo is added to the Devil's Porridge Museum's website and that the Fund's support is acknowledged on promotional material.</p>

Moniaive Pottery Club	To purchase a kiln.	£1,900.00	£1,457.00	Conditions: That evidence of sufficient match funding is submitted. That evidence of insurance for the kiln is provided.
Moniaive Folk Festival	To run a programme of music, song and percussion workshops during the folk festival.	£2,059.00	£2,059.00	Conditions: That the ANCBC logo is added to the Festival brochure and to any flyers produced to promote the workshops.
Irongray Community Trust	To repair the Parish Hall in Shawhead.	£10,000.00	£7,000.00	Conditions: That the Trust inserts a charitable dissolution clause to its constitution. That evidence of insurance in the name of Irongray Community Trust is provided. That up to three competitive quotes for the electrical and decorating works are provided. That evidence of match funding from The Robertson Trust is provided.
Wigtown Festival Company	To run a young writers and readers conference in Dumfries.	£1,325.00	£1,325.00	Feedback: The Board would like to see promotional activity for the conference focused as much as possible on the ANCBC area of benefit to ensure that the conference does benefit young people resident in the area. Conditions: That evidence of sufficient match funding is provided. That at least one quote is provided for the design, print and advertising costs.
Lockerbie Basketball Club	To establish a junior (over 16s) basketball team.	£3,669.72	£3,468.00	Feedback: The Board is supportive of the project particularly the Club's intention to train two additional senior members as coaches. Conditions: That evidence of 25% match funding for the project as per ANCBC Fund criteria is provided.
Moniaive Playcare	To continue to offer a full (five days a week) breakfast club and after-school service	£6,800.00	£6,800.00	Conditions: That evidence of sufficient match funding for the after school sessions to go ahead as planned is provided. That a copy of Moniaive

	to the families of Glencairn.			Playcare's safeguarding policy is provided and that it is satisfactory.
Hartfell Hill Running Club	To contribute to set up costs for the running club.	£1,800.00	£1,800.00	Conditions: That satisfactory information is provided regarding the storage and insurance of equipment purchased as part of the project.

5. Finance & Governance

5.1 ANCBC Treasurer's Report

The Treasurer's report was circulated and an update given.

5.2 Foundation Scotland Fund Statement and Grant-making report

The FS Fund Statement and Grant Making Report was noted. An update on grants awarded but not yet paid was given.

5.3 Assessing financial risk

The Co-op and Bank of Scotland accounts are still in use. Helen is exploring the possibility of opening another account with The Cumberland Building Society. It was agreed that the three signatories to the new account would be Martin, Helen and David Booth.

ACTION: The Board agreed that a new account with The Cumberland Building Society should be opened.

5.4 Community Council Membership and Local Grant Scheme

An update on the local grants scheme was given by Martin. Mouswald CC has now received its Micro Grant award of £2,000.

Johnstone CC has disestablished and it has given back £3,000 of funds from its Micro Grant scheme. ANCBC would hold these until the Community Council re-establishes. Richard Mann can continue as an ANCBC Director until the 2019 AGM.

5.5 AGM Planning

The date of the 2019 AGM was confirmed as Monday 24th June between 6.30pm and 8.30pm at St George's Hall, Dumfries.

It was noted that the FS would request updated contacts from Community Councils in preparation for the AGM mailing at the end of May.

The Board discussed the format of this year's AGM. It was agreed that grantees would be invited to attend the AGM and that approximately 10 successful grantees would be invited to speak for up to a minute each about their project's impact. It was also suggested that grantees could be interviewed at the event and short video clips created of the interviews to then be posted on the ANCBC website.

ACTIONS: FS to update the ANCBC membership list in preparation for the AGM mailing in May. FS to invite successful grantees to the AGM and explore how video clips could be created. FS to ensure that attendees are notified that photographs will be taken at the AGM.

5.6 Approval of Accounts

It was agreed that Farries Kirk & McVean would be asked to file both the Annual Accounts and the Corporation Tax Return. It was noted that financial information would be sent to the Accountant for preparation of the Annual Accounts at the year end (31st March 2019).

ACTION: Chair, Treasurer and FS to send financial information to Farries Kirk & McVean at the year end.

5.7 General Data Protection Regulations (GDPR)

A GDPR Working Group meeting was held at the end of October 2018 to discuss what key steps and actions should be taken to ensure that ANCBC can demonstrate compliance with GDPR which came into force on May 25th 2018. It was noted that the Board would be updated on progress at Board meetings. An update would also be provided at the AGM.

ACTION: FS to provide draft Personal Data Log and draft Privacy Statement to the GDPR Working Group by the end of March 2019.

6. Foundation Scotland updates

6.1 Fund Review and Report

It was noted that the Year 4 Annual Fund Report and the SPR Annual Report were due in May. It was agreed that a draft of the Year 4 Report would be provided at the next Board meeting.

ACTION: FS to draft Year 4 Annual Fund Report and SPR Annual Report.

The Board agreed that an ANCBC Fund Review should take place in Spring-time 2020 prior to that year's annual payment.

7. Any Other Business

Gillian gave an SPR update. A letter is to be sent to ANCBC as SPR wish to add clauses to the Harestanes Windfarm Community Benefit Agreement regarding fraud checks. Monitoring work by SPR's internal compliance team will take place shortly. Some clients and projects would be contacted as part of this process.

ACTION: FS to confirm with Farries Kirk McVean what Director's checks currently take place.

Martin informed the Board that he was currently undergoing medical tests and that he would likely know the outcome of these tests at the end of March. Depending on the outcome he may need to drop back on some ANCBC commitments.

ACTION: Martin to keep the Board informed of results.

Date and venue of next meeting

The next Board meeting will take place on Thursday 9th May 2019, Lochhouse Farm Retreat, Beattock at 6:30pm.

Item	Action	Date	Who
3.3	FS to arrange meeting with the Chair and Treasurer to discuss options for obtaining quotes for next year's policy prior to the next renewal date in June 2019.	By June 2019	FS
5.3	A new account with The Cumberland Building Society to be opened.	Before next meeting	Treasurer
5.5	Update ANCBC membership list in preparation for the AGM mailing in May. Invite successful grantees to the AGM and explore how video clips could be created. Ensure that attendees are notified that photographs will be taken at the AGM.	ASAP	FS
5.6	Send financial information to Farries Kirk & McVean at the year end.	After 31 st March	Chair, Treasurer, FS
5.7	Draft Personal Data Log and draft Privacy Statement to be sent to the GDPR Working Group.	End of March	FS
6.1	Draft Year 4 Annual Fund Report and SPR Annual Report	Before next meeting	FS
7.0	Confirm with Farries Kirk McVean what Director's checks currently take place.	Before next meeting	FS
7.0	Keep Board informed about medical test results.	ASAP	Chair