



Annandale & Nithsdale Community Benefit Company

Board Meeting

Thursday 9th May 2019, 6.30pm

Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

MINUTES

Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
David Booth	Moffat
Sheila Farries	Lochside & Woodlands
Helen Haggart (Treasurer)	Lockerbie
Alistair MacFadzean	Dunscore
Murdoch Macpherson	Dalton & Carrutherstown
Richard Mann	Johnstone
Russell Stuart	Heathhall

Apologies:

John Magill	Ae
David Dick	Closeburn
Mike Steele	Closeburn
Gillian Arnot	SPR

In attendance:

Sam Bramwell	Foundation Scotland
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1. Welcome and apologies

The Chair opened the meeting. A minute of silence was held to remember and give thanks to Hugh Buck for his commitment to and work with ANCBC and his local community of Keir.

Martin gave the Board an update on his health.

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

It was reported that SPR had provided information regarding compliance monitoring of their community benefit funds, and guidance notes and supporting documents with regards to filming and photography.

ACTION: FS to investigate how best to incorporate the new guidance and forms into ANCBC's current processes and procedures.

Invitations to D&G Arts Festival Reception (24th May 6.30pm) and Moat Brae – Neverland Garden Party (31st May 2-4pm) had been sent to FS.

ACTION: FS to email copies of the invitations to Board members.

3.3 Outstanding actions

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

ACTION: FS to investigate alternative quotes for next year's policy prior to the next renewal date in July 2019.

A request had been made by Farries, Kirk and McVean for Directors to provide a copy of a photo card driving licence together with a note of home address and date of birth for Money Laundering purposes.

ACTION: All Directors to send copies of photo card driving licence and contact details to Gatehouse of Fleet Office or Helen.

There were no other outstanding actions.

It was agreed to look at the Treasurer's Report (Item 5.1) before moving onto Item 4 as there were limited funds available for distribution in this Round. The Report was circulated and an update was given.

4. Grant Applications

Grant Applicant	Project Description	Amount Applied For	Amount Awarded	Conflicts of Interest/ Conditions of Award/Feedback to applicant
Tinwald Parish Community Council	To contribute to the costs of the 2019 Tinwald Parish Gala Day	£2,000	£2,000	Feedback to applicant: Tinwald Parish Community Council may wish to consider charging a small fee for car parking at the Tinwald Parish Gala Day as part of its fundraising. This has proved successful at other similar events. Conditions of grant: That evidence of insurance for the event is provided.
Lochmaben Golf Club	To develop waste ground on the	£1,500	£1,500	Conditions of grant: That the Club identifies whether a local

	course to turn it into a purpose built practice area.			<p>provider is able to supply a similar quote for the plant hire and grounds work.</p> <p>That the Club is able to fund the £600 shortfall from its free reserves or further fundraising to cover the VAT costs which it may be able to claim back at a future date.</p> <p>That the revised constitution includes an unconnected signatories clause in respect of authorising payments.</p>
Annandale Community Transport Services	To contribute towards the running costs of delivering affordable community transport services over two years.	£20,000	£0	<p>Feedback to applicant: The ANCBC Board has had to make some difficult decisions in this funding Round due to constraints on the amount of funds available for distribution. In addition, as detailed on the Fund Factsheet, the ANCBC policy is that although awards can be multi-year in nature they should not exceed £20,000 over three years. Annandale Community Transport Services is welcome to apply next year to ANCBC.</p>
Glencairn and Tynron Horticultural Society	To contribute to the cost of the 2019 Moniaive Flower Show.	£1,721.96	£1,000	<p>Feedback to applicant: Due to constraints on the level of funding available for distribution in this Round, the Board has awarded the minimum for impact amount. Conditions of grant: That confirmation is provided that the Society will meet the shortfall of £378.04 from its reserves.</p> <p>That written evidence of match funding from Glencairn Windfarm Fund is provided. That the Society investigates obtaining adequate insurance cover for all its activities and assets as a constituted group and not just the specific annual short term Event insurance policy product. Its assets include ANCBC funded equipment purchased in 2018.</p>

Troqueer Parent and Friends Council	To purchase a new sound system, new sports kit and equipment, and home learning kits.	£2,847	£2,847	Conditions of grant: That the most recent independently audited accounts be provided. That the Tesco Bags for Help application is approved by Tesco and evidence of this provided. That confirmation of insurance is provided for the PA system. That a written copy of the safeguarding policy is provided and it is satisfactory.
Hub Dumfries and Galloway	To continue and increase existing supported one to one online drop-in provision to assist local people with computer skills.	£17,956	£0	Feedback to applicant: The ANCBC Board has had to make some difficult decisions due to constraints on the amount of funds available for distribution in this funding Round. In addition, as detailed on the Fund Factsheet, the ANCBC policy is that although awards can be multi-year in nature they should not exceed £20,000 over three years.
Hub Dumfries and Galloway	To provide short health walks, led by trained local volunteers, for people managing long term health conditions.	£9,998	£0	Feedback to applicant: The ANCBC Board has had to make some difficult decisions due to constraints on the amount of funds available for distribution in this funding Round. In addition, as detailed on the Fund Factsheet, the ANCBC policy is that awards should not exceed £20,000 over three years.
Moniaive Initiative	To contribute to staff salaries and core organisational costs for one year from October 2019 to October 2020.	£5,000	£2,500	Feedback to applicant: Due to constraints on the level of funding available for distribution in this Round, the Board has awarded the minimum for impact amount.
Kate's Kitchen	To contribute to organisational running costs for one year.	£20,000	£0	Feedback to applicant: The ANCBC Board has had to make some difficult decisions due to constraints on the amount of funds available for distribution in this funding Round. In addition, as detailed on the Fund Factsheet, the ANCBC policy is that although awards made can be multi-year in

				nature they should not exceed £20,000 over three years.
Johnstonebridge Centre and Community Development Trust Ltd	To purchase petrol, oil and support lawnmower maintenance for the volunteer-maintained verges and public spaces in Johnstone.	£500	£500	Feedback to applicant: The Board is keen to support the work of the volunteers at Johnstonebridge and, therefore, on this occasion it approves the full amount requested even though this was more than 75% of the project costs.

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.

Sam reported that an invoice from FS for administration of the ANCBC Fund for the period 01 March 2019 to 28 February 2020 had now been raised.

5.3 Assessing financial risk

Helen reported that an account with the Cumberland Building Society could not now be set up due to the Building Society's revised regulations on opening accounts for non-profit making organisations.

5.4 Community Council Membership and Local Grant Scheme

An update on the local grants scheme was given by Martin. Four Community Councils had not yet reported on the previous financial year. Almost £50,000 of local grant funds had not been spent by Community Councils.

ACTION: As part of Chair's Report at AGM include details of amount unspent and remind CCs that although the preference is for local grants to be limited to a maximum of £500, awards of more than £500 can be made.

5.5 AGM Planning

A draft agenda for the AGM was circulated. It was confirmed that two groups would give 10-15 minute presentations each at the event followed by projects 'showcasing' their work through displays of promotional material etc.

5.6 Recruitment of Directors

There is currently one vacancy on the ANCBC Board and one/two Directors will not be standing for re-election at the AGM. If all of the other Directors are re-elected there could be three vacancies remaining on the Board, one from the West region, one from the East and one from the South.

ACTION: FS to include details of Director vacancies in the AGM Invitation Letter to Members.

5.7 Approval of Accounts

Draft accounts for approval for year ended March 2019 had not yet been received from Farries, Kirk & McVean.

ACTION: Treasurer to contact Farries, Kirk & McVean to find out when the ANCBC accounts would be ready. When ready, FS to send to all by email for approval.

5.8 General Data Protection Regulations (GDPR)

The draft Privacy Statement that had been circulated with the papers was approved.

It was agreed that ANCBC should pay the Information Commissioner's Office Data Protection Fee of £35 (if paid annually by direct debit) to ensure that the Company was compliant as the ICO's guidance on whether ANCBC would be exempt was not clear.

ACTION: Treasurer/FS register ANCBC with ICO and pay data protection fee for 2019/20.

ACTION: FS to provide draft Personal Data Log to the GDPR Working Group and add approved Privacy Statement to the ANCBC Website.

6. Foundation Scotland updates

6.1 Fund Reports

It was reported that the ScottishPower Renewables Annual Report had been sent to SPR in March. A copy of the ANCBC Year 4 Fund Report was approved with a slight amendment in the Governance and Administration Overview section.

FS Note: the Annual Report Summary Financial Statement has subsequently been slightly amended to reflect rounding used in the ANCBC Accounts to ensure that both documents tally.

6.2 Staffing Update

Sam reported that the FS Community Engagement Manager - South Scotland vacancy was now being advertised.

7. Any Other Business

Sam informed the Board that she would send out Declaration of Interests forms with the Minutes and asked that Directors update and return them.

ACTION: All to update Declaration of Interests.

Thanks were given to Richard Mann for his services to the ANCBC and Johnstone CC. It was agreed that ANCBC would retain the Johnstone CC local grant funds until Christmas as the Community Council may re-establish after the elections being held in October.

8. Date and venue of next meeting

The next Board meeting will take place on Thursday 26th September 2019, Lochhouse Farm Retreat, Beattock at 6:30pm.

Item	Action	Date	Who
3.2	Investigate how best to incorporate the new guidance and forms into ANCBC's current processes and procedures.	By June 2019	FS
3.2	Email copies of project event invitations to Board members.	ASAP	FS
3.3	Investigate alternative quotes for next year's policy prior to the next renewal date in July 2019.	ASAP	FS
3.3	Send copies of photo card driving licence and contact details to Gatehouse of Fleet Office or Helen.	ASAP	All Directors
5.4	Include details of Local Grant amount unspent and remind CCs that although the preference is for local grants to be limited to a maximum of £500, awards of more than £500 can be made with permission from the Board.	By AGM	Chair/FS
5.6	Include details of Director vacancies in the AGM Invitation Letter to Members.	ASAP	FS
5.7	Contact Farries, Kirk & McVean to find out when the ANCBC accounts would be ready. When ready, email to Board for approval.	ASAP	Treasurer/FS
5.8	Register ANCBC with ICO and pay data protection fee for 2019/20.	ASAP	Treasurer/FS
5.8	Provide draft Personal Data Log to the GDPR Working Group and add approved Privacy Statement to the ANCBC Website.	ASAP	FS
7.0	Update Declaration of Interests form.	By next meeting	All