



Annandale & Nithsdale Community Benefit Company

Actions from Board Meeting 6th February 2020:

Item	Action	Date	Who
3.1	Actions of each meeting are to be put on the front of the Minutes rather than at the end.	By next meeting	FS
3.3	Incorporate SPR guidance into grant offer materials	ASAP	FS
3.3	Draft and circulate ANCBC Data Protection Policy to GDPR Working Group.	ASAP	FS
5.3	Helen to submit an application to CAF Bank.	By next meeting	Treasurer
5.3	Helen and Russell to arrange the addition of Russell's signature to Bank accounts.	By next meeting	Treasurer and Vice Chair
5.5	Follow up on arrangements with those Community Councils that hold local grants and had dis-established.	ASAP	Chair
5.6	Collate, inform Directors of the most voted-for projects and invite projects to present at the AGM.	By next meeting	FS
5.6	FS to produce a five year Fund Update for members.	By next meeting	FS
5.6	FS to send out an AGM Save the Date reminder to members	By next meeting	FS
5.7	Send details of the Director vacancies in South and East to Community Councils.	ASAP	FS
5.7	Directors to publicise vacancies within relevant communities.	ASAP	All
6.1	Introduce protocols for emails.	ASAP	FS
7	Contact Moffat Academy about possible applications to Local Grant Schemes for contributions to costs of D&G Space School 2020.	ASAP	Chair
7	Contact Solway Sk8ing Club to arrange a date for a photoshoot with members of the club.	ASAP	Vice Chair

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

Board Meeting
Thursday 6th February 2020, 6.30pm
Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

MINUTES

Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
Russell Stuart (Vice Chair)	Heathhall
David Booth	Moffat
Helen Haggart (Treasurer)	Lockerbie
Alistair MacFadzean	Dunscore
Mike Steele	Closeburn
Robert Gladstone	Keir
Rory MacKail	Dalton & Carrutherstown

Apologies:

Murdoch Macpherson	Dalton & Carrutherstown
Moira McCrossan	Glencairn
Gillian Arnot	SPR

In attendance:

Sam Bramwell	Foundation Scotland
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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). It was noted that Sheila Farries had stepped down as a Director of ANCBC (South).

3. Minutes of last meeting

3.1 Approval

The Minutes were approved by all.

ACTION: Actions of each meeting are put on the front of the Minutes rather than at the end.

3.2 Matters arising not on agenda

There were no matters arising.

3.3 Outstanding actions

Foundation Scotland will incorporate SPR filming and photo guidance into grant acceptances / offer letters and ask that grantees provide consent forms with any photographs of beneficiaries.

ACTION: FS to incorporate SPR guidance into grant offer materials.

The ANCBC Data Protection Policy was being drafted and would be sent to the GDPR Working Group for comment before being circulated to the Board.

ACTION: FS to draft and circulate ANCBC Data Protection Policy to GDPR Working Group.

There were no other outstanding actions.

4. Grant Applications

Robert Gladstone entered the meeting during the Grant Application discussions.

Grant Applicant	Project Description	Amount Applied For	Amount Awarded	Conflicts of Interest/ Conditions of Award/Feedback to applicant
Moffat Town Hall Redevelopment Trust	To support the continued development of the Monday Wellbeing club that will lead to improved health and well-being for those attending.	£20,000.00	£0	Feedback to Applicant: The Board is of the view that whilst the Monday Wellbeing Club has a number of positive elements, insufficient detailed evidence has been provided about participant numbers, impact of the club on its beneficiaries, projected targets and future activities.
Friends of the Ukrainian POW Chapel Lockerbie	To repair and renovate the Chapel and to develop the visitor centre.	£20,000.00	Deferred	The ANCBC Board is unable to offer an award at this stage but is happy to consider your application again at its next meeting. The Board requires the following conditions to be met before it can make a funding decision: That revised additional up to date quotes are supplied for all funded items of work, that is

				<p>to ensure there are three quotes for each item over £2,000.</p> <ul style="list-style-type: none"> -That evidence of sufficient match funding for Phase one to go ahead as planned is provided. -That a detailed marketing plan is provided which includes current and projected visitor figures.
10th Dumfriesshire Scout Group	To contribute towards the urgent roof and guttering repairs required for the Scout Hall.	£5,000.00	£3,085.00	<p>Feedback to Applicant: The ANCBC Board has awarded a grant of up to £3,085 to cover the total project costs for the urgent roofing and guttering replacement work required. It is recommended that the 10th Dumfriesshire Scout Group prepares a fully detailed and costed project application for hall refurbishment supported by evidence and quotations if submitting to a future funding round. Support with this may be available from its local Third Sector Network (http://thirdsectordumgal.org.uk/, via Foundation Scotland and the SCVO website.</p> <p>Conditions of Award: Pre-payment: That confirmation is provided of funds and any reserves to be transferred to the 10th Dumfriesshire Scout Group from the 28th Max West. That confirmation is provided that VAT is not payable to the contractor.</p> <p>That a promotional plan is provided to encourage increased membership of the group by both boys and girls.</p> <p>Post-payment: That the group ensures its name is consistent across all bank accounts, constitution and reference documents and provides copies of these when they are in place.</p>

Penpont Community Council	To contribute to the cost of purchasing a new modern marquee for Gala week to replace the current one which is at the end of its useful life.	£9,975.00	£9,975.00	Conditions of Award: Pre-payment: That confirmation of match funding from Awards for All is received before the ANCBC grant is released. (A4A not successful seeking other match funding - evidence of this required) Post-payment: That Penpont Community Council publicises that the marquee is available for use by other groups and communities as a resource.
Dumfries and Galloway Hard of Hearing Group	To contribute to the costs of the Hearing at Home and in the Community project to reduce the isolation of hard of hearing people in rural areas and residential homes within Annandale and Nithsdale.	£6,805.84	£6,806.00	
Dumfries Lawn Tennis Club	To contribute to the costs of replacing the playing surface on all four of the club's courts and improve access to sport and leisure opportunities for club members.	£20,000.00	£20,000.00	Conditions of Award: Pre-payment: That evidence of match funding is supplied. That a third quote is supplied to confirm value for money and to adjust the lowest quoted figure if required. Post payment: That DLTC reviews its Constitution to reflect more accurately its governance powers and to review the dissolution clause. An amended version is to be provided to Foundation Scotland. That a review of accounting reporting clarifies the relationship between DLTC and the Sports Club. The next set of annual accounts should be provided to Foundation Scotland demonstrating clearly lines of account responsibility.
KPT Development Trust	To contribute to the costs of a grid connection for a 30kWh microhydro	£8,047.00	£0	DOI: Robert Gladstone Feedback to Applicant: The Board is fully supportive of the Trust and its work but ANCBC

	scheme and generate a sustainable income source for the local community.			has limited funds available to distribute. The Board is of the view that because alternative resources in the form of community loans are available to fund this project the financial need for grant is not as clear as it is for the Trust's Development Officer project, which it has approved.
XYZ Club	To contribute to running costs and outings to strengthen the capacity of the XYZ Club to meet its aim of providing activities and support for its senior citizen members.	£2,320.00	£948.00	Feedback to Applicant: The ANCBC Board has awarded a grant of 75% towards the total project costs for minibus hire, speaker expenses and Christmas lunch and refreshments. Conditions of Award: Post payment: That XYZ review their constitution, revise the dissolution clause and provide an amended version to Foundation Scotland. That the bank account name is amended to that shown on the constitution.
Kirkmichael Community Council	To contribute to the creation of a bi-annual printed community newsletter that includes a range of useful local information.	£1,488.00	£673.00	Feedback to Applicant: The ANCBC Board was supportive of the project but it was of the view that the printing costs appeared expensive and that a more cost effective option over the longer term is for Kirkmichael Community Council to purchase a printer to enable the production of the newsletter by the community itself. With this in mind, a minimum for impact award has been granted to be used mainly for the purchase of a printer.
Nethermill Primary School Parent Council	To erect a yurt within the school grounds to be used as a social space for the school and the community.	£8,000.00	£8,000.00	Conditions of Award: Pre-payment: That evidence of match funding has been awarded before the ANCBC grant funding is released. That the ANCBC logo should be displayed on the yurt and

				support by the Fund publicised.
KPT Development Trust	To contribute to the salary costs of the development officer, to continue to support positive change in Kier, Tynron and Penpont.	£5,521.00	£5,521.00	DoI: Robert Gladstone Feedback: KPT Development Trust has now been awarded the maximum £20,000 available for this project in line with the ANCBC fund criteria, "The total amount per project requested over three years should not exceed £20,000." The Trust cannot apply to the Fund for the same project costs for a period of two years. Conditions of Award: Pre-payment: That evidence of sufficient match funding to proceed as planned is provided.
Dumfries Y Gymnastics Club	To contribute to the salary costs of a full-time head coach for one year to maintain and further develop the Club's coaching development programme.			Feedback to Applicant: The ANCBC Board has approved an award of £10,000 towards the costs of employing a head coach for one year. The total amount awarded to Dumfries & Gymnastics Club for coaching staff costs, including the £10,000 given in 2019, is the maximum amount available under the ANCBC fund criteria "The total amount requested per project over three years should not exceed £20,000." The Club cannot now apply to the Fund for the same project costs for a period of two years. Conditions of Award: Pre-payment That a completion report is submitted for A485417. That evidence of insurance is provided for buildings and equipment. That evidence of match funding for the post from the Holywood Trust is provided. That a satisfactory safeguarding policy is provided.

5. Finance & Governance

5.1 ANCBC Treasurer's Report

The Treasurer's report was circulated and an update given. The Admin Payment to Foundation Scotland figure should read £24,000 rather than £151,018.00. It was clarified that the Fund did not receive Bank Interest on its accounts.

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

Helen reported she had contacted the CAF Bank about opening an account. It has no restrictions regarding the number of Directors. It was agreed that an account application should be submitted.

ACTION: Helen to submit an application to CAF Bank.

ACTION: Helen and Russell to arrange the addition of Russell's signature to Bank accounts.

5.4 Harestanes CB Fund – Draft Supplemental Agreement

Sam reported that FS had contacted SPR to clarify what was meant by the term "Members" on the due diligence statement.

Agreement was made to sign the Agreement but the Board noted:

- Surprise that A5 1.6 did not mention disability, and
- That A6.2 regarding third parties being able to access and take records appeared to be a little heavy handed.

FS After Note:

SPR has confirmed that it is comfortable that the Due Diligence Statement is amended to refer to the Directors, who have responsibility for governance and decision making on the Fund, rather than the wider membership.

5.5 Community Council Membership and Local Grant Scheme

Current monitoring information on the local grants scheme was circulated at the meeting and Martin gave an update including that he had contacted Cllr Stephen Thompson to ask if Ward Officers could be engaged in providing monitoring information where there had been no response from CC officers to requests.

5.6 AGM Planning for 2020

A list of completion reports received in the five years that ANCBC has been distributing funds was circulated with the papers. Board members each chose 10 to be invited to present at the AGM based on how best the project meets ANCBC objectives, with a view to showcasing a diversity of projects. A prize of £500 was agreed.

ACTION: FS to collate, inform the Board of the most voted for projects and invite those projects to present at the AGM.

ACTION: FS to produce a five year Fund Update for members.

ACTION: FS to send out an AGM Save the Date reminder to members.

5.7 Recruitment of Directors

There are currently vacancies on the ANCBC Board in the East and South region. It was noted that Murdo Macpherson would step down at the June AGM.

ACTION: FS to send details of the Director vacancies to all Community Councils.

ACTION: Directors to publicise vacancies within relevant communities.

6. Foundation Scotland updates

6.1 Emails to Board members (data security)

It was agreed to send emails between meetings as 'bcc' where possible. All emails to Directors should have Re: ANCBC in the subject line.

ACTION: FS to introduce protocols for emails as agreed.

6.2 Foundation Scotland Services Contract

A signed copy of the FS Services Contract had been circulated with the papers. It was noted that the contract represented good value for money and FS was thanked for its work with ANCBC.

7. Any Other Business

A letter from Moffat Academy requesting a contribution towards the costs of sending students to the D&G Scottish Space School 2020 had been circulated with the papers.

ACTION: Martin to contact Moffat Academy about possible applications to Local Grant Schemes for contributions to costs of D&G Space School 2020.

ACTION: Russell to contact Solway Sk8ing Club to arrange a date for a photoshoot with members of the club.

8. Dates of Next Meeting

The next Board meeting will take place on Thursday 14th May 2020, Lochhouse Farm Retreat, Beattock at 6:30pm.