



## Annandale & Nithsdale Community Benefit Company

### Board Meeting

Thursday 26<sup>th</sup> September 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
Russell Stuart	Heathhall
Mike Steele	Closeburn
Moira McCrossan	Glencairn
Rory MacKail	Dalton & Carrutherstown

#### Apologies:

Robert Gladstone	Keir
Gillian Arnot	SPR

#### In attendance:

Sam Bramwell	Foundation Scotland
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#### 1. Welcome and apologies

The Chair opened the meeting and welcomed the new Directors (Moira McCrossan and Rory MacKail) to their first Board meeting.

#### 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

Declaration of Interests forms had been circulated with the papers. Any updated forms should be sent to FS but action is only required if additional declarations need to be made.

**ACTION: Directors to send updated Declaration of Interests forms by email to Sam or posted to Gatehouse of Fleet office, if required.**

Farries, Kirk and McVean has requested that all Directors 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: Directors, who have not done so already, to send copies of photo card driving licence and contact details to Gatehouse of Fleet office.**

Foundation Scotland is looking at how to incorporate SPR filming and photo guidance into grant acceptances / offer letters. The filming notice for events was displayed at this year's AGM and attendees confirmed their consent for images to be captured, individually or as part of a group, in photographs and/or videos as part of the signing in process.

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

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
Food Train	To contribute to the cost of replacing a delivery van.	£8,223.80	£8,224.00	Conditions of Award: That evidence of insurance of the vehicle is provided.
Early Years Scotland	To re-instate Early Years specialists in local areas to run Stay, Play and Learn for families and Baby massage classes.	£20,000.00	£0	Feedback to Applicant: The Board is concerned that it would be difficult to track ANCBC's contribution to the project given the national nature of Early Years Scotland and that investment in it could provide a limited legacy. However, the organisation may wish to consider submitting an application for a smaller, more self-contained project focusing on the establishment of self-supporting parent and toddler groups based in the ANCBC area of benefit.

Collin Village Hall Management Committee	To redecorate the Hall.	£3,000.00	£3,682.00	Conditions of Award: That any unused contingency is returned to the Fund.
Soul Soup Counselling and Training Ltd	To contribute to the costs of employing a counsellor over two years.	£20,000.00	£20,000.00	Feedback to Applicant: The award shall be released in two equal installments of £10,000. It is recommended that the Soul Soup Counselling and Training Ltd work towards increasing its reserves so that it is at the three months of operating costs level which is detailed in its reserves policy. Conditions of Award: That evidence of match funding to enable the employment of the counsellor post is provided. That a detailed breakdown of the organisation's costs is provided. That a signed copy of the contract for the counsellor post is provided. That a copy of the 2019 accounts are provided when available. That a satisfactory interim monitoring report is provided and agreed by the ANCBC Board before payment is made for the second year of funding.
Glencairn Green Bowling	To contribute to the costs of installing solar panels on the new greenkeeper's store.	£6,250.00	£6,250.00	Conditions of Award: That confirmation is provided that the contractor can install the solar panels during December 2019 to ensure that Glencairn Green Bowling Club does not lose the favourable feed in tariff rate. That evidence of match funding is provided to enable the project to go ahead as planned. That evidence of planning permission is provided if required. Post Payment: That evidence of insurance of the solar panels is provided

				once the installation is completed.
Solway Credit Union Limited	To contribute to the costs of the development officer, administrator and treasurer.	£20,000.00	£0	Feedback to Applicant: The Board is of the view that whilst the services provided by Solway Credit Union Limited are worthy and charitable, there is little quantifiable evidence of what positive difference an award to support this project would have for the residents of the ANCBC area. The Administrator role does appear to offer the greatest community benefit, but an award at the level requested for that role (£2,600) would offer little discernible impact for ANCBC.
Johnstonebridge Dog Walkers Group	To contribute to the costs of providing fencing, signage, a bench and dog bin for use as a dog run in a secured field opposite Johnstonebridge Community Centre.	£4,873.10	£4,874.00	Conditions of Award: That evidence of sufficient match funding to enable the project to proceed as planned is provided. That a copy bank statement is provided. That a copy of the agreement between Johnstonebridge Dog Walkers Group and Johnstonebridge Community Trust is provided. That evidence of valid public liability insurance in place is provided once the project commences.
Alive Community Radio	To contribute to the costs of renewing software and equipment.	£7,000	£0	DoI: Moira McCrossan Feedback to Applicant: The Board acknowledged the positive work that Alive Community Radio SCIO are doing but it is of the view that a number of outstanding issues need to be addressed before it can support the organisation. In addition, the group needs to be able evidence financial need for a grant and that there is a direct link to specific community benefit.

				<p>The following conditions should be addressed as part of any future application:</p> <ul style="list-style-type: none"> <li>-That evidence is provided of a valid license from Ofcom in the name of Alive Community Radio (SCIO).</li> <li>-That 2019 accounts for Alive Christian Media Limited are provided, showing transfer of assets to Alive Community Radio (SCIO) and write off of outstanding debt to former director(s).</li> <li>-That evidence of match funding at least equivalent to the award requested from ANCBC is provided.</li> </ul>
3rd Dumfriesshire Scout Group	To contribute to the costs of renewing the Scout hall toilets, including installing a disabled toilet.	£5,000	£4,948	<p>Feedback to Applicant: The drawdown of this grant will be safeguarded for up to one year from the anticipated start date of Easter 2020. If the work starts earlier than this date please inform Foundation Scotland of this.</p>
Upper Eskdale Development Group	To contribute to the cost of employing an Operational and Development Manager for one year.	£20,000	£10,000	<p>Feedback to Applicant: A grant of £10,000 is given as a contribution towards the funding of the Operational and Development Manager post for one year.</p> <p>Conditions of Award: That evidence is provided that the match funding for the project has been secured.</p> <p>That copies of the recruitment documents, work plan and contract of employment are submitted.</p> <p>That the year ended 31st December 2018 set of independently examined accounts are provided as soon as they are available</p>
Nithsdale Amateur Rowing Club Ltd	To contribute to the costs of refurbishing the boathouse, particularly the roof repairs.	£20,000	£20,000	<p>Conditions of Award: hat independently inspected 2019 final accounts are provided, in an accounting format in line with recommended practice for charities; and showing the</p>

				<p>Club's full assets, including the boathouse.</p> <p>That the tender specification and a minimum of three quotes for works to the boathouse roof are provided, along with confirmation of the preferred bidder; final project cost; materials to be used; estimated life span of the roof; and guarantees for the work.</p> <p>That confirmation of sufficient match funding to proceed is provided, which must be at least equal to the ANCBC award. Please note the ANCBC award may be reduced if either the total project cost or match funding vary significantly from the application estimates, but may not be increased.</p> <p>That confirmation is provided that a building warrant and planning permissions is in place if required.</p> <p>That all other Foundation Scotland large capital grant terms &amp; conditions will apply.</p>
Solway Sharks Ice Hockey Club	To contribute to the costs of ice hockey equipment including sticks and pucks over two years.	£14,000	£14,000	<p>Conditions of Award: That a breakdown of estimated project costs is provided.</p> <p>That the club acknowledges the grant award by ANCBC as widely as possible.</p> <p>That the grant award will be paid in two installments of £7,000 each year. The second payment will be released on receipt of an interim monitoring report which details the impact and achievements of the project to date.</p>
Solway Sk8ing Club	To contribute to the cost of sending all 4 synchronized skating teams to participate in the Britannia Cup (British Championships in Nottingham).	£5,000	£5,000	<p>Conditions of Award: That at least one new quote is provided for the accommodation costs and for the transport costs.</p>

## **5. Finance & Governance**

### **5.1 Appointment of Vice Chair**

The Directors were of the opinion that it was prudent to appoint a Vice-Chair under Section 81 of the Articles of Association, given Martin's ongoing health issues. Russell Stuart was unanimously elected as Vice-Chair by the Board.

### **5.2 ANCBC Treasurer's Report**

The Treasurer's report was circulated and an update given. This year's payment from SPR had been received which was £340,172.

### **5.3 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.

### **5.4 Assessing financial risk**

Helen reported that due to the ANCBC structure she had had difficulty in accessing additional bank accounts.

**ACTION: Helen to contact Cumberland Building Society again about the possibility of setting up an account.**

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

An update on the local grants scheme was given by Martin including information about which community councils had disestablished in the October elections.

**ACTION: FS to ask for updated membership information from Community Councils.**

**ACTION: Martin to follow up on arrangements with those Community Councils that hold local grants and had dis-established.**

### **5.6 AGM Feedback, Minutes and Planning for 2020**

The draft minutes of the 2019 AGM, together with correspondence between ANCBC and an attendee at the AGM had been circulated with the papers for information and comment. The Board discussed possible dates and formats for the 2020 AGM. It was proposed that the AGM be held on the fourth week of June 2020 at St George's Hall.

**ACTION: FS to confirm date of 2020 AGM**

**ACTION: FS to circulate by email before the next meeting an options paper detailing possible event formats.**

**ACTION: FS to circulate Save the Date for 2020 AGM to all member Community Councils.**

### **5.7 Recruitment of Director (East)**

There is currently one vacancy on the ANCBC Board in the East region.

**ACTION: FS to send details of the Director vacancy to all Community Councils in the East region and to include a notice of the vacancy on the ANCBC website.**

## 5.8 General Data Protection Regulations (GDPR)

The Board was informed that ANCBC had been registered with the Information Commissioner's Office and a Data Protection Fee of £40 paid. A draft Personal Data Log had been sent to the GDPR Working Group for agreement and the approved Privacy Statement had been added to the ANCBC website. The Services Agreement between ANCBC and FS has been updated to include GDPR, anti-corruption, anti-bribery and anti-slavery clauses.

The Directors agreed a new three year Services Agreement between ANCBC and FS backdated to 1<sup>st</sup> March 2019 until 28<sup>th</sup> February 2022 which included a 2% annual inflationary increase. It was also agreed that FS should invoice ANCBC for these services on 10<sup>th</sup> April each year from 2020 onwards.

**ACTION: New three year Services Agreement between ANCBC and FS to be signed and witnessed by both parties.**

**ACTION: FS to draft Data Processing Protocols and Data Protection Policy and circulate to GDPR Working Group by the February Board meeting.**

## 6. Foundation Scotland updates

### 6.1 Fund Factsheet

The Directors agreed to amend the Fund Factsheet to clarify that the total amount requested over the three years should not exceed £20,000 per organisation unless the projects funded were distinctly different.

**ACTION: FS to amend Fund Factsheet.**

### 6.2 Communications

Sam reported that extra resources were now going into FS communications support. Spotlight project reports were being produced, released to the media and added to the ANCBC website. A video from the AGM had also been produced and added to the website. FS used the ANCBC pop up stands at a recent funding fayre held in Gretna.

### 6.3 Staffing Update

Sam informed the Board that Emma Goodlad had been recruited to the FS South of Scotland Team to look after funds located in the South West of the region.

## 7. Any Other Business

Russell asked what follow up was done with grantees that had not drawn down their grant awards.

**ACTION: FS to continue to chase those grantees who hadn't responded to correspondence where drawdown of grant is overdue.**

## 8. Dates of Rounds and Board meetings in 2020

The 2020/21 application deadlines and Board meetings were confirmed as:

Application Deadline	Board Meeting
Monday, 2 <sup>nd</sup> December 2019	Thursday, 6 <sup>th</sup> February 2020
Wednesday, 20 <sup>th</sup> March 2020	Thursday, 14 <sup>th</sup> May 2020
Monday, 3 <sup>rd</sup> August 2020	Thursday, 15 <sup>th</sup> October 2020
Friday, 4 <sup>th</sup> December 2020	Thursday, 11 <sup>th</sup> February 2021

<b>Item</b>	<b>Action</b>	<b>Date</b>	<b>Who</b>
3.3	Send updated Declaration of Interests forms by email to Sam or posted to Gatehouse of Fleet office, if required.	ASAP	Directors, if applicable
3.3	Send copies of photo card driving licence and contact details to Gatehouse of Fleet office, if not done so already.	ASAP	Directors, if applicable
3.3	Incorporate SPR guidance into grant offer materials.	ASAP	FS*
5.4	Contact Cumberland Building Society again about the possibility of setting up an account.	By next meeting	Treasurer
5.5	Ask for updated membership information from Community Councils.	ASAP	FS*
5.5	Follow up on arrangements with those Community Councils that hold local grants and had dis-established.	ASAP	Chair
5.6	Confirm date of 2020 AGM.	ASAP	FS
5.6	Circulate by email an options paper detailing possible event formats.	By next meeting	FS
5.6	Circulate Save the Date for 2020 AGM to all member Community Councils.	ASAP	FS
5.7	Send details of the Director vacancy to all Community Councils in the East region and to include a notice of the vacancy on the ANCBC website.	ASAP	FS
5.8	New three year Services Agreement between ANCBC and FS to be signed and witnessed by both parties.	ASAP	Chair, Treasurer and FS
5.8	Draft Data Processing Protocols and Data Protection Policy and circulate to GDPR Working Group by the February Board meeting.	By next meeting	FS
6.1	Amend Fund Factsheet.	By next meeting	FS
7	Continue to chase those grantees who hadn't responded to correspondence where drawdown of grant is overdue.	ASAP	FS