



Annandale & Nithsdale Community Benefit Company

Actions from Board Meeting 14th May 2020:

Item	Action	Date	Who
3.3	FS to produce a five-year Fund Update for members.	ASAP	FS
3.3	Write a report on the Solway Sk8ing Club event for the ANCBC website.	ASAP	Vice Chair
4.0	Re-issue Kirkmichael Community Council offer letter with condition removed.	ASAP	FS
5.4	Check that the members list is completely up to date and that newly re-established Community Councils are aware of the need to choose ANCBC members.	ASAP	FS
5.5	Circulate draft accounts to the Board as soon as they are ready.	ASAP	FS
5.6	Re-book St Georges' Hall, Dumfries for 14 th September 2020 and explore how members may be able to attend the AGM remotely.	ASAP	FS
5.6	Send out a new AGM Save the Date notice to members	ASAP	FS
5.6	Send out Local Grant 'top up' application letters to eligible Community Councils.	ASAP	Chair
5.6	Complete and return suggestions paper with a view to responses feeding into a discussion at the AGM about how ANCBC can best support community recovery from the effects of Covid-19.	ASAP	Directors
5.7	Send details of the Director vacancies to all Community Councils with the new Save the Date notice.	ASAP	FS
5.8	Payment of annual ICO Fee.	Before July	FS and Treasurer
6.1	Circulate draft Fund Report for approval by Directors.	ASAP	FS

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



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to make positive
changes

Annandale & Nithsdale Community Benefit Company

Board Meeting
Thursday 14th May 2020, 6.30pm
Teleconference

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
Moira McCrossan	Glencairn

Apologies:

Murdoch Macpherson	Dalton & Carrutherstown
Rory MacKail	Dalton & Carrutherstown

In attendance:

Sam Bramwell	Foundation Scotland
Gillian Arnot	SPR

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

Foundation Scotland to produce a five-year Fund Update for members and circulate draft to the Board.

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

The Vice Chair had contacted Solway Sk8ing Club and attended an international synchronised ice-skating competition at the Dumfries Ice Bowl on Saturday 8th February 2020.

ACTION: Vice Chair to write a report on the event for the ANCBC website.

There were no other outstanding actions.

4. Grant Applications

FS reported that all applicants had been asked how their project would be affected by the ongoing Covid-19 situation which had resulted in some applications being withdrawn and others being delayed.

Grant Applicant	Project Description	Amount Applied For	Amount Awarded	Conflicts of Interest/ Conditions of Award/Feedback to applicant
Sleeping Giants Community Development CIC	To connect young people to what lies within and behind Lincluden Abbey, telling its story, translating its sense of place and bringing its heritage to life.	£23,000	Deferred	Feedback: The ANCBC Board has limited funds available for distribution and it is unable to offer an award at this stage, but it is happy to consider your application again at the next meeting. The Board requires the following conditions to be met before it can make a funding decision: - That evidence of sufficient match funding to deliver the project as planned is provided. - That a copy of the project plan is provided which details how the resources developed will be utilised on an ongoing basis by the wider community and visitors as well as by school pupils.
Thornhill Sports Development Consortium	To contribute to the cost of replacing the artificial carpet of	£20,000	£20,000	DoI: Mike Steele Conditions of award: That a letter of re-assurance from DGC regarding the extension

	the MUGA which is now in a poor condition and unrepairable.			of the lease is received. That evidence of sufficient match funding to enable the project to go ahead as planned is provided. That payment is made in arrears on receipt of an invoice.
Beechgrove Sports Partnership	To contribute to the costs of building a new sports pavilion in Moffat to replace the current building which is in a dilapidated state of repair and is no longer fit for purpose.	£20,000	Deferred	Feedback: The ANCBC Board has limited funds available for distribution and it is unable to offer an award at this stage, but it is happy to consider the application again at its next meeting. The Board requires the following conditions to be met before it can make a funding decision: <ul style="list-style-type: none"> - That a copy of the lease agreement with the local authority is provided. - That a more detailed breakdown of costs as prepared by the architect is provided. - That evidence of match funding is provided.
Lochmaben and District Community Initiative	To contribute to the costs of compilation, editing and printing Autumn editions of a Community Newsletter and 'Keep it Local' leaflet and towards website fees.	£671.30	£671	
Lockerbie Old School	To contribute to the costs of employing a full-time project manager for two years to oversee the renovation and initial development phase of the Old School.	£20,000	Deferred	Feedback: The ANCBC Board is unable to offer an award at this stage, but it 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: <ul style="list-style-type: none"> - That a copy of the finalised Job Description for the role of the Project Manager is provided. - That evidence of the required employment status of the post

				of the Project Manager is provided once professional advice has been received. - That evidence of more community support for the project and exploration of options for the site is provided.
Hartfell Hill Running Club	To contribute to the costs of navigation, first aid and coaching training to enable the club to meet and exceed minimum safety expectations.	£4,675	£1,580	Feedback: The minimum for impact amount is awarded which will enable Hartfell Hill Running Club to fund the training required to meet and exceed minimum safety expectations by delivering First Aid, Navigation and Coaching training. It is recommended that the club apply to Awards for All for the other costs of the project. Conditions of award: That a copy of the completion report for A500245 is provided to Foundation Scotland. That signed and audited accounts for the most recent financial year are submitted to Foundation Scotland when they are available.
Kirkmichael Hall Community Group	To contribute to the costs of upgrading and extending the play park in Nethermill to improve community facilities, particularly to encourage active lifestyles among young people and families in the village.	£15,000	Deferred	Feedback: The ANCBC Board has limited funds available and it is unable to offer an award at this stage, but it is happy to consider your application again at its next meeting in October 2020. The Board requires the following conditions to be met before it can make a funding decision: - That confirmation of match funding is provided. - That a copy of the land disposition conveying the parcel of land is exhibited. - That evidence of planning consent for change of use for the field from agricultural use to leisure is provided. - That written confirmation is received from Dumfries & Galloway Council regarding maintenance of the play park. - That confirmation from

				KHCG's insurers that it will extend public liability insurance to the newly purchased parcel of land is provided.
Old School Thornhill	To contribute to the Playground Project – the installation of a temporary structure and programme of community and arts events in 2020.	£10,000	£10,000	Conditions of award: That evidence of insurance for the project's events, activities and temporary structure is provided. That evidence of sufficient match funding for the project to proceed as planned is provided. That details of any update to timescales in light of the current Covid-19 situation is provided.
Dumfries Baptist Church	To contribute to the purchase of a lawn tractor for use by the volunteers maintaining the public grounds surrounding the church centre.	£2,625	£2,625	Conditions of award: That a copy of the Volunteer Induction training manual is provided to Foundation Scotland.
KGV Trust	To contribute to the purchase of a PLAYERTEK TEAM System to track the performance of youth academy players ages 20 and below, supporting a greater understanding of technology in sport and the benefits of healthy lifestyles.	£3,000	£3,000	Feedback: The ANCBC Board has supported this application because of the work that the club does through its youth team and within the community in particular. That written confirmation of match funding from Queen of the South football club. That evidence is provided in the Completion Report as to how the grant award has supported the youth team.
Lochmaben Golf Club	To contribute towards the costs of installing a stairlift to improve accessibility to the club lounge.	£1,400	£1,400	Conditions of award: That evidence of match funding for the project is provided. That the revised constitution includes an unconnected signatories clause in respect of authorising payments and a copy of the revised constitution is provided to Foundation Scotland when it is available.
Annandale Community	To contribute towards the costs	£20,000	£20,000	Feedback: ANCBC fund criteria states that "the total amount

Transport Services	of providing door-to-door transport to hospital appointments, increasing access to local services and improving health and wellbeing of local residents.			requested per project over three years should not exceed £20,000." Annandale Community Transport Services cannot now apply to the fund for the same project costs for a period of three years. Conditions of award: That the award is made in two instalments with 60% paid out in year 1 and the balance of 40% made available after the beginning of July 2021 for Year 2. That a satisfactory interim report is provided to the Board 10 months into the project prior to the second payment being made. That the articles of association are reviewed with a view to stating that there should be a minimum of three directors.
Marchmount Bowling Club	To replace wooden edges around the perimeter of the bowling green, level the edges of the playing surface, and replace ditch matting, with the aim of bringing the green back to a level playing surface.	£3,914	£3,911	
Eskdalemuir Expressive Arts	To respond to the end of the COVID-19 pandemic with a series of engaging creative workshops and events to bring people back together in a community setting.	£1,200	£1,200	Conditions of award: Pre-payment That a Completion Report for A478806 is provided to Foundation Scotland. That a project plan of proposed workshops and events is provided. That a Volunteer Policy be implemented, and a copy provided to Foundation Scotland. That the rules and procedures section of the Constitution be updated in terms of quorum for meetings and AGMs.

				That the year-end be updated to December in the Constitution. That a summary report of where project participants are from and audience feedback be captured and provided alongside the project Completion Report.
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A letter from Kirkmichael Community Council refusing a grant award of £673 approved at the February meeting had been circulated with the papers. The Board reviewed the conditions of this grant and removed the stipulation that the ANCBC contribution towards the production of the newsletter needed to be spent on the purchase of a printer.

ACTION: FS to re-issue offer letter with condition removed.

5. Finance & Governance

5.1 ANCBC Treasurer's Report

The Treasurer's report had been circulated with the papers and an update was 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 released was given.

5.3 Assessing financial risk

Helen reported she was in the process of opening an account with the CAF Bank. It was noted that this would further reduce financial risk.

5.4 Community Council Membership and Local Grant Scheme

The Chair gave an update on the local grants scheme including details of which re-established Community Councils had now had their local grants returned to them.

A copy of the 2020 ANCBC membership list had been circulated with the papers.

ACTION: FS to check that the list is completely up to date and that newly re-established Community Councils are aware of the need to choose ANCBC members.

5.5 Approval of Accounts

The 2019-20 accounts were with Farries Kirk & McVean. They would be circulated for approval by the Directors as soon as they were ready.

ACTION: FS to circulate draft accounts to the Board as soon as they are ready.

5.6 AGM Planning for 2020 and Covid-19 recovery

It was agreed to postpone the AGM until Monday 14th September 2020.

ACTION: FS to re-book St Georges' Hall, Dumfries for 14th September 2020 and explore how members may be able to attend the AGM remotely.

ACTION: FS to send out a new AGM Save the Date notice to members.

Directors agreed to a proposal by the Chair that ANCBC responds in the short term to the Covid-19 crisis by allocating additional funds to the Local Grants Scheme to enable Community Councils to drawdown up to a further £1,000 this year to be spent by the 31st August 2020. Community Councils that do not have existing unspent local grant funds will be eligible and normal terms and conditions will apply.

ACTION: Chair to send out Local Grant 'top up' application letters to eligible Community Councils.

A paper asking for **four** suggestions as to how ANCBC could support your community's recovery from the effects of Covid-19 had been circulated to Directors prior to the meeting.

ACTION: Directors to complete and return suggestions paper with a view to responses feeding into a discussion at the AGM about how ANCBC can best support community recovery from the effects of Covid-19.

5.7 Recruitment of Directors

It was reported that there had been no response from members to the notice that there are currently vacancies on the ANCBC Board in the East and South region.

ACTION: FS to send details of the Director vacancies to all Community Councils with the new Save the Date notice.

5.8 General Data Protection Regulations (GDPR)

The ANCBC Data Protection Policy and Subject Access Request Form Template that had been circulated with the papers were approved. It was noted that the annual ICO Fee was due in July.

ACTION: FS to liaise with Treasurer regarding payment of ICO Fee.

6. Foundation Scotland updates

6.1 Fund Review and Report

It was noted that the Fund Report was being written and a draft would be circulated to Directors for approval.

ACTION: FS to circulate draft Fund Report for approval by Directors.

7. Any Other Business

The was no other business.

8. Dates of Next Meeting

The next Board meeting will take place on Thursday 15th October 2020, Lochhouse Farm Retreat, Beattock at 6:30pm.