

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

Actions from Board Meeting 15th October 2020:

Item	Action	Date	Who
3.3	Produce a five-year Fund Update for members.	ASAP	FS
3.3	Continue to contact Community Councils and update members list.	Ongoing	FS
3.3	Confirm date for 2021 AGM and book St Georges Hall	ASAP	FS
5.3	Investigate setting up online banking with CAF.	ASAP	Treasurer
5.6	Send out £2,000 Local Grant application letters to Community Councils.	ASAP	Chair
5.7	Send details of the Director vacancies with correspondence going to Community Councils.	Ongoing	Chair/FS
6.1	Prepare information for Fund Review in Spring 2021	Before February	FS

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Annandale & Nithsdale Community Benefit Company

Board Meeting
Thursday 15th October 2020, 6.30pm
Videoconference

MINUTES

Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
Russell Stuart (Vice Chair)	Heathhall
Helen Haggart (Treasurer)	Lockerbie
Alistair MacFadzean	Dunscore
Mike Steele	Closeburn
Robert Gladstone	Keir
Moira McCrossan	Glencairn

Apologies:

David Booth	Moffat
Rory MacKail	Dalton & Carrutherstown
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. It was noted Rory MacKail was unwell after an operation. The Board wished him well.

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

The Board approved a 12-month extension request by Nithsdale Amateur Rowing Club Ltd who were still seeking match funding for their project to contribute to the costs of repairing the roof on the boathouse (A521251).

It was reported that three ANCBC projects had been selected for SPR compliance review during the quarter. Reviews on Moniaive Initiative (A509550) and Johnstonebridge Community Development Trust (A509663) had been completed satisfactorily. Soul Soup Counselling and Training Ltd (A519752) has closed as a service in September and SPR is still in the process of reviewing this project. Soul Soup had received £10,000 of its grant award and it returned £3,336 of this unspent.

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.

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.

ACTION: FS to continue to contact Community Councils and update members list.

Book St George's Hall, Dumfries for June 2021 AGM. FS to contact Board members with possible dates.

ACTION: FS confirm date in June for next year's AGM and book St. George's Hall.

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
Alive Community Radio SCIO	To commission and install a new transmitter and purchase replacement studio equipment.	£8,000	£2,000	DoI Moira McCrossan Feedback: The ANCBC Board approves a grant award at the minimum for impact amount of £2,000 as a contribution towards the costs of a new transmitter with the view that this should increase the range of transmission and potentially the number of listeners. In addition, communication has been an important part of supporting local communities in their response to the Covid-19 pandemic and in helping to reduce isolation during this time. However, the full amount requested

				<p>has not been awarded due to the uncertainty regarding the percentage of project beneficiaries who live within the fund's area of benefit.</p> <p>Conditions of Award: That signed annual accounts showing transfer of assets to Alive Community Radio (SCIO) and write off of outstanding debt to former director(s) are provided to Foundation Scotland as soon as they are available and before any payment of grant is made.</p> <p>That evidence of appropriate safeguarding policies and procedures are provided.</p> <p>That three competitive quotes are sought for the rack-mounted computers.</p> <p>That evidence of planning permission for the new transmitter is provided, or that written confirmation is provided that planning permission is not required.</p>
Dumfries High Street Limited	To contribute to repair and adaptation costs of 113-115 and 117 High Street, Dumfries to enable the buildings to be used by community organisations and local businesses.	£10,000	£7,380	<p>Feedback: The ANCBC Board is supportive of this project and an award of 50% of the total project cost in line with ANCBC grant criteria and based on the one quote so far provided is approved.</p> <p>Conditions of Award: That at least three copies of quotes for the refurbishment work are provided to Foundation Scotland before any payment of grant is made.</p> <p>That written evidence of demand from potential users of the building is provided,</p> <p>That confirmation that building warrants and other permissions are not required.</p>
The RH Youth Organisation	To contribute to the purchase of equipment to aid the running of both the Outdoor and Adventure Group and the Theatre Group.	£1882.99	£1,883.00	<p>Conditions of Award: That at least one quote is provided for all items costed at £200 and over.</p> <p>That evidence of appropriate public liability and equipment insurance is provided.</p>

Moffat Golf Club	To contribute towards the costs of six new golf carts to replace carts which are no longer fit for purpose.	£20,000	No award	Feedback: The ANCBC Board has refused this application because it is of the view that there is insufficient demonstration of need, in terms of the number of trolleys required and because there is the option to purchase lease or contract hire the golf carts which removes the need for upfront capital expenditure.
Dumfries Pipe Band	To cover the running costs of the band between November 2020 and April 2021.	£3,690	£3,690	No conditions
National Trust for Scotland (Thomas Carlyle's Birthplace)	To develop the two vacant cottages, on the site of Thomas Carlyle's house, into a cafe / retail and education space.	£20,000	No award	Feedback: The ANCBC Board is of the view that insufficient evidence has been provided to demonstrate how much additional income will be generated by the improved facilities and whether this will support the site to become self-sustaining. It is also difficult to predict what the direct benefits will be for Lockerbie residents and businesses located within the ANCBC area of benefit as the Museum is sited near Ecclefechan which is outside the fund's area of benefit.
Annandale Sailing Club	To extend the Clubhouse ground floor and create an upstairs viewing area to make the facility more accessible, family friendly and to provide additional space for training particularly in wet weather.	£17,000	£17,000	Conditions of Award: That large capital grant terms and conditions apply. That confirmation is provided that the building and flooring works will be guaranteed. That a breakdown of current members living within and without the area of benefit of the Annandale & Nithsdale Community Benefit Fund to be provided to Foundation Scotland before any payment of grant is made. That evidence of appropriate safeguarding policies and procedures being in place is provided. That a plaque acknowledging ANCBC's support is displayed at the Club.
Royal Four Towns Hall Association	To repair the floor in the kitchen area as well as the rotting walls.	£11,760	£11,760	Conditions of Award: That confirmation is provided that a building warrant is not required. That large capital grant terms and conditions apply.

				That the group review clause 7b of their constitution to make sure that the financial procedures regarding number of required signatories stated within it reflect actual practices of there needing to be dual signatories for all transactions.
Kirkmichael Hall Community Group	To upgrade and extend the play park in Nethermill to improve community facilities, particularly to encourage active lifestyles among young people and families in the village.	£12,000	£12,000	<p>Conditions of Award: That a breakdown of final costs is provided once available.</p> <p>That the tender specification and report, and a minimum of three quotes for the playpark equipment are provided, along with confirmation of the preferred bidder, and confirmation of guarantees are provided.</p> <p>That the appropriate number of quotes are provided for other costs such as the fencing and legal fees.</p> <p>That all other Foundation Scotland large capital grant terms & conditions will apply.</p> <p>That a copy of the land disposition conveying the parcel of land is exhibited.</p> <p>That the yearly accounts are amended to be in the name of Kirkmichael Hall Community Group for consistency if this is possible.</p> <p>That consideration be given as to whether the constitution needs to be amended to state that accounts of the group shall be independently examined rather than fully audited.</p> <p>That a plaque acknowledging the support of ANCBC is displayed at the play park.</p>
Dumfries and Galloway Outdoor Access Trust	To upgrade and repair sections of the Southern Upland and Annandale Way in the hills to the west and north of Moffat in order to open the walk to a wider range of users, such as mountain bikers; and to promote this through a launch event and marketing materials	£9,890	£7,691	<p>Feedback: This award is to cover the costs of publicity and marketing, project management, benches, gates and a contribution towards the pathworks. It does not include the contingency amount.</p> <p>Conditions of Award: That a signed copy of accounts for year end 31st October 2019 be submitted prior to payment being made.</p> <p>That the appropriate number of quotes are submitted for each of the costs and a finalised breakdown of costs is provided.</p>

				<p>That evidence be provided that recruitment is actively taking place within the Annandale and Nithsdale area to recruit a fourth Trustee.</p> <p>Post-payment: That evidence be submitted that all benches, gates and pathworks costs covered by the award are allocated to the Annandale and Nithsdale area of benefit specifically.</p> <p>That a plaque acknowledging the support of ANCBC is displayed.</p>
Beechgrove Sports Partnership	To contribute to the capital build of a new sports pavilion in Moffat to replace the current building which is not fit for purpose.	£20,000	£20,000	<p>Conditions of Award: That a copy of the lease agreement with the local authority is provided to Foundation Scotland before any payment of grant is made.</p> <p>That confirmation of sufficient match funding to proceed is provided.</p> <p>That open procurement takes place and at least three competitive quotes are provided for the new pavilion before any payment of grant is made along with confirmation of the preferred supplier; final project cost; and guarantees for the work.</p> <p>That evidence is provided that a building warrant is in place.</p> <p>That large capital grant terms and conditions apply and in particular that the grant is released on receipt of invoices.</p> <p>That a plaque acknowledging ANCBC support is displayed at the pavilion.</p>

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 together with an update on grants that had been withdrawn. It was noted that these funds would be paid back to ANCBC from FS.

5.3 Assessing financial risk

Helen reported that the account with the CAF Bank was now open and that Russell was an ANCBC signatory. Helen was exploring how to set up online banking with CAF.

ACTION: Treasurer to investigate setting up online banking with CAF.

5.4 Community Council Membership and Local Grant Scheme

The Chair gave an update on the local grants scheme including details of how many local grants had been released this year and the ongoing situation in relation to how Community Councils could continue to meet in current circumstances.

5.5 AGM Draft minutes

The draft minutes of the 2020 AGM had been circulated with the papers for information and comment.

5.6 Covid-19 recovery discussion

It was agreed that an additional £2,000 would be made available to eligible Community Councils to be spent by 31st August 2021 to provide significant benefit to local communities due to the current Covid-19 pandemic.

Those that apply for the £2,000 who have unspent funds from their original £4,000 start-up fund or have not returned the 2019-20 monitoring reports (that were due from September 2020) will be asked to use their unspent funds and will not be eligible for the top up grant.

ACTION: Chair to send out £2,000 Local Grant application letters to Community Councils.

5.7 Recruitment of Directors

It was noted that recruitment for new Directors from the East and South regions would continue.

ACTION: FS and Chair to send details of the Director vacancies with correspondence going to Community Councils.

6. Foundation Scotland updates

6.1 Fund Review and Report

It was noted that the Fund Report had been circulated to Directors and a copy was available on the website to download.

It was agreed that the Fund Review should take place in Spring 2021.

ACTION: FS to prepare information for Fund Review in Spring 2021.

7. Any Other Business

It was reported that the Chair had agreed to sign a letter to be sent from ANCBC, Kilgallioch Community Benefit Company and the Glenkens and District Trust in response to a recommendation detailed within a recent report 'South of Scotland Third Sector – A Partnership Approach to Covid-19 Response and Recovery Planning' issued by the Third Sector Interfaces.

8. Dates of Next Meeting

The 2021/22 application deadlines and Board meetings are confirmed as:

Application Deadline	Board Meeting
Friday, 4 th December 2020	Thursday, 11 th February 2021
Friday, 19 th March 2021	Thursday, 13 th May 2021
Thursday, 29 th July 2021	Thursday, 14 th October 2021
Friday, 3 rd December 2021	Thursday, 10 th February 2022

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