



Annandale & Nithsdale Community Benefit Company

Actions from Board Meeting 14th October 2021:

Item	Action	Date	Who
3.3	Arrange a meeting with Kilgallioch Community Benefit Company (and other community companies) to discuss the proposal of jointly recruiting a 'social media' intern.	ASAP	FS/Sub-committee
5.3	Liaise with the Chair and the Vice-Chair to set them up as new signatories.	ASAP	Treasurer
5.4	Outstanding signatures and ID to be sent to Saint & Co. or to FS.	ASAP	All
5.5	Explore possible reasons why the guidelines state that awards can be only made to constituted groups and to write an options paper to support the Board in reviewing the current guidelines.	By next meeting	FS
5.6	Send out possible dates for the 2022 AGM to the Board.	ASAP	FS
5.6	Send out a new AGM Save the Date notice to members.	ASAP	FS
5.7	Continue to seek new directors for the South and East areas.	By next meeting	All
5.8	Follow up with Headteacher about process for memorial to Martin Brown.	ASAP	FS
6.1	Arrange a date in November for the Sub-committee to meet.	ASAP	FS
7.0	Request remittance advice from SPR.	ASAP	FS
8.0	Book a venue in Dumfries for next meeting.	ASAP	FS

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

Board Meeting
Thursday 14th October 2021, 6.30pm
Videoconference

MINUTES

Directors Present:

David Booth (Chair)	Moffat
Alistair MacFadzean	Dunscore
David Roulston	Kirkmichael
Robert Gladstone (Vice Chair)	Keir
Moira McCrossan	Glencairn
Helen Haggart (Treasurer)	Lockerbie
Alice Stilgoe	Penpont

In attendance:

Sam Bramwell	Foundation Scotland
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Apologies:

Rory MacKail	Dalston & Carrutherstown
Gillian Arnot	SPR

1. Welcome and apologies

The Chair opened the meeting and welcomed everyone, including David Roulston and Alice Stilgoe as new Directors. He asked Foundation Scotland to chair this meeting due to it being difficult for him to chair whilst telephoning into the meeting.

2. Apologies/quorum

The meeting was quorate (quorum is four Directors present).

3. Minutes of last meeting

3.1 Approval

The Minutes of the 13th May were approved by all, with one alteration to a total project cost. The Minutes of the Extraordinary Planning Meeting held in July were also approved by all.

3.2 Matters arising not on agenda

It was reported that FS has updated its application criteria so that if an applicant was seeking funding towards building or improving a community facility, or specifically towards energy saving improvements for a community building, they should seek advice from Zero Waste Scotland Energy Efficiency Business Support Service as part of the application process.

It was also reported that FS was in the process of implementing a UK Community Foundation Impact 2 Framework which would enable more extensive and better-quality impact evidence to be collected about how funds contributed towards positive change in communities. There would need to be some changes to application and monitoring forms to enable this to take place. FS would continue to collect data relating to ANCBC and SPR outcomes.

There were no other matters arising.

3.3 Outstanding actions

The report on grants awarded over 12 months ago, but not drawn down which had been circulated to Board members was introduced. Robert Gladstone sought clarification of the amount currently available for distribution which was given by FS and the Treasurer.

Foundation Scotland reported that the Kilgallioch Community Benefit Company Fund Review Report was almost ready and once this had been finalised a meeting between the community companies would be organised to discuss shared learning and to discuss the possibility of jointly recruiting a 'social media' intern.

ACTION: FS/Sub-committee to arrange a meeting with Kilgallioch Community Benefit Company (and other community companies) to discuss the proposal of jointly recruiting a 'social media' intern.

It was noted that changes to the Articles of Association would be explored by the Fund Review Sub-committee as part of taking forward the actions from the Fund Review.

There were no other outstanding actions.

4. Grant Applications

Declarations of Interest: Robert Gladstone declared an indirect conflict of interest for the South of Scotland Community Housing and Community Energy Scotland Ltd applications and David Roulston for the South of Scotland Community Housing application as they are committee members of organisations that will benefit from advice given through these projects.

Grant Applicant	Project Description	Amount Applied For	Amount Awarded	Conflicts of Interest/ Conditions of Award/Feedback to applicant
South of Scotland Community Housing	To assist with staff costs to support the planning and delivery of community-led	£19,800	£19,800	Conditions of award: Pre-payment: That a work plan for the Community Led Housing Co-ordinator is provided.

	housing projects within the ANCBC area over the next year, in particular in Keir, Penpont and Tynron, Johnstonebridge, Lockerbie, and Nethermill.			That evidence of match funding for the project is provided. Post-payment: That there is acknowledgement of the support given by ANCBC on SOSCH's website and in promotional materials.
Community Energy Scotland Limited	To contribute to the costs of the Network 76 in Motion project (N76) which will support community organisations along the A76 corridor to work together to research and develop sustainable transport solutions for their areas.	£9,850	£9,850	Feedback: The Board is supportive of an award for £9,850 with the condition that the sustainable transport workshops are publicised and available to attendees throughout the ANCBC Fund area of benefit. The Board would also like to see examples of the sustainable transport plans provided as part of the end of project reporting. Conditions of award. Post-payment: That sustainable transport workshops are publicised and available to attendees throughout the Fund area.
RAW Restoring Annan's Water	To contribute to the employment costs of a RAW Project Officer for twelve months.	£20,000	Deferred	Feedback: Decision deferred to next meeting subject to Directors' questions being answered satisfactorily.
RH Youth Organisation	To assist with the purchase of a portacabin, storage container and cladding to provide a base for the Organisation and for wider community use.	£10,745	£10,745	Conditions of Award: Pre-payment: That the grant award A561946 is drawn down and a completed monitoring report provided. That evidence of any permissions required are provided, for both the storage container and portacabin, or evidence that these are not required provided. That a copy of a lease between RH Youth Organisation and Dumfries and Galloway Council for use of the land in the way anticipated is provided. That evidence of match funding being in place is provided. Post-payment: That evidence of support for the Community Asset Transfer to RH Youth Organisation is provided by Dumfries and Galloway Council.

				That evidence of appropriate insurance for the storage unit and the portacabin are provided.
Dumfries Get Together	To contribute to the costs of purchasing chairs and tables to use for activities and events.	£3207.80	£2,133	Feedback: A grant of £2,133 has been awarded which is 75% of the total project cost and, therefore, in line with the ANCBC Fund's match funding criteria. Conditions of award: Pre-payment: That a satisfactory vulnerable adults safeguarding policy is provided to Foundation Scotland and confirmation that appropriate training will be given to volunteers. Post-payment: That evidence of appropriate insurance for the group and for the equipment is provided.
Maxwell Memorial Hall Management Committee	To fund essential repairs, required to maintain a safe and comfortable environment for the hall users.	£3,395	£3,395	Conditions of award: Pre-payment: That evidence of match funding is submitted to Foundation Scotland. If the application to Stafford Trust is unsuccessful, the applicant will need to confirm how the remaining funds will be raised. That the applicant submits a copy of the hall's insurance policy once it has been renewed in November 2021.
Glencairn Memorial Institute	To contribute towards the costs of essential repair works to the building and to future proof it for future generations of users.	£13,100	£20,000	Feedback: A grant of £20,000 has been awarded as a contribution towards the costs of repairing the gable end of the Institute. Conditions of award: Pre-payment: That large grant terms and conditions will apply, in particular that payments will be made in arrears, on provision of invoices. That evidence is provided of another quotation for the gable end works having been sought. That signed accounts for the years ending 31 March 2020 and 31st March 2021 are provided. That evidence of sufficient funding to match the 50% ANCBC contribution is provided. That a copy of the agreement between Glencairn Memorial Institute and Moniaive Initiative is provided.

				Post-payment: That a copy of the revised constitution is provided when available.
Dalswinton Village Hall	To part fund the creation of a permanent car parking area adjacent to the village hall, in order to improve the facilities for hall users.	£9,000	£11,576	Feedback: An amount of £11,576 has been awarded which is 50% of the total project costs and, therefore, in line with the ANCBC Fund's match funding criteria. Conditions of award: Pre-payment: That Dalswinton Estate provide evidence that the land on which the car park is to be located has been legally assigned to the trustees of the Dalswinton Village Hall. That the applicant provides confirmation of match funding.

5. Finance & Governance

5.1 ANCBC Treasurer's Report

The Treasurer's report had been circulated with the papers and an update was given. It was confirmed that this year's allocation from SPR of £357,086.92 had been received in August.

5.2 Foundation Scotland Fund Statement and Grant-making report

The FS Fund Statement and Grant Making Report was noted.

5.3 Assessing Financial Risk

An update was given by the Treasurer regarding changes in signatories. It was agreed that the previous Chair would continue to sign cheques until the changes had been made. The process of setting up online banking was on hold until the changes in signatories had taken place.

ACTION: The Treasurer would liaise with the Chair and the Vice-Chair to set them up as new signatories.

5.4 Change of Accountants

It was noted that the new registered office address, Saint & Co. 26 High Street, Annan DG12 6AJ, had been changed at Companies House, on the ANCBC website and on Fund documents.

It was noted that any outstanding signatures confirming agreement to Saint & Co. terms and conditions should be sent to Saint & Co. or to FS; and that the ideal ID to send or hand in to Saint & Co.' Dumfries Office would be a full driving licence as it includes the director's address.

ACTION: Outstanding signatures and ID to be sent to Saint & Co. or to FS.

5.5 Community Council Membership and Local Grants Scheme Update

FS reported that all 34 eligible community councils had been sent local grants documents for this year, including monitoring form, guidance notes and grant acceptance form. A total of 11 had so far sent in completed documents and had been paid or were ready to be paid with another couple to be paid once queries had been answered. All those that had not yet responded had recently

received reminders. FS noted that they would be looking at how to make the process more online and streamlined for next year.

FS had received a couple of queries from community councils, one about timescales for returning forms and the other about whether groups receiving grants needed to be constituted. There followed a discussion regarding the guidelines which stated that groups should be constituted but that in practice community councils were awarding grants to non-constituted groups especially in rural areas where there were few local constituted groups. It was also noted that it was agreed at the AGM that the additional £2,000 local grant allocation for Covid recovery would be extended to this year for eligible community councils that had not previously drawn down this funding.

ACTION: FS to explore possible reasons why the guidelines state that awards can be only made to constituted groups and to write an options paper to support the Board in reviewing the current guidelines.

5.6 AGM Review

It was agreed that the next AGM should be in September 2022 and that FS would send out possible dates to the Board. It would be confirmed whether the AGM should be held face-to-face or by Videoconference nearer the time.

ACTION: FS to send out possible dates for the 2022 AGM to the Board.

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

5.7 Recruitment of Directors (East & South)

It was noted that Rory MacKail had said that he would seek new directors for the South area and Helen Haggart reported that she was in discussion with a possible new director for the South.

FS noted that a request for new directors in the East and South was on the website and would be in the Members Update being sent out shortly.

ACTION: All to continue to seek new directors for the South and East areas.

5.8 Commemorating Martin's work through the Fund

FS reported that the Headteacher of Moffat and Beattock Primary Schools had been contacted about how best to implement the process of providing vouchers / books to P7 pupils and was waiting for the Headteacher to respond.

ACTION: FS to follow up with Headteacher about process for memorial to Martin Brown.

6. Foundation Scotland updates

6.1 Taking forward actions from Fund Review

As Mike Steele and Russell Stuart had stepped down as directors, FS asked for volunteers to join Moira McCrossan on the Fund Review Sub-committee which would take forward outstanding actions from the Fund Review. David Roulston agreed to join the Sub-committee.

ACTION: FS to arrange a date in November for the Sub-committee to meet.

7. Any Other Business

The Treasurer asked if FS could contact SPR to ask for a remittance advice for this year's allocation. She had emailed but as yet had received no response.

ACTION: FS to request remittance advice from SPR.

6. Date of Next Meeting and Decision on Future Venues

FS gave the dates for future deadlines and meetings as follows:

Application Deadline

3rd December 2021

18th March 2022

5th August 2022

Board Meeting

10th February 2022

12th May 2022

6th October 2022

The date of the next scheduled Board meeting is 10th February 2022. It was agreed to make this a face-to-face meeting in the Dumfries area possibly at St. Georges' Hall or at the Baptist Church meeting rooms at Georgetown. Moira McCrossan gave her apologies for this meeting.

ACTION: FS to book a venue in Dumfries for next meeting.

FS After Note: Alice Stilgoe confirmed that she was able to attend on this date and, therefore, FS would not now seek alternative dates.

The meeting was closed at 8.30pm. All were thanked for their contributions.