



## Annandale & Nithsdale Community Benefit Company

### Actions from Board Meeting 2<sup>nd</sup> February 2023

Item	Action	Date	Who
3.3	Provide an updated Services Contract and Call for Environmental Projects working paper.	ASAP	FS
5.4	Follow up correspondence with community councils regarding the £4k construction grants.	ASAP	FS
5.4	Investigate the possibility of increasing the £2k local grant to £4k per annum.	ASAP	FS
6.1	Take forward communications piece of work to produce videos and case studies	By next meeting	Fund Review Sub-Committee
6.1	Share pros and cons paper on changing the Articles of Association.	ASAP	FS
6.1	Plan an 'away day' to discuss future strategy and direction	By next meeting	All
8	Book the Usual Place for the next Board 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 2<sup>nd</sup> February 2023**  
**The Usual Place, Academy Street, Dumfries**  
**DG1 1BZ**

### MINUTES

#### Directors Present:

David Booth (Chair)	Moffat
Helen Haggart (Treasurer)	Lockerbie
Alice Stilgoe	Penpont
Liam O'Neill	Moffat
David McKie	Lochside & Woodlands
Robert Watson	Torthorwald

#### In attendance:

Sam Bramwell	Foundation Scotland
Amy Aitken	SPR

#### Apologies:

Robert Gladstone (Vice Chair)	Keir
Hugh Taylor	Glencairn

#### 1. Welcome

The Chair opened the meeting and welcomed everyone.

#### 2. Apologies/quorum

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

#### 3. Minutes of last meeting

##### 3.1 Approval

The minutes of the 6<sup>th</sup> October 2022 meeting were approved by all.

##### 3.2 Matters arising not on agenda

Following a request by the grantee, it was agreed that the Castle Loch Lochmaben Community Trust could still draw down the full £20,000 ANCBC award (A625180) previously approved, to be

spent as detailed in the original application, rather than proportionally reducing the award because the total project cost has reduced from an estimated £110,000 to an actual cost of £88,000. The Trust had raised a total of £94,000 and any surplus would be put towards next year's running costs.

David McKie reported that he had attended the recent Trophy D'Ecosse (ISU Scottish Synchronized Skating Championships held at Dumfries Ice Bowl, upon invitation of the Solway Sk8ing Club. He was delighted to also report that the Solway Stars team have been selected to represent Great Britain at the Junior World Synchronised Ice-Skating Championships 2023 in Angers, France. David said that he would send an email he had received from the club to all directors.

There were no further matters arising.

### **3.3 Outstanding actions**

Sam reported that she had not yet arranged a joint meeting and whether the need to still do this would be discussed under agenda item 6.1.

Sam reported that she would send out a copy of the updated Services Contract by email following the meeting and that she would also provide a working paper on a possible call for environmental projects by email for comment.

**Action: FS to provide an updated Services Contract and Call for Environmental Projects working paper.**

Sam informed the Board that an ANCBC Facebook page had been created.  
<https://www.facebook.com/ancbcfund>

There were no other outstanding actions.

### **3.4 Conflicts of interest**

Conflicts of interest were declared by Robert Watson in relation to applications from Dumfries Male Voice Choir, Dumfries Bowling Club and Torthorwald Hall Association.

## **4. Grant Applications**

See appendix for summary of grant application decisions made.

## **5. Finance & Governance**

### **5.1 ANCBC Treasurer's Report**

The Treasurer's report had been circulated with the papers. Helen provided an update and reported that there were sufficient funds available for the Spring funding round.

### **5.2 Foundation Scotland Fund Statement**

The FS Fund Statement and Grant Making Report had been circulated with the papers. Sam detailed which grant payments had not been released, progress on these projects and any outstanding conditions.

### **5.3 Assessing financial risk**

Helen explaining that financial risk was managed by spreading the funding across three bank accounts. £351 in interest had been received through the CAF bank account.

### **5.4 Community Council Membership and Local Grants update and review**

Sam updated the board on progress with the local grants scheme. To date, £44,000 in £2,000 local grant payments have been made to 22 community councils, including to Kingholm Quay Community Council which has just re-established. Helen noted that there had been some feedback from community councils that they had found the portal system difficult to use especially if they had internet issues.

Helen asked about progress with reporting on the £4,000 initial construction grant and noted that Lockerbie & District Community Council had not received a monitoring report to complete. Sam responded that she would follow this up with Chris but that most community councils with outstanding construction grants had been contacted.

**Action: FS to follow up correspondence with community councils regarding the £4k construction grants.**

It was asked whether the £2k annual local grant should be increased to £4k per year. Sam would look into whether this was feasible in relation to the Community Benefit Agreement and/or the Articles of Association.

**Action: FS to investigate the possibility of increasing the £2k local grant to £4k per annum.**

### **5.5 AGM Planning**

Sam confirmed that the 2023 AGM was confirmed for Monday 25<sup>th</sup> September at 6.30pm to take place by videoconference. A Save the Date notice had been sent out to all ANCBC members.

## **6. Foundation Scotland updates**

### **6.1 Fund Review Sub-Committee Update**

Alice gave an update on the Sub-Committee meeting that had taken place on the 12<sup>th</sup> January. The members of the Sub-Committee were Alice, Hugh and Bob. Alice and Hugh are due to meet Tom Snow, DGC Co-ordinator, to take forward the proposal of a pilot project with one or two schools initially. Hugh and Sam will meet to take forward the idea of an information session to be held in North West Dumfries in the Spring. Alice asked the Board whether they were happy with the idea of funding a discrete piece of work to produce videos, case studies which promoted the fund and demonstrated its impact. The proposal was agreed by all.

**Action: Fund Review Sub-Committee to take forward communications piece of work to produce videos and case studies.**

The Board briefly discussed the problem of disestablished community councils and agreed to discuss this in more detail at the May meeting.

**Action: FS to share pros and cons paper on changing the Articles of Association.**

**Action: ANCBC Board to plan an 'away day' to discuss future strategy and direction.**

#### **7. Any Other Business**

There was no other business.

#### **8. Date of Next Meeting and Decision on Future Venues**

The next application deadline was 17<sup>th</sup> March 2023, and the next Board meeting was scheduled for Thursday, 11<sup>th</sup> May 2023 at the time of 7pm.

**ACTION: FS to book the Usual Place for the next Board Meeting**

## Appendix – Summary of Decisions

Applicant	Project Description	Amount Applied for	Awarded Amount	CoI, Feedback, Conditions of Award
Nith Valley Leaf Trust - FR-0067547	To contribute to the costs of purchasing a shop & residential premises in Closeburn, creating a viable social enterprise providing affordable house rental, community shop, social cafe and other potential hub services benefiting local residents.	£20,000	£20,000	Conditions: Large grant terms and conditions apply, in particular, evidence of the purchase of the shop and residential premises going ahead before the payment is released.
Dumfries YMCA SCIO - FR-0067586	Towards the costs of the community café project in Lochside, Dumfries which provides free hot nutritious meals all year-round Monday to Friday for a minimum of 10 vulnerable people per day for 12 months.	£20,000	£20,000	Conditions: Provide evidence of match funding from the Wellbeing Trust. ANCBC support should be acknowledged in publicity and promotional materials, and evidence of this provided.
The Food Train Ltd - FR-0067638	Towards the costs of piloting a hot lunch project for existing older members (in the Dumfries area branch) and also open up a pop-up cafe three days a week in the Dumfries building social space, offering lunch to older people.	£20,000	£20,000	Initially deferred until level of reserves explained.  Conditions: Provide evidence that there has been an open recruitment process for the employment of the cook. Provide a copy of the job description for the cook. Provide a signed copy of the employment contract. Provide evidence of acknowledgment of ANCBC support in publicity and promotional materials.
Child Bereavement UK - FR-0067754	Towards the costs of employing a bereavement support practitioner in the areas of Moffat, Kirkpatrick Juxta, Wamphray and Johnstonebridge for 12 months.	£16,369	£16,369	Feedback Questions: 1) Why has Child Bereavement UK specifically identified the areas of Moffat, Kirkpatrick Juxta, Wamphray and Johnstonebridge?  2) Is the plan to expand the service to other areas of Dumfries and Galloway after the 12 months? if not what is planned in a year's time in terms of the project's continuation?

				<p>3) Are other similar organisations already operating in the ANCBC area of benefit?</p> <p>Conditions: Provide answers to the questions raised by the ANCBC Board as detailed in the feedback section. Provide evidence of match funding. Provide a copy of the signed employment contract. Provide a copy of the job description and evidence of an open recruitment process for the bereavement support practitioner.</p>
Dumfries and Galloway Befriending Project - FR-0067171	To contribute towards the salary costs of a full-time befriending co-ordinator to support befriends and disadvantaged young people living in the Annandale and Nithsdale area for 12 months.	£16,313	£16,313	<p>Conditions: Provide a signed contract for the salaried post. Provide evidence of sufficient match funding being secured to enable the project to go ahead as planned.</p>
Volunteering Matters - FR-0067923	Towards costs associated with a supported volunteering project serving, to support people to build skills and confidence.	£15,500	£15,500	<p>Feedback: The ANCBC Board of Directors has awarded a grant of £15,500 to be paid in two equal tranches of £7,750 once conditions have been cleared. The second tranche of funding will be released upon receipt of a satisfactory six-month report that details the organisation's financial situation and the number of volunteers supported to date in the ANCBC area of benefit.</p> <p>Conditions: Provide a copy of a revised safeguarding policy that aligns with Foundation Scotland's guidelines. Provide evidence of match funding. Provide a copy of the 2021/22 audited accounts. Provide a satisfactory six-month report that details the organisation's financial situation and the number of volunteers supported to date within the ANCBC area of benefit.</p>

Community Energy Scotland - FR-0067926	Towards the costs of year two of the Network 76 (N76) which will support community organisations along the A76 corridor to work together to research and develop sustainable transport solutions for their area.	£10,150	£10,150	Conditions: A final monitoring report for the grant awarded ref: A611651 should be provided. Evidence of sufficient match funding should be provided to enable the project to proceed as planned to be provided. A copy of the extended development project officer's contract to be provided. Evidence that the sustainable transport workshops have been publicised and available to attendees throughout the ANCBC fund area of benefit should be provided with the final monitoring report. Acknowledgment of ANCBC funding support should be included in promotional materials, and evidence of this should be provided.
Alive Community Radio SCIO - FR-0067749	To help fund the cost of installing a 10KW Solar PV system on the roof of the building housing the radio station plus a 10KWH battery storage system within the main server/engineering room in the building.	£10,000	£9,840	A grant of £9,840 has been awarded in line with ANCBC match funding criteria to meet 50% of total project costs.  Conditions: Provide at least one more quotation to demonstrate that the costs represent good value for money. Provide evidence that sufficient match funding has been secured to enable the project to go ahead as planned. Provide information as part of the final report on energy cost savings due to the installation of the equipment with a view to this information being shared in the form of case studies to help demonstrate impact. Provide evidence of appropriate insurance for the equipment once it is installed.
Auldgirth Village Hall - FR-0067558	To part fund the refurbishment of the kitchen at Auldgirth Village Hall, in order to improve facilities available to the local community.	£10,000	Up to £9,500  FS: After Note – this has been amended to £6,883 after	Feedback: A grant of up to £9,500 has been awarded in line with ANCBC's match funding criteria, which state that a maximum of 50% of the total project costs can be granted.  Conditions: Provide evidence that sufficient match funding is in



			conditions cleared	place to enable the project to go ahead as planned. Provide an updated quotation from the preferred supplier for the supply of the kitchen, taking into account any available discounts.
Torthorwald Hall Association - FR-0067821	Towards works to remove asbestos contaminated Artex from the village hall walls and to reinstate plasterboard to ensure that the hall is safe for users.	£5,000	£5,000	CoI: Robert Watson  Conditions: The final monitoring report for A625945 is submitted. Torthorwald Hall Association does not work directly with vulnerable groups. Still, its members may come into contact with children, young people, and other vulnerable groups. Therefore, an appropriate safeguarding policy should be put in place, which aligns with Foundation Scotland's guidelines. Provide evidence to Foundation Scotland that the work undertaken is guaranteed
Dumfries Male Voice Choir FR-0067363	To cover the costs of hall hire for rehearsals and concerts and of a conductor and musical accompanist.	£4,500	£4,050	CoI: Robert Watson  Feedback ANCBC requires match funding equivalent to 25% of the project costs to have been secured. 25% of the total project costs amount to £1,350, so the amount awarded is £4,050.  Conditions: ANCBC support should be acknowledged in publicity and promotional materials, and copies of these should be provided with the final monitoring report. Provide evidence of appropriate charity and public liability insurance being in place to Foundation Scotland.
Beechgrove Sports Partnership - FR-0067742	Towards the purchasing of chairs, tables, lockers, notice boards, and benches for the new pavilion.	£3,586	£3,586	Feedback: The ANCBC Board is content that this is a distinct project from the building of the pavilion and has awarded a grant at the full amount requested.  Conditions: A copy of the revised business plan should be provided when available. Evidence of contents insurance being in place for the equipment is provided.

Solway Sharks Ladies Ice Hockey Team - FR-0066649	To fund the purchase of ice skates and protective equipment for loan to women and girls new to the sport of ice hockey.	£2,000	£2,000	Conditions: That an amended constitution is adopted, which includes a dissolution clause requiring net assets to be passed to an organisation with similar charitable objectives and which replaces the references to 'audit' with 'independent examination.' A copy should be provided to Foundation Scotland. Provide a safeguarding policy that has been agreed upon by your management committee and meets Foundation Scotland's requirements.
South of Scotland Tennis Championship - FR-0068133	Towards the purchase of tennis balls, medals and trophies for the 2023 Tennis Championship, promoting tennis in the region.	£1,564	£1,564	Feedback: As a constituted community group, it would be expected that the basic requirements of governance would continue to be met even in years where activities are not delivered. In this case, that would mean preparing annual accounts and holding Annual General Meetings to elect officers. It is understood that Covid-19 was a highly unusual circumstance. In this instance, the ANCBC Board has approved your application; however, please be advised that a failure to meet the basic governance requirements in the future would likely result in an application being unsuccessful.  Conditions: ANCBC support should be acknowledged in publicity and promotional materials and evidence of this provided.
User & Carer Involvement (UCI) - FR-0067455	Towards the costs of setting up and running a Hen's Den support group for women with learning disabilities and their carers in Moffat for twelve months.	£4,992	deferred	Feedback: The ANCBC Board has deferred your application until the decision by Investing in Our Communities for a grant of £350,000 to cover all costs for three years is known. As soon as you know the outcome of this application, please inform sam@foundationscotland.org.uk.

<p>Dumfries Bowling Club - FR-0067562</p>	<p>Towards costs associated with redeveloping a balcony viewing area.</p>	<p>£4,725</p>	<p>refused</p>	<p>CoI: Robert Watson</p> <p>Feedback: It is a requirement of all ANCBC funding that the applicant organisation has a charitable dissolution clause (or 'asset lock') stating that on winding up the organisation's net assets must be put towards a similar charitable purpose(s) to that of the organisation (which may include a named charitable organisation with a similar charitable purpose). Dumfries Bowling Club's dissolution clause ensures that moveable assets are put towards a named charitable organisation but allows for immovable assets to be sold and their proceeds distributed amongst its own members. While ANCBC may be able to consider requests to support activities, it would be unable to support any request focussed on improvements to the immovable assets owned by the club whilst this dissolution clause is in place.</p>
<p>Lockerbie Town Hall Users Group (aka Lockerbie Town Hall - FR-0067651</p>	<p>Towards the costs of Year 1 of the renovation and refurbishment of Lockerbie Town Hall project, which is part of a five-year plan, including a contribution to the cost of a caretaker to allow the facility to be used to maximum capacity.</p>	<p>£20,000</p>	<p>deferred</p>	<p>Feedback: The ANCBC Board of Directors requests that the following questions are satisfactorily answered to enable them to make a decision on whether or not to support this project: 1) Does the Council pay rent for the rooms it hires/uses? 2) What are the Committee's plans for the future to ensure the building continues to be used by the community, particularly when other venues are being developed in the area? 3) Is there a business plan in place? Further Information is also requested: 1) A statement from Dumfries &amp; Galloway Council that they are not responsible for any of the works proposed. 2) A copy of the new lease agreement between Dumfries and Galloway Council and Lockerbie Town Hall Management Committee. 3)</p>

				Copies of written quotations for the works proposed.
<b>Totals</b>		<b>£184,699</b>	<b>£151,255</b>	