



Annandale & Nithsdale Community Benefit Company

Actions from Board Meeting 6th October 2022

Item	Action	Date	Who
3.2	Provide an updated Services Contract.	ASAP	FS
5.4	Send out £4,000 grant monitoring forms and contact all community councils who had not spent all of this award.	ASAP	FS
5.5	Forward copies of AGM minutes to new directors.	ASAP	FS
5.5	Send out possible dates for next year's AGM and then send out a Save the Date to all ANCBC members.	ASAP	FS
6.1	Explore the setting up of an ANCBC Facebook page.	By next meeting	FS
6.1	Send out possible dates for a future sub-committee meeting.	ASAP	FS
6.2	Send out Autumn Member Update.	By mid Nov	FS
6.4	Provide a working paper on a possible call for environmental projects.	By next meeting	FS
8.0	Explore venues for the next Board meeting on 2 nd February 2023.	ASAP	FS

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of ScottishPower Renewables



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Annandale & Nithsdale Community Benefit Company

Board Meeting
Thursday 6th October 2022, 7.00pm
Dumfries Baptist Church Centre, Gillbrae Road, Dumfries, DG1 4EJ

MINUTES

Directors Present:

David Booth (Chair)	Moffat
Helen Haggart (Treasurer)	Lockerbie
Hugh Taylor	Glencairn
Alice Stilgoe	Penpont
Liam O'Neill	Moffat
David McKie	Lochside & Woodlands

In attendance:

Sam Bramwell	Foundation Scotland
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Apologies:

Robert Gladstone (Vice Chair)	Keir
Robert Watson	Torthorwald
Amy Aitken	SPR

1. Welcome and apologies

The Chair opened the meeting and welcomed the new directors to the Board, Hugh Taylor, and David McKie. All introduced themselves.

Thanks were given to Alistair McFadzean and David Roulston who had stepped down as ANCBC directors at the AGM.

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 12th May 2022 meeting were approved by all.

3.2 Matters arising not on agenda

There were no 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 was waiting for the FS Services Contract to be updated which she would then share with the Chair.

Action: FS to provide an updated Services Contract.

There were no other outstanding actions.

4. Grant Applications

A conflict of interest was declared by Hugh Taylor.

Applicant	Project Description	Amount applied for	Amount Awarded	Feedback to Applicant/Conditions
St. Andrew's Church of Scotland, Moffat	To contribute to the cost of renovating the church building to achieve a flexible and versatile community space.	£20,000	£20,000	Feedback: Large grant terms and conditions apply that funding will be released upon receipt of invoices that evidence the work has been done. Conditions of award: Provide evidence of sufficient match funding secured for the project to go ahead as planned. Provide copies of tender documents, including specifications, quotations, and the tender report detailing the preferred contractor. Provide evidence of planning permission being in place. Provide clear evidence that the church building, once renovated, is open to and promoted to all groups for activities and events regardless of religious affiliation.
Sports Driving Unlimited	To contribute to the cost of a replacement horsebox which will be used to	£10,000	£10,000	Conditions of award: Provide evidence of match funding which will enable the project to go ahead. Provide

	enable disabled people to compete at events.			evidence that a finance and insurance check on the second-hand vehicle has been carried out. Provide a copy of any warranty that the vehicle comes with.
Burns Gym	To fund the purchase of gym equipment (shoulder press, ISO hack V squat, pec dec & rear fly, cable crossover) to improve training facilities.	£10,803.97	£0	Refused - The ANCBC Board has refused your application because the replacement equipment would have limited benefit to the broader community of the ANCBC area and your organisation has sufficient reserves to cover the project's costs.
Dumfries Pipe Band	To contribute to band running costs including hall hire, insurance, tutor fees and new uniforms.	£4,500	£4,500	Feedback: The ANCBC Board wishes that the ANCBC logo be added to the band's uniform and/or equipment. Please provide a quotation for this, and the grant awarded will be increased accordingly.
Nith Valley LEAF Trust	To purchase, install and maintain two defibrillators within the community of Closeburn to enable increased access to local lifesaving equipment.	£3,525	£2,640	Conditions of award: Provide evidence of match funding from Closeburn Community Council.
Solway Sk8ing Club	To cover to the cost of attending competitions and costumes/dress fees.	£20,000	£6,612	Feedback: The ANCBC Board has awarded funding to contribute towards the costs of entering the Trophy d'Ecosse, the Britannia Cup, and towards dress fees. The funding has been given based on eligibility (the fund cannot support trips abroad), club priorities and has been proportioned to the number of intended beneficiaries who are residents in the ANCBC area of benefit. Conditions of award: Acknowledge ANCBC's support through a banner at the ice bowl, logos on

				publicity materials, etc. Provide evidence of this.
Johnstonebridge Centre and Community Development Trust Ltd	To fund the purchase and installation of Christmas lights for Johnstonebridge.	£7,000	£7,000	Conditions of award: Acknowledge ANCBC's support in all publicity materials relating to the project and provide evidence of this with your end of grant monitoring report.
Alive Community Radio (SCIO)	To contribute towards the salary costs of employing a full-time manager of Alive Radio Academy.	£20,000	£20,000	DoI Hugh Taylor Feedback: The award will be released in two equal tranches of £10,000 over two years, with a satisfactory interim report submitted after 12 months to enable the second tranche to be released. Conditions of award: provide evidence that open recruitment has taken place, with the post being advertised widely. Provide a copy of a signed contract of employment. Provide a copy of a detailed work plan for the manager role. Provide a copy of an interim report to enable the second year's funding drawdown. The report should include an update on progress, including the range of courses available and any additional funding and/or sponsorship secured due to being able to employ a manager.
Totals		£95,828.97	£70,752	

5. Finance & Governance

5.1 ANCBC Treasurer's Report

The Treasurer's report had been circulated with the papers. Helen provided an update. ANCBC allocation has been received in August from SPR, this year's payment is £367,975. £50,000 of this had been transferred to Foundation Scotland for payment of ANCBC local grants. A financial adjustment would be made at the end of the year depending on the total amount paid out for local

grants. A payment of £720 had also been made to Beattock and Moffat Primary Schools for the Martin Brown award.

FS Note: No reserves are deliberately held back but as the accounts are finalised seven months after the Fund's annual income is awarded, this usually means there is at least one funding round yet to be completed before the company's fund is replenished. The contract with ScottishPower Renewables (SPR) requires ANCBC to allocate a minimum of 60% of the annual payment each year.

5.2 Foundation Scotland Fund Statement and Grant-making Report

The FS Fund Statement and Grant Making Report had been circulated with the papers. It was acknowledged that this was now produced in a different format due to the change in FS's computerised grant-making system.

5.3 Assessing financial risk

Helen explaining that financial risk was managed by spreading the funding across three bank accounts. There were no matters arising.

5.4 Community Council Membership and Local Grants update and review

Sam updated the board on progress with the local grants scheme. Letters and forms had been sent out to all eligible community councils at the start of September. There had been a follow-up email sent out at the start of October and Chris Dempster (Community Fund Adviser) was now phoning individual community council contacts who had not yet responded. To date, four £2,000 payments have been made; and six terms and conditions accepted. The new grant-making system requires community council contacts to set up a grant portal before they can access the information and forms.

Helen asked about progress with reporting on the £4,000 initial construction grant.

Action: FS to send out £4,000 grant monitoring forms and contact all community councils who had not spent all of this award as detailed in Martin's 2020-21 records.

5.5 Feedback from AGM

The draft AGM minutes had been circulated to the board and copies would be forwarded to Hugh Taylor and David McKie.

Action: FS to forward copies of AGM minutes to new directors.

Action: FS to send out possible dates for next year's AGM and then send out a Save the Date to all ANCBC members.

6. Foundation Scotland updates

6.1 Fund Review follow up

Alice gave a summary of the work of the sub-committee and explained the communications brief and the involvement of young people on the board project. There followed a discussion about what the board wished to achieve from the communications brief, i.e. more applications to the fund, different types of applications from new groups and / or more publicity and awareness raising about

the impact of the fund and who it had benefitted. There was also a discussion regarding how the work to involve young people in ANCBC decision making could be taken forward and how much capacity directors had to do this. Hugh Taylor agreed to join the sub-committee in place of David and Moira who had stepped down as ANCBC directors. It was also agreed that Sam would ask Bob Watson whether he would be interested in joining the sub-committee.

Action: FS to explore the setting up of an ANCBC Facebook page.

Action: FS to send out possible dates for a future sub-committee meeting.

6.2 ANCBC Member Update

Sam stated that she would be writing the Member Update over the next few weeks. It would include dates for the diary, review of the AGM, update on local grants, case study of a funded project and request for directors.

Action: FS to create and send out the Autumn member update.

6.3 Foundation Scotland new grant-making system

Sam updated the board on the new system which was still being embedded. There as also a proposed panel/board portal and Sam provide an update on how this was progressing at the next meeting.

6.4 Action on Climate Change

The board discussed the possibility of developing a call for projects that met the fund's environmental purposes, including climate change reduction and progress towards net-zero carbon emissions.

Action: FS to provide a working paper on a possible call for environmental projects.

7. Any Other Business

There was no other business.

8. Date of Next Meeting and Decision on Future Venues

The next application deadline was 2nd December 2022, and the next Board meeting was scheduled for Thursday, 2nd February 2023 at the time of 7pm. It was agreed to make this a face-to-face meeting and for FS to explore other venues that closed later than the Baptist Church.

ACTION: FS to explore possible venues for the 2nd February 2023 meeting.