

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

Actions from Board Meeting 11th May 2023

Item	Action	Date	Who
3.2	Take forward director co-option process with Franca Bruno.	ASAP	FS
5.3	Explore transferring funds into the CAF Bank to maximise interest paid.	By next meeting	Treasurer
5.4	Inform community councils of the local grants allocation increase via the forthcoming Spring 2023 Member Update.	ASAP	FS
5.5	Liaise re directors' report and circulate annual accounts.	ASAP	FS and Chair
6.1	Take forward actions of its last meeting. Arrange printing of ANCBC A5 flyers.	By next meeting	Sub-committee and FS
6.2	Send out finalised Services Contract to David Booth for signing.	ASAP	FS and Chair
8	Book the Usual Place for the next Board Meeting	ASAP	FS

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Board Meeting
Thursday 11th May 2023
The Usual Place, Academy Street, Dumfries
DG1 1BZ

MINUTES

Directors Present:

David Booth (Chair)	Moffat
Robert Gladstone (Vice Chair)	Keir
Alice Stilgoe	Penpont
Liam O'Neill	Moffat
David McKie	Lochside & Woodlands
Hugh Taylor	Glencairn
Robert Watson	Torthorwald

In attendance:

Sam Bramwell	Foundation Scotland
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Apologies:

Helen Haggart (Treasurer)	Lockerbie
Amy Aitken	SPR

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 2nd February 2023 meeting were approved by all.

3.2 Matters arising not on agenda

Sam reported that Franca Bruno, Chair of Kirkpatrick Juxta Community Council had applied to become a co-opted director for ANCBC representing the East area. The Board unanimously

approved the co-option of Franca Bruno as an ANCBC director. Sam would follow up regarding documents to sign, Companies House filing and an induction session.

Action: FS to take forward director co-option process.

There were no further matters arising.

3.3 Outstanding actions

The action to take forward communications piece of work to produce videos and case studies was outstanding and would be taken forward over the summer.

There were no other outstanding actions.

3.4 Conflicts of interest

Direct conflicts of interest were declared by Robert Watson in relation to an application from Torthorwald Community Council, from Hugh Taylor for the application from Moniaive Michaelmass Bluegrass Festival. An indirect conflict of interest was declared by David Booth in relation to Dumfries & Galloway Hard of Hearing Group.

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. An update was given by Sam in Helen's absence.

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 requirements.

5.3 Assessing financial risk

The question was asked whether it would be useful to transfer the maximum amount (up to £85k into the CAF Bank as that account paid out interest.

Action: Helen to explore transferring funds into the CAF Bank to maximise interest received.

5.4 Community Council Membership and Local Grants update and review

Sam reported that neither the Articles of Association nor the Community Benefit Agreement limited the amount / percentage of funds that could be allocated to community councils as annual local grants. The Board unanimously agreed to increase the annual local grant allocation to each community council to £4,000 per year from £2,000 per year to take account of increases in project costs and demand for the funding, with the proviso that this could be reduced again if circumstances changed. Processes and procedures would remain the same.

Action: FS to inform community councils of the local grant's allocation increase via the forthcoming Spring 2023 Member Update.

Sam gave an update on the £4,000 construction grants that had not yet been spent. Of the 12 outstanding awards, six community councils had provided monitoring reports this year. Of the other six, one community council had disestablished with £300 left, one was in the process of restructuring and would provide contact details when this had taken place, two had combined the construction grant with annual local grant allocations and included updates on construction grant spend as part of the annual local grant monitoring reports, and two had not yet responded.

5.5 AGM Planning and Accounts

Sam confirmed that the 2023 AGM will be by Zoom videoconference on Monday 25th September at 6.30pm. The annual accounts were currently being prepared by Saint & Co and Sam would liaise with David Booth regarding the director's report. Once drafted the accounts would be circulated to the Board.

Action: FS to liaise with Chair re directors' report and circulate annual accounts.

6. Foundation Scotland updates

6.1 Fund Review Sub-Committee Update

The notes of the sub-committee meeting held on 16th March 2023 had been circulated. Alice gave an update. Alice and Hugh had met Tom Snow, DGC Co-ordinator who suggested a "Propel" type model. Tom, unfortunately, was retiring and suggested moving forward with the project by contacting Kirsty Maudsley who was formally the principal teacher at Sanquhar Academy with responsibility for the Propel project and also Elaine Hetherington-Cree, the current principal.

Hugh and Sam had arranged information sessions to take place in NW Dumfries on 1st June at Summerhill Community Centre and at Dumfries YMCA. It was agreed that FS would organise the printing of A5 flyers to give out at the sessions to be charged to ANCBC.

The Board agreed that the Articles of Association should not be changed, and that the re-establishment of community councils should be encouraged rather than widening the criteria to incorporate 'equivalent' organisations. The reasoning behind this is that community councils are statutory organisations set up to represent and benefit all the community and other organisations will have different purposes which don't represent all the community.

Action: Sub-committee to take forward actions of its last meeting.

FS arrange printing of ANCBC A5 flyers.

6.2 FS Services Contract

A copy of the 2022-2025 Services Contract had been circulated. Sam requested that the Foundation Scotland annual fee be index linked (based on the Retail Prices Index) rather than increase by 2% inflationary rate each year as had been the case previously. The Board unanimously agreed to the annual fee being index linked.

Action: FS to send out finalised Services Contract to David Booth for signing.

6.3 Panel Portal

Once the initial technical difficulties had been overcome, most found the Panel Portal easy to navigate and the use of red, green, and amber ratings useful in streamlining the decision-making

process and flagging up those applications that needed more discussion/raised questions. It was agreed that the red, green, and amber ratings system should continue to be used by the Board but that the recommend, reject, defer system be switched off as all final decisions on applications shall continue to be made at the Board meeting itself. It was agreed that because once the portal had been changed from review to decision, directors could no longer submit comments or ratings, then this change in status will take place several days before the final meeting, giving a clear known deadline for the Board to read papers. It was agreed that for the Autumn funding round the portal would close on 3rd October.

6.4 Call for Environmental Projects

A draft of the call for projects and expression of interest form had been circulated. It was agreed that this would be discussed and agreed upon at the October meeting but in the meantime, directors could send any comments on the call to Sam.

6.5 Website

Sam asked if the directors wished to make changes to the design of the ANCBC website. All agreed that there was no need for any changes to be made.

7. Any Other Business

Sam to circulate an invitation to a forthcoming D&G Arts Festival event.

It was agreed that it was too soon to arrange an Away Day and that this should be discussed at a later Board meeting.

8. Date of Next Meeting and Decision on Future Venues

The next application deadline was 4th August 2023, and the next Board meeting was scheduled for Thursday, 5th October 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	Conflicts of Interest (CoI), Feedback, Requirements of Award
Arthur Trail Association	To contribute towards the funding of a feasibility study for the development of a Scottish Dark Age Visitor Experience in Dumfries and Galloway.	£15,000	£15,000	<p>Feedback: The ANCBC Board has awarded the full amount requested to be released in equal quarterly tranches upon receipt of a satisfactory progress report. It is also recommended that the Association reviews its membership policy to ensure that it follows the requirements of its constitution and that it grows its membership to increase the organisation's capacity and ensure business continuity, as it currently relies on only three people, and to provide greater accountability to the wider community.</p> <p>Requirements of Award: Evidence of sufficient match funding secured to enable the project to go ahead as planned is provided. Quotations/receipts for office equipment hired costing over £300 are provided. That a satisfactory interim progress report is provided before each payment is released. That a copy of the completed final feasibility study is submitted alongside the final report.</p>
Deep Green Space	To deliver the youth focussed element of LIFT D&G N.A.N.A. Project activities based around a programme of school projects and weekly youth gardening activity.	£6,859	£6,859	<p>Feedback: During our assessment, it was noted that the organisation lacked a volunteer policy; as Deep Green Space sees the engagement and support of volunteers engaging in horticultural activity as a key element of its work, you may wish to explore the development of a volunteer policy to set out standards and expectations of volunteer support. Further resources and guidance can be found through SCVO or your Third Sector Dumfries and Galloway.</p> <p>Requirements of Award: ANCBC support is acknowledged on all project promotional materials Deep Green Space and LIFT D&G produce and evidence is provided of this. A signed copy of the part-time staff contract is provided. That evidence of match funding of 50% is provided.</p>
Dumfries & Galloway Hard of Hearing Group	To contribute to the costs of drop-in clinics and hearing aid care and maintenance services for one year to reduce the isolation of hard of hearing	£10,000	£10,000	<p>Indirect CoI – David Booth</p> <p>Requirements of Award: Evidence of the open recruitment of the development officer is provided. Copies of the updated policies are provided. ANCBC's support is acknowledged in promotional materials.</p>

	people in rural areas and residential homes within Annandale and Nithsdale.			
Dumfries and Galloway Burns Association	To contribute towards the costs involved in running the 2024 Robert Burns Schools Competition open to all primary and secondary school pupils in the Dumfries and Galloway Region, so perpetuating the legacy of the National Bard.	£1,000	£1,000	Requirements of Award: The constitution is updated to strengthen the dissolution clause, and an updated copy is provided together with the minutes of the AGM in June. The support of ANCBC is acknowledged in all publicity and competition materials.
Dumfries and Galloway Over 50s Group	To contribute to the cost of excursions and open meetings, allowing club members to socialise and make friendships, so reducing social isolation.	£2,000	£2,000	Requirements of Award: Dumfries and Galloway Over 50s Group should submit updated protection of vulnerable people policy that aligns with Foundation Scotland guidelines. Evidence of sufficient match funding to allow the project to take place is provided.
Early Years Scotland	To part fund the post of an Early Years Practitioner to deliver early years activities to families based in Dumfries and Auldgirth which will support skills development, relationships, health and well-being.	£12,460	£12,460	Requirements of Award: Evidence provided of match funding secured to deliver the Annandale-based project. The support of ANCBC is acknowledged in promotional materials, and evidence of this is provided.
Electric Theatre Workshop Ltd	To secure a Volunteer Manager for two years to drive forward a programme of cultural and arts events to reduce	£19,800	£19,400	Feedback: This project is engaging a wide range of people of different ages and demographics in the community to have fun, bringing people together and offering lots of activities and opportunities for volunteers and emerging artists. The organisation has a track record of reaching lots of people and delivering lots of different activities.

	social isolation and enhance quality of life.			<p>The award of £19,400 (50% of the total project cost of £38,800) will be paid over two years at £9,700 each year.</p> <p>Requirements of Award:</p> <p>A copy of the most recent verified annual accounts to March 2022 is provided.</p> <p>Confirmation that all trustees running the organisation do so voluntarily and equally and that there is "no person with significant control." That this be removed from Companies House.</p> <p>Evidence provided of match funding secured for the project.</p> <p>That ANCBC support is acknowledged in promotional materials and evidence of this is provided.</p> <p>An interim report is to be provided before the second tranche of funding is released.</p>
Glencairn & Tynron Horticultural Society	To contribute towards the running costs of the Moniaive Flower Show which brings the local community together to exhibit locally produced flowers, plants, vegetables, baking, handicrafts and children's arts and crafts.	£4,000	£4,000	<p>Feedback:</p> <p>The ANCBC Board has granted an award to enable the show to go ahead as planned this year, but financial support from Glencairn Community Council should be formally sought, and if successful, the amount awarded by ANCBC be reduced accordingly. It is also recommended that the Society develop a fundraising plan for future years, including how to maximise advertising review; review its entry fees, and in any further applications to ANCBC, it should clearly demonstrate how it has actively fundraised locally.</p> <p>Requirements of Award:</p> <p>Provide a quotation for the labour and security costs.</p> <p>Confirm whether a funding application to Glencairn Community Council has been successful. If so, the ANCBC award will be reduced accordingly.</p> <p>Ensure that the support of ANCBC is clearly acknowledged in any promotional materials and the show brochure, and the ANCBC logo appears on the website.</p>
Just Breathe O2	To contribute to the cost of purchasing three oxygen concentrators/air separators, enabling the provision of relatively low cost, accessible oxygen therapy either in clinic or for hire for use in people's homes.	£5,000	£0	<p>Feedback:</p> <p>The ANCBC Board has deferred a decision upon your application as some aspects of governance relating to Just Breathe O2 being a Community Interest Company need to be addressed and also because the Board felt that some more information was required about the project.</p> <p>In order for the Board to be able to make a decision in the next ANCBC funding round (decision-making meeting 5th October and deadline for information 14th September), please can you address the following.</p> <p>1) The articles of association should be amended to ensure only a minority of those on the Board or management committee can be remunerated for any service, and none of those who are remunerated can be involved in decisions about that remuneration, as per Foundation</p>

				<p>Scotland's minimum governance requirements. https://www.foundationscotland.org.uk/apply-for-funding/help-for-applicants/common-eligibility-criteria</p> <p>2) The provision of a satisfactory reason for why the founding director still has significant control now that the organisation is set up and functioning with a board of directors, or this is removed from Companies House.</p> <p>3) The quorum for director's meetings is to be more than two, and this is amended in the articles of association.</p> <p>4) More information is provided on which oxygen services are currently provided free on the NHS to substantiate the need for the project and how it delivers a low-cost service not currently available in the area. Also, provide more information on why the NHS does not provide this service.</p> <p>5) More information about the level of demand for the services from within the ANCBC area of benefit, including how many people who have received treatment to date are residents in the ANCBC area of benefit and evidence of how successful that treatment has been.</p> <p>6) The provision of letters of support from organisations working with Just Breathe O2 and feedback from clients.</p> <p>7) Evidence of match funding secured for the third oxygenator to ensure that the application meets the ANCBC match funding criterion.</p> <p>8) Submission of an updated, strengthened safeguarding policy which is dated and includes a review cycle, full details of safeguarding procedures, and the name and contact details of the organisation's designated safeguarding lead.</p>
Kirkmichael Hall Community Group	To contribute towards the costs of replacing the village hall roof and guttering which are old and no longer fit for purpose to benefit all users and improve energy efficiency.	£14,780	£14,780	<p>Feedback: Although KHCG does not work directly with vulnerable groups, its members may come into contact with children and young people, and other vulnerable groups, and therefore, it is recommended that an appropriate safeguarding policy is put in place.</p> <p>Requirements of Award: Confirmation of final costs to be provided, the grant can be reduced accordingly but cannot be increased.</p> <p>Large capital terms and conditions apply, particularly that any grant awarded will be released upon receipt of an invoice.</p> <p>ANCBC's support for the project is acknowledged in the community newsletter and on the hall's Facebook page.</p>

Learners Together	To fund the delivery of free weekly craft and conversation classes over one year, allowing participants to come together to gain new skills and socialise, boosting confidence and decreasing social isolation.	£2,000	£2,000	Requirements of Award: The support by ANCBC is acknowledged in the project's promotional materials.
Moffat Farmers and Producers Market	To cover the costs of six new, industrial-strength gazebos to be used by stallholders at the monthly Moffat Farmer's Market and also offered free of charge to be used by local community groups to the benefit of all residents of Moffat.	£5,000	£5,000	Requirements of Award: That the support of ANCBC is acknowledged in promotional materials and on the group's Facebook page. Provide confirmation that the gazebos will be available free of charge to other community groups to use throughout the year.
Moniaive Michaelmass Bluegrass Festival	To contribute to costs of the annual bluegrass music festival which promotes local tourism and provides entertainment and musical education to the community.	£1,500	£1,500	Col: Hugh Taylor Feedback: It is recommended that a safeguarding policy is implemented to ensure that sufficient policies and practices are in place should the musicians run workshops for young and vulnerable people without teachers present. Requirements of Award: Provide a quotation for the accommodation costs. ANCBC support is acknowledged in promotional materials and evidence provided of this. That the constitution is amended to ensure that its dissolution clause is charitable.
Parents Inclusion Network	To contribute to the core costs of running the Parents Inclusion Network (PIN)'s activities to support individuals affected by disability and their families across Dumfries &	£20,000	£20,000	Feedback: It is recommended that the Parents Inclusion Network gather quantitative impact data through periodic surveys, for example, by including questions about the benefit of the service experienced by families. Requirements of Award: Support by ANCBC is acknowledged in promotional materials and on PIN's website and Facebook page, and evidence of this is provided. Provide an interim progress report to enable future tranches of funding to be released.

	Galloway, over the next three years			
St. Mungo Bowling Club	To contribute towards the cost of constructing and fitting out a new clubhouse facility for use by players, visitors and the wider community, which will allow year-round social events and help reduce loneliness in the more elderly community.	£15,000	£15,000	<p>Feedback: The ANCBC Board recommends that the Club review whether the proposed building will be of sufficient size and quality to fulfil the long-term requirements of its members before going ahead with the project.</p> <p>Requirements of Award: Evidence of match funding secured is provided. Evidence of three building quotes sought to be provided. A copy of the new lease for the land occupied by the new clubhouse with Castlemilk Estates is provided. ANCBC support is acknowledged in promotional materials and a plaque in the clubhouse, and evidence is provided of this.</p>
The Royal Burgh of Lochmaben and District CC	To contribute towards the purchase and installation of accessible play equipment to allow children and adults of all abilities to benefit from physical activity and the enjoyment of the outdoors.	£12,370	£12,370	<p>Requirements of Award: Payment of any award is withheld until the results of the elections for new members in May 2023 and the future of the Community Council is confirmed. A copy of the Dumfries & Galloway Council tender report on the equipment and installation costs is provided. If a lesser sum is required to purchase and install the equipment, then the grant may be reduced to reflect the reduction but cannot be increased. Please confirm if this is the case. That evidence of match funding is provided. A programme of works for the installation of the play equipment is provided. Large grant terms and conditions apply, particularly that the award will be released upon receipt of an invoice. A completion certificate is provided for the equipment installation alongside the final grant report. The support of ANCBC is acknowledged in promotional materials and via a plaque at the site.</p>

Torthorwald Community Council	To cover the printing costs of the Torthorwald Community News for one year to help build community cohesion and ensure residents are kept up to date with what's happening in the area.	£500	£500	Col: Robert Watson Feedback: The Board has awarded the amount requested. However, it is encouraged that local fundraising and income from sponsorship and advertising be used to fund future editions of the newsletter rather than applying to the ANCBC main fund for a relatively small grant. Requirements of Award: The applicant is requested to ensure that support from ANCBC is acknowledged and the ANCBC logo is reproduced in each edition of the newsletter.
VisitMoffat	To contribute towards speakers' fees and other event costs of the 3-day Moffat Eagle Festival to be held in September 2023 which will additional income to local businesses and build confidence and pride in the town for residents.	£5,000	£5,000	Requirements of Award: Provide a report for A608792 -To fund improvements to Moffat Well, the ground around it, and access paths to make the well more appealing to visitors. Provide evidence of match funding secured. Provide at least one quotation for any costs over £300. Provide a copy of the festival report. ANCBC support is acknowledged in all publicity materials and evidence provided.
Totals		£152,269	£146,869	