



Annandale & Nithsdale Community Benefit Company

Ninth Directors' Meeting 19 March 2015

7 pm Lochhouse Farm, Beattock

Present:

Martin Brown (Chairman)	Kirkpatrick Juxta
Richard Clarke	Kier
Derek Ivy	Kirkmahoe
Maureen Johnstone	Tinwald Parish
Alastair MacFadzean	Dunscore
Murdoch MacPherson	Dalton and Carrutherstown
Russell Stuart	Heathhall

In attendance:

Cara Gillespie	(Foundation Scotland)
Councillor Stephen Thompson	
Julia Whitaker	(Ailsa Horizons)
Marilyn Elliott	(Elliott Services – taking Minutes)

Quorate

The meeting started at 19:00

	Minutes	Action
	Martin Brown welcomed all to the meeting.	
1)	Apology for absence	
	David Dick, Ivor Hyslop, Nicholas Jennings, Richard Mann, Jean Purves	
2)	Approval of meeting note from 8th Directors' Meeting	
	Derek Ivy pointed out that he had not asked if the Co-Op Bank had signed up or whether letter had been sent out and therefore requested the removal from the Minutes of "and asked" All members then approved the amended Minutes.	
3)	Matters Arising	
	<ul style="list-style-type: none"> ➤ Bank Account - It was believed that all the Bank's queries had been answered. However, approval of the Bank Account is still awaited and there is no knowledge of when the account will be opened. ➤ Formation of the Company has now been completed with Companies House. ➤ Correspondence, Ms. P. Coles – Action was taken as agreed at the last meeting and there has been no further contact from Ms. Coles. Burness Paul made adjustments to the proposed letter and copied it to all agreed. ➤ ANCBC Website – The Home Page has now been completed. Board Members will, in due course, receive a demonstration on how it will be a resource for future operation. 	
4)	Administering First Grants To Community Councils	
	<ul style="list-style-type: none"> ➤ The initial distribution cannot now take place before the end of the Financial Year due to the bank problems. Letter will be composed to be sent with the cheques in due course explaining the use and timing of expenditure and reporting procedure 	CG



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	<ul style="list-style-type: none"> ➤ The Scottish Power cheque is all ready to be handed over following their March cheque run. 	
	<ul style="list-style-type: none"> ➤ As soon as funds are received from Scottish Power Renewables, cheques will be despatched with an explanation as to how the funds can be expended in that a benefit to the local Community must feature. ➤ Derek Ivy had submitted a paper to the Board regarding the bank details previously raised and spoke about this. Cara Gillespie advised that a risk assessment has been carried out by Foundation Scotland but has not been prepared as a paper. She will have a paper prepared as requested by Derek Ivy. If funds held total over £85k, Foundation Scotland can hold them on account in their Royal Bank of Scotland account as there is no expectation that both they and the Co-Op Bank would cease trading simultaneously. ➤ Cara Gillespie will check whether Foundation Scotland indemnify funds held in this way. ➤ Derek Ivy proposed that ANCBC should open three additional accounts with different Banks, they would merely be holding accounts. A vote by the Board was called as to whether they wished to open 3 further accounts. 2 voted for and 1 against. The remainder abstained. ➤ It was suggested that ANCBC's Accountant's opinion be sought once appointed. Derek Ivy further advised that he had discussed this matter with OSCR and their recommendation is to have several Bank Accounts. ➤ Martin Brown proposed that one other Bank Account be opened with the Royal Bank of Scotland as a Holding Account, Jean Purves had already researched this. This was seconded by Maureen Johnstone and agreed by all. 	<p>CG</p> <p>CG</p>
5)	<p>Dragons' Den event on 26th March</p> <ul style="list-style-type: none"> ➤ 7 or 8 schools, including both Secondary and Primary groups are expected to participate in this event that will not now be a launch event, but an event to encourage young entrepreneurs. No running order has yet been set as Martin Brown does not yet have a clear understanding regarding participating teams. ➤ Equipment will be made available for PowerPoint presentations. ➤ A request was received that the prize money should be increased by £200 prize if there is a need for a runners up prize. However, all schools have been advised of the £500 first prize. Another suggestion was for splitting the prize money into 1st, 2nd and 3rd. Final decision was made to have a first prize of £500 and a runner up prize of £200. Martin Brown is supplying the funding pending the opening of the Bank Account. ➤ Parents will be welcome and several Board members will attend. ➤ The Dragons' Den will consist of Malcolm Rennie, Annandale Distillery Manager, someone from Scottish Power Renewables, Julia Whitaker and Rachel Searle-Mbullu of Foundation Scotland will be Master of Ceremonies. ➤ Foundation Scotland will supply name badges for the Board. ➤ Russell Stuart has supplied A1 posters of the logo for the back of the stage. An information sheet will be sent to all schools on 23 March. 	<p>MJB</p>
6)	<p>Fund Administration</p>	



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	<p>responsibility and there will be no access for other than Board members to view the information.</p> <p>The first decision-making meeting will be that held in June. A Conflict of Interest Policy is to be prepared and available before then.</p> <p>Stephen Thompson asked whether a Risk Register will be kept and suggested there will be need to ensure annual Board member training.</p> <p>Cara Gillespie advised that there will be an induction process to take Board members through issues and policies. Each Director is also to provide an ongoing list of interests.</p> <p>Derek Ivy wished to know whether Board Directors' interests would be on the open website. He was told that they would, but no contact details, etc. would be shown. It is good to show the interests from a transparency point of view.</p> <ul style="list-style-type: none"> ➤ Martin Brown asked about rounds and deadlines and was advised that it takes 8 weeks from receipt of application, through assessment, etc. It is suggested there be 4 grant-making rounds. Advertise for 1 month, then goes the 2 months for processing, but any items that arrive at other times can be carried forward. As regards applications for the June meeting, these will be fast tracked. Board have advised that they wish to receive the assessments 14 days before decision Board meeting. ➤ Question was asked as to whether any applications will be rejected by Foundation Scotland. CG advised that would only occur if the application were ineligible and undertook to bring examples of assessments to the next meeting. 	
7)	<p>Grant administration</p>	
	<ul style="list-style-type: none"> ➤ Martin Brown advised that software already used by Foundation Scotland will be used. The whole system will be fully paperless and then will provide a long-term register. Every aspect of the work will be carried out via Foundation Scotland's Gatehouse of Fleet office. ➤ Cara Gillespie advised that Foundation Scotland use their own version of Dropbox called SharePoint to circulate all assessment documents and they are batched by rounds. Assessors read the complete documents and subsequently provide 2/3 page overviews of the assessments. ➤ Foundation Scotland have a large team of freelance consultants who act as Assessors. ➤ Enquiries have already been received regarding 2 projects. If others know of any, please let CG know. ➤ Foundation Scotland are happy to put together a series of roadshows/communications strategies. Press releases will be sent out after every decision-making meeting. ➤ Draft application forms were handed out as follows: £5k - £20k form is identical to previously The over £20k form is different with different guidelines. Martin Brown advised that the list of what cannot be funded should be longer, but includes: Funding to pay off debts Retrospective funding Clarification is to be sought from Scottish Power Renewables regarding their definition 	All

Distributing Harestones
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

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	of "hospitality". It is believed that this applies more to the Board than to communities.	
9.	AOCB	
	<p>Martin Brown thanked Julia Whitaker of Ailsa Horizons for her input since she has worked with the Community Councils since 2010. She has shown amazing dedication to the process which has been much appreciated and it is acknowledged that she has done more work than that for which she has been paid.</p> <p>Julia thanked MJB and said she would keep in touch and acknowledged that all have learned together.</p>	
	➤ The meeting closed at 9.20 p.m.	