

Distributing Harestones  
Community Benefit on behalf  
of ScottishPower Renewables



Helping communities  
to make positive  
changes

## Annandale & Nithsdale Community Benefit Company

**Board Meeting**  
**24<sup>th</sup> June 2015 6.30 pm**  
**Lochhouse Farm, Beattock**

<b>Present:</b>	Martin Brown (Chair)	Kirkpatrick Juxta
	Richard Clarke	Keir
	Alastair MacFadzean	Dunscore
	Russell Stuart	Heathhall
	Jean Purves	Moffat
	David Dick	Closeburn
	Richard Mann	Johnstone
	Maureen Johnstone	Tinwald
<b>In attendance:</b>	Cara Gillespie	Foundation Scotland (FS)
	Laura Moodie	Foundation Scotland, taking minutes

*The meeting started at 18:30.*

	<b>Minutes</b>	<b>ACTION</b>
1	<b>Welcome and Introductions</b> Martin welcomed everyone to the meeting.	
2	<b>Apologies</b> Stephen Thompson, Ivor Hyslop, Gillian Arnot, Nicholas Jennings and Derek Ivy sent their apologies.	
3	<b>Minutes of last meeting</b>	
3.1	<b>Approval</b> The Minutes were approved as accurate.	
3.2	<b>Matters arising not on agenda</b> There was a discussion of FS proposal to report to Community Councils (CCs) on grant decisions once applicants have been informed. The Board felt this was important for transparency and accountability to the community. The format agreed will be similar to the applications summary circulated prior to the meeting, with brief comments, including declarations of interest, conditions and reasons for rejection as applicable. This will be sent out to CC contacts after every grant-making meeting. The Board hoped it could also be a valuable learning tool for CCs and community groups. The summary will be sent via email and also posted on the ANCBC website.	
3.2.1	<b>AGREED: To circulate Awards Summary to CCs after each grant-making round, including link to approved minutes on ANCBC website.</b>	FS
3.2.2	<b>AGREED: Approved minutes of all ANCBC meetings to also be published on the website.</b>	MB

3.2.3	<p><b>AGREED: To go with revised Keegan &amp; Pennykid quotation for insurance.</b></p> <p><b>AGREED: Board agreed to adopt the modified Conflict Of Interest policy as circulated.</b></p> <p>In future, the accountant is to act as company secretary, rather than the solicitors. The final legal bill is now expected to be c. £2,000 not £3,000. This will be confirmed once final paperwork is completed.</p> <p>SPR now have ANCBC's bank account details for automatic transfers of funds. Those CCs affected by the disputed election process will not hold AGMs until early August, which may have an impact on CC grants process.</p>	MB
3.2.4		
3.2.5		
3.2.6		
3.2.7		
4	<b>Finance</b>	
4.1	<p><b>Treasurer's Report</b></p> <p>See document circulated by JP. Kirkmichael CC has not yet presented their cheque. The current balance is £269,498.51 (including the 4,000 cheque yet to be presented).</p> <p><b>ACTION: MB to contact Kirkmichael CC.</b></p> <p>JP asked the Board to consider paying for the Board meeting venue, teas and coffees, which had to date been provided free of charge by the Chair. The principle was agreed and there was a short discussion over how best to manage potential conflict of interest regarding MB's dual role as Chair and venue provider.</p> <p><b>AGREED: MB's business Lochhouse Farm to invoice £20 per meeting for room hire and catering. It was further agreed that this should be backdated.</b></p>	MB
4.1.2		
4.1.3		
4.1.4		
4.2	<p><b>Foundation Scotland Fund Statement</b></p> <p>CG noted this new standard agenda item and explained the fund statement will form a core report to the Board going forward, showing grants made on behalf of ANCBC and any funds held on account. It will start to be provided after first grants are made.</p> <p><b>ANCBC Budget</b></p> <p>The outline budget for the year was noted. It was agreed that £113,294 was currently available for grant-making.</p> <p><b>Assessing Financial Risk</b></p> <p>No current concerns over risk were noted.</p>	MB
4.3		
4.4		
4.4		
5	<b>Foundation Scotland updates</b>	
	CG noted the forthcoming closing date for the new Community Engagement Executive- Annandale & Nithsdale post, which will support the ANCBC board going forward.	
6	<b>Policy Updates</b>	
6.1	<p><b>Declaration of Interests</b></p> <p>Directors' signed declaration sheets were handed in. It was clarified that Church roles should be declared as, although the fund can't fund the promotion of religion, it may still fund religious organisations for other non-religious activities.</p> <p>A discussion on the Code of Conduct for Directors will be carried forward to the next business meeting.</p>	
6.2		
7	<b>Decision-making on applications to current round</b>	

7.1	Matters arising from grant-making discussions:	
7.2	<b>Large/ multi-year grant conditions:</b>	
7.2.1	CG explained the standard conditions for large/multi-year grants. All have stricter terms and conditions than standard grants.	
7.2.2	For large capital grants/ building projects, groups are paid in arrears in instalments, according to an agreed payment schedule with their contractor and on production of invoices as evidence of expenditure.	
7.2.3	For multi-year awards, awards in the second and any further years are normally conditional on satisfactory monitoring/ performance reports on the first year.	
7.3	<b>Payments to Foundation Scotland to make awards on behalf of ANCBC</b> It was agreed that, following each grant-making meeting, Foundation Scotland would provide a report to the Treasurer confirming awards made and the total value. The Treasurer would then forward a cheque to FS for that amount, less any awards unlikely to be drawn down in the near future. These would be noted by both FS and the Treasurer, in order to ensure they were appropriately tracked and ring-fenced.	
7.4	<b>Time limits on funding.</b> All grant offers, as standard, are valid for a year. An applicant can apply for an extension, which will require Board approval.	
7.5	<b>Applications from areas with Community Councils/ ANCBC local grant facility.</b> There was a discussion about whether applicants from communities where the CC is also receiving a local grant for distribution should first seek funding from the Community Council before applying to the main fund. It was agreed that this should not be the case, given the need to treat all applicants equally. Not all areas have CCs and where they do, the CCs have been given full discretion on how to use the money, with some using them for a single larger project and others multiple projects with caps on levels of award.	
7.6	<b>Informing applicants of the outcome of their application</b> FS will aim to send out notification by email by the end of the week in which the Board meets and will ensure everyone is informed at the same time. The ANCBC Chair will be blind copied into notifications and FS will also confirm to the Board when they have gone out. Directors who are contacted directly by applicants should ask them to wait to be formally notified and/or refer any queries or requests for feedback to FS.	
7.7	<b>FS Assessment reports</b> RM wished to feedback that in some cases he felt the FS assessors had been too kind in their recommendations.	
7.8	<b>ACTION: CG to feedback to FS</b> <b>Decisions on applications to the current round</b> Please see table at end below.	CG
8	<b>AOCB</b>	
	JP requested Director's travel expenses claims be submitted at the meeting, not via email.	
9	<b>Date of next meeting</b>	
	It was agreed to cancel the proposed business meeting on 29 <sup>th</sup> July. The next meeting date is Wednesday 26 <sup>th</sup> August at 18:30pm.	

## Decisions on applications to the current round:

<b>Applicant</b>	<b>Purpose of request</b>	<b>Amount requested</b>	<b>Amount awarded</b>	<b>Declarations of Interest/ Comments/ Conditions/ Feedback to applicant</b>
Wamphray Community Council	To replace the kitchen and meeting rooms area of the Village Hall, which is presently a wooden structure in poor repair.	£30,000	£30,000	Standard large grant conditions apply. Also: <ul style="list-style-type: none"> <li>• That final approved plans, a project budget and evidence of a building warrant and planning permission are provided.</li> <li>• That the amount of award be reduced accordingly if the final project budget is less than originally requested.</li> </ul>
D&G Blood Bikes	To purchase two liveried motorcycles, training and safety clothing for transportation of blood and samples for DRI.	£16,000	No award	Feedback to applicant: ANCBC is excluded from funding activity that is the responsibility of a statutory authority. The Board noted with concern that the NHS proposes to outsource its existing provision to Blood Bikes under a Service Level Agreement (SLA) with no funds attached. The Blood Bikes service will save the NHS a substantial amount of money and the Board is of the view the NHS could support 100% of Blood Bikes costs and still make substantial savings. They recommend Blood Bikes reviews the Service Level Agreement with the NHS and negotiates a full cost recovery SLA
Kirkmahoe Parish Hall Committee	To replace village hall windows with UPVC windows.	£1,500	£1,250	Part of the request was ineligible, as planning permission had already been paid for and the fund does not support retrospective funding. The amount awarded has therefore been reduced accordingly.
Dalswinton Village Hall	To tarmac driveway to the hall and a path for wheelchair access for future disabled entrance.	£4,513	£4,513	Condition: That the applicant forwards a third quote on receipt.
Nith Valley Leaf Trust	To buy and install solar PV panels for affordable rented	£4,914	No award	David Dick declared an interest (Director of NVLT and involved in the application) and left the room.

	house.			Feedback to applicant: The Board felt that the benefit would primarily be to families occupying the house, in the form of free electricity, and that the Feed In Tariff income to the wider community, via the Trust, would be comparatively low. They felt the project would therefore not provide sufficient community benefit to merit an award.
Thornhill Music Festival	To provide an annual multi-genre music festival in Thornhill.	£5,000	£2,500	Feedback to applicant: The Board felt unable to support a free event at the level requested. They noted that the unticketed nature of the event makes it difficult to evidence the proportion of audience members from within the ANCBC area of benefit. They are supportive of the event but would encourage the Festival to develop a business plan and become more commercial and self-sustaining in the future.
Proudfoot Indoor Sports And Social Club	To provide an accessible computer suite with WiFi and laptop computers for use by residents who are unable to access the internet at home.	£2,318.31	No award	Feedback to applicant: The Board noted the very high level of reserves held by the organisation and felt there was insufficient evidence of financial need to merit an award.
Learner's Together	To provide additional training and progression in IT and technology to 'Silver Surfers' in an area of disadvantage.	£1,320	No award.	Feedback to applicant: ANCBC is excluded from funding activity that is the responsibility of a statutory authority. The Board noted the funding would be used to extend existing provision from Dumfries & Galloway Council's Community Learning and Development service and took the view that the project is therefore not sufficiently eligible.
Jazz Scotland	To provide a 12-week jazz participation programme with workshops for pupils at Lockerbie and Moffat	£3,300.00	No award	Feedback to applicant: The Board are supportive of the Jazz Festival in principal but noted that the proposed workshop activity would take place within school hours and be accessible only to pupils. Activity which is the responsibility

	Academies, including musical tuition and performance.			of a statutory authority is excluded from ANCBC funding. In addition, they noted the high levels of reserves held by Jazz Scotland and felt there was insufficient evidence of financial need demonstrated.
Oasis Events Team	To contribute to the cost of marketing, stall hire and activities for Youth Beatz over two years.	£19,000 for two years	£3,000 for one year	Feedback to applicant: The Board felt unable to support a free event at the level requested and would encourage the group to consider introducing a small charge in order to become more self-sustaining. They were also reluctant to support the costs of entertainment attractions such as a dry ski slope, which they feel have limited community benefit. They are supportive of the event in principle but in the future would prefer to consider requests for workshops or similar youth engagement activity, which they feel has clearer long term benefits for the young people involved.
Dumfriesshire Hunt branch of The Pony Club	To update safety equipment and provide training for cross-country jumping at open competitions and summer camps.	£2,754.00	No award.	Feedback to applicant: The Board felt the club's requirement that members must own or have access to their own pony creates an inherent financial barrier to participation by the general public and that there was insufficient evidence of community benefit from the proposed project.
North West Dumfries Community Cafe	To provide entertainment, catering and insurance for the 'Summer Fling' community fun event.	£2,283	£1,000	Feedback to applicant: The Board is supportive of the event in principle but felt unable to award a grant at the level requested. They were concerned at the lack of quotes or similar evidence that it has been robustly costed. They also noted an apparent lack of tangible contributions from the other statutory and third sector partners and encourage the group to seek in-kind or match funding support from other sources. Condition: That quotations are provided

Discover Kirkmahoe	To design and install 6 notice boards with information about local walks that can also be used as space to put up public notices for local groups/events.	£4,970	£2,924	Feedback to applicant: The Board felt that the option of four basic noticeboards was sufficient to meet the community's needs and has therefore awarded a grant at that level.
Boreland Village Hall	To install a high performance acoustic treatment bonded to the ceiling of Boreland Village Hall to improve acoustics.	£4,979	£1,979	Feedback to applicant: The Board noted the additional match funding secured since the application was made and has therefore reduced the level of award accordingly.
Johnstonebridge Centre and Community Development Trust Ltd	To replace the existing village hall that is due to close in October 2015.	£35,000	£35,000	Declaration of Interest: Richard Mann (Johnstone CC) but the application is for a separate body within his parish. The Board felt this was an indirect interest and Richard participated in the meeting. Conditions: Standard large grant conditions apply
Junction 17	To host a free family-friendly Fun Day in McJerrrow Park in August 2015.	£2,000	£1,953	Conditions: <ul style="list-style-type: none"> <li>• That quotes be provided.</li> <li>• That Magnox funding, Community Council funding and use of the group's own reserves be confirmed, with the outcomes notified to Foundation Scotland prior to payment of grant.</li> </ul>
Alive 107.3	To change existing studio into two studios, allowing the organisation to provide training and pre-record output.	£5,000	No award.	Feedback to applicant: ANCBC is excluded from funding activity that supports the advancement of religion. Since this is a core aim of the applicant organisation, the Board are unable to support the project.
D&G American Football Academy	To purchase equipment needed to coach American Football.	£4,994	£4,994	None.