

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

ANCBC Board Meeting
Wednesday 22nd February 2017 6:30pm
Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

MINUTES

Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
Richard Mann (Treasurer)	Johnstone
David Booth	Moffat
Richard Clarke	Keir
Sheila Farries	Lochside & Woodlands
Helen Haggart	Lockerbie
Alistair MacFadzean	Dunscore
Murdoch MacPherson	Dalton & Carrutherstown
John Magill	Ae
Russell Stuart	Heathall

Apologies:

David Dick	Closeburn
Gillian Arnot	Scottish Power Renewables

In attendance:

Katie Nairn	Foundation Scotland
Laura Moodie	Foundation Scotland
Cllr. Stephen Thompson	

1. Welcome and Introductions

The Chair opened the meeting and welcomed everyone, particularly new directors Sheila Farries, Helen Haggart, David Booth and John Magill. All four were formally appointed by the Board.

2. Apologies/quorum

Apologies were noted and it was agreed that the meeting was quorate.

3. Minutes of last meeting

3.1. Approval

The minutes of the previous meeting 27th October 2016 (previously circulated) were agreed to be a fair and accurate record of the meeting.

3.2 Matters arising

3.2.1 Lincluden Community Council

A request has been submitted from Lincluden Community Council for their £2,000 microgrant funding but they are not yet members of the company. Sheila Farries informed the meeting that membership forms were to be submitted to Foundation Scotland by Lincluden this week.

The Board discussed the need to improve communications around microgrants, their uses and the difference they can make to kick-starting projects.

3. 3 Outstanding actions

3.3.1 The issue of appointing a new Treasurer to be discussed at today's meeting.

3.3.2 It was noted that the newsletter gave a flavour for the way ANCBC operates and what they are doing.

4. Grant applications

Applicant	Purpose of request	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
A422639 Nithsdale Walking Works Network	To continue running costs of service providing volunteer-led walks for people with health issues.	£9,518	£9,518	That evidence of match funding is supplied.
A423003 St Michael's Cricket Club	To promote cricket in the area by delivering cricket coaching in D&G schools.	£7,800 (over 3 years)	£7,800 (over 3 years)	That a copy of the accounts to September 2016 is provided That the list of schools involved is confirmed For the second and third year funding to be released interim reports must evidence engagement with a significant number of beneficiaries from within the area of benefit.
A427665 Moffat Civic Pride	To plant up, maintain and water the floral displays in Moffat.	£1,000	£500	David Booth declared an interest and did not contribute to discussions. Due to Moffat Civic Pride's healthy reserves, the Board felt unable to support the project in full. However, they would like to offer a grant of £500 to cover the cost of four new planters.
A429254 Hub Dumfries and Galloway	To recruit, train and support local volunteers to provide one to one support for computer drop-in sessions to assist people with online benefit applications, universal job match searches and job applications	£19,968 (over 2 years)	£19,968 (over 2 years)	That confirmation of match funding is submitted. That the second year's funding will not be released until interim monitoring is received.
A430158 The Arthur Trail Association	To create a permanent display and exhibition space in Moffat Museum promoting The Merlin Trail and the area's Arthurian heritage.	£5,000	-	The Board felt that the project offered limited direct benefit to local people in relation to other applications being considered.
A430183 Thornhill & District Squash Club	To install exterior insulation to the squash court.	£4,915	-	The Board felt that the limited benefit to a small number of members was low in proportion to the amount requested. It would be encouraging to hear that the group

				was working with schools and other organisations to grow its membership and increase participation in the sport.
A430311 Discover Kirkmahoe	To develop and publish a booklet of short walks that join up the longer walks in the area. Also to add benches, wooden sign posts, bird and bat boxes along the route.	£1,500	£1,500	That written permission is provided from landowners That evidence of either acknowledgement that the works are a permitted development or planning permission is provided
A430454 SHAX	To re-fresh volunteers skills, knowledge, confidence and employability; Recycle donated goods through re-use, re-purposing and upcycling; Re-home vulnerable local people by providing essential items to start new tenancies.	£10,000	£10,000	The Board felt encouraged that the SHAX were working towards becoming sustainable without grant support. Further applications for general running costs were unlikely to be supported.
A430462 Thornhill Playgroup	To improve the outdoor area to give children the opportunity to explore and enjoy the natural world, and improve their health and wellbeing.	£4,387	£4,387	That confirmation of final element of match funding is submitted. That a full breakdown of equipment cost is provided.

5. Finance & Governance

5.1 Financial Report

Richard apologised for the financial report not being circulated prior to the meeting. There was £264,988 in bank. £93,727 is ring-fenced for grants awarded and £16,000 for payments to Community Councils (CCs). £152,121 is available for grant-making. £112,877 is budgeted.

ANCBC received £307,870.01, plus interest of £122.83 and £400 compensation from Bank of Scotland. This is a total of £308,392.84.

Anticipated outgoings include a £24,000 donation to Foundation Scotland for secretariat services, insurance costs and grant-making. Total outgoings came to £274,367.73 with a surplus of £34,025.11.

Martin Brown updated the panel on Community Council uptake of local grants. 25 CCs had completed the procedure to draw down their 2017 grant, 2 CC's do not wish to accept funds for 2017 and 5 have still to respond. Each CC's monies are held on their behalf by ANCBC until the end of the year in August, when they are returned to the central fund.

The Panel made awards of £53,173. That leaves £98,948 for the June funding round. Measures to reduce demand have worked. There have been some comments from applicants relating to the changes since they were made, regarding match funding, but these have been minor.

5.2 FS Fund Statement

Katie Nairn reminded the Board that the FS Fund Statement always shows a negative balance because the fund is held in ANCBC's accounts, not FS's.

5.2.1 Extensions to Grants

5.2.1.1 Wamphary Hall Kitchen Renewal Project (A368332)

Allocated 25th June 2015. This project is awaiting approval of planning permission due to amended structural drawings being submitted. Work is expected to start within next few months. The Board agreed to a further six-month extension until the October meeting.

5.2.1.2 Moniaive Initiative playpark project (A384740)
Allocated 28th January 2016. Legal issues to be resolved shortly. The Board agreed to extend the grant award until the June meeting.

5.3 Assessing Financial Risk

The Board discussed general concerns, including the market volatility brought about by Trump, Brexit and the demand for holding capital in banks. The Board is still considering seeking a third account once remaining issues are resolved with Bank Of Scotland and Co-op. Martin brown indicated that Santander were accommodating for business accounts. There remains a need for a new treasurer to action this.

Sheila Farries will consider taking on the role of treasurer, with Richard Mann happy to show what is involved. Others are also urged to consider whether they can take on the role. This will be decided at the June meeting. **ACTION SF/RM**

5.4 Membership

FS has taken over the administration of ANCBC Company membership which currently requires annual renewal. Forms were sent out in the last quarter of 2016 but many have not yet been returned. The administration staff at FS are continuing to chase the required paperwork. Up-to-date membership records are vital for the AGM. It was **agreed** that in future Company Membership can now be rolling rather than annual. Membership can be verified by Community Councils ticking a box to confirm no changes have occurred when applying for their annual local grant. Changes to membership can be made as and when necessary by Community Councils filling out a short form. The local grant application form will be updated to include the membership confirmation box. **Action KN**

5.5 AGM

The first ANCBC AGM took place in May 2016 with 29 attendees. It is proposed that the 2017 AGM should take place at St George's Hall, Dumfries on Wednesday 28th June, with a second choice date of Thursday 29th June. The AGM will start at 6:30pm prompt. The AGM will be combined with an exhibition open to all to showcase the sort of projects that ANCBC have funded to date. FS will work with Farries Kirk & McVean on legal elements of the AGM and provide promotional materials for the event. Board members all to confirm date is suitable **Action ALL**

5.6 FS Contract

Negotiation took place last year regarding the costs of FS's services. The board agreed to pay £24,000 per year to FS for 2017/18 and 2018/19. Previously, FS has not invoiced until the annual donation had been received from SPR, effectively undertaking the first part of the contract without payment. The Board requested that the invoice for 2017/18 was issued immediately. **Action KN**

6. FS Updates

Laura Moodie has returned from maternity leave.

7. Reconciling local grant rollover with applications to main fund

Currently CCs get £2,000 each year. There seems to be a notion that if CC's have a large project planned, they can store up that money over several years. It is unclear how this impression was communicated as there is no written record. The concern is that CCs will tie up funds that could otherwise be used to support local projects which may not be eligible for grants from the main fund.

The Board and FS **agreed** to promote the information that CCs are eligible applicants themselves and there is no need to roll over or ring-fence local grants as all CCs can apply to the main fund for large-scale projects. There would not be the facility for Community Councils to roll over local grants, instead the 'use it and top it up' model would be continued.

FS were happy to support Community Councils or community groups who struggled with the application process. FS is there to enable access to money and will help with advice on applications as and when necessary.

8. AOB

The board discussed the future of the website. It has a low annual running cost and enables people to apply but it isn't very user-friendly for community groups and although serving its purpose the site could do a better job of promoting the Company and funds. The Board were encouraged to think creatively to use website as resource. All to consider potential improvements to the website before AGM. **ACTION: ALL**

9. Date and venue of next meeting

The next meeting would be at 6.30pm on Thursday 15th June 2017, Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

Subsequent meetings would be:

6.30pm on Wednesday 28th June, AGM and promotional event at St George's Hall, Dumfries

6.30pm on Thursday 15th June 2017, Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

6.30pm on Thursday 12th October 2017, Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

Item	Action	Date	Who
5.3	Discuss Treasurer Role and duties	ASAP	SF/RM
5.4	Amend Local Grant Form	June 2017	FS
5.5	Confirm Availability for Wednesday 28 th June 2017 AGM	ASAP	ALL
5.6	Issue Invoice for services	ASAP	FS
8	consider potential improvements to the website	June 2017	FS