

Distributing Harestanes
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

ANCBC Board Meeting
Wednesday 27th January 2016, 6.30pm
Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG

MINUTES

Directors Present:

Martin Brown (Chair)	Kirkpatrick Juxta
Jean Purves	Moffat
Richard Clarke	Keir
Richard Mann	Johnstone
Alastair MacFadzean	Dunscore
Russell Stuart	Heathhall

Apologies:

David Dick	Closeburn
Maureen Johnstone	Tinwald
Murdoch MacPherson	Dalton & Carrutherston
Derek Ivy	Kirkmahoe
Cara Gillespie	Foundation Scotland
Cllr. Stephen Thompson	
Gillian Arnot	Scottish Power Renewables
Cllr. Ivor Hyslop	

In attendance:

Katie Nairn	Foundation Scotland
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1. Welcome and Introductions

The Chair opened the meeting and welcomed everyone.

2. Apologies/quorum

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

3. Minutes of last meeting

3.1 Approval

The date in the action table should be January 16 not 17, and the date of the Board meeting in January 2017 was Wednesday 25th. These dates would be amended, otherwise the minutes of the previous meeting 18th November 2015 (previously circulated) were agreed to be a fair and accurate record of the meeting. **Action KN**

3.2 Matters arising not on agenda

3.2a Item 3.2b

Lockerbie CC had now re-established, ANCBC would be in touch with them to offer guidance on company membership and Community Council Grants. **Action MB**

3.3 Outstanding actions

There were no further outstanding actions due for this meeting.

4. Finance & Governance

4.1 Financial Report

The Financial report was circulated which brought together the income and expenditure along with projected future expenditure. This showed an available unrestricted balance of £273,843 which took into account the outstanding community council grants (currently 3). The balance for grant making once future expenditure had been deducted was £153,073 and recommended awards for the current round totalled £82,305.

4.2 Foundation Scotland Fund Statement and Grant-making report

Since the Fund Statement and Grant-making report had been circulated with the Panel papers, Moffat Town Hall Redevelopment Trust and Soul Soup Counselling and Training Ltd had both fulfilled their conditions and received their grants. The new total for grants released to date was £151,496.

4.3 Assessing financial risk

The process to open a Bank of Scotland Account was ongoing, some signatures had been obtained prior to the meeting but two were still outstanding. The Santander account had been postponed until the BoS one was set up. **Action JP**

4.4 AGM Date and confirmation of 2015/2016 meeting dates

4.4a It was agreed that FS would take on the AGM planning. The Board would like to invite a piper to pipe at the AGM from one of the bands that had received ANCBC funding.

4.4b Some discussion took place around Directors intentions to resign and it was noted that amongst the current 10 Directors, there may be one or two who would not be standing for re-election. There were however enough willing Directors to cover the geographical requirements of the M&AA.

4.4c There were some amendments outstanding to the M&AA which would be dealt with at the AGM, MB would provide FS with a list of these and they would be circulated with the AGM papers. **Action MB/KN**

4.4d FS would put together the paperwork for the AGM mailing and circulate it to Directors prior to the papers being issued and in good time to receive any feedback. This mailing would contain information about the meeting (venue, format, time etc), Agenda, List of proposed amendments to the Memorandum of Articles, Description of the role of Director and associated duties, A fit and proper person declaration form to be filled in by anybody

wishing to put themselves up for a Director role and Information on proxy voting. **Action KN**

- 4.4e For the meeting to be quorate there needed to be a minimum of 1/3 of Members present which in this case was 21. KN urged Members to keep the date free and to encourage their fellow Members to attend. **Action ALL**

4.5 Company Secretary

Martin Brown agreed to be the named Company Secretary, FS would carry out the duties associated with the role. **Action FS**

4.6 Membership Update

There were currently 60 members which should rise to 62 in light of the recent re-establishment of Lockerbie Community Council.

- 4.6b Discussion lead from Membership to the Local Community Council Grants and some points were raised for consideration, including the current process for grants, monitoring and whether there should be a cap on the small grants or if the 'no limit' idea should be kept in place. It was agreed that the wording could be simplified, this would need further consideration.

KN pointed out that FS approached CC grants in a slightly different way (less scrutiny of accounts, clearer differentiation from main fund) and if FS were asked to take on the administration of the Community Council Grants in the future, would propose to make some changes to the current system. Cara would put a paper together for the Board explaining this and including analysis of the current paperwork and process, which would be circulated to the Board prior to the April Board Meeting. **Action CG**

4.7 Foundation Scotland Contract

KN Offered to leave the room while discussions took place but it was not thought necessary. The new FS 3 year contract was well received, with all feedback during and prior to the meeting being positive. Clause 5.1 was highlighted and the Board requested that the sentence "*such fee to be subject to a 2% inflationary rise each year*" be removed from clause 5.1. KN would take this back to FS and if agreeable a new version of the contract would be produced. It was unanimously agreed that, if this were the case, the Chair would sign the contract on receipt. **Action FS/MB**

5. Foundation Scotland updates

FS were currently running a Flood recovery appeal. It is raising funds for the sole purpose of relieving hardship across Scotland caused directly or indirectly by storm damage and flooding in December 2015 and early 2016. Further information on the fund could be found on the FS website

As there had been some serious flooding in Nithsdale KN wanted to raise awareness of the appeal so that the Board could consider making a donation from the ANCBC Fund to the Appeal, towards any flooding that has been experienced specifically within the ANCBC area of Benefit. A Panel for the Flood Recovery fund is established and any grants made from the fund would go through familiar FS assessment & due diligence processes which would incorporate the relevant criteria for the ANCBC fund but allow applicants to access their grants much quicker than if they were to apply to the main fund. The appeal was also accepting individual donations.

In addition to public donations some large donations have been received, such as: • People's Postcode Lottery - £75,000 • Comic Relief - £70,000 • SSE - £25,000 • Baillie Gifford- £10,000 • RBS Corporate - £10,000 • Shell - £25,000

Some discussion took place around this, including its potential to raise awareness of the ANCBC Fund. It was agreed that it was a great fit with the values of the fund. The Board requested the information be included in the minute for further consideration.

Action KN

Further information can be found here: <https://www.foundationscotland.org.uk/flood-recovery-appeal/>

6. Policy updates

There were two changes to be made to the Register of Interests, KN would update this and re-circulate.

Action KN

7. Grant Applications

There had been 8 applications received, one was withdrawn leaving 7 assessments for consideration alongside one large grant enquiry. FS would inform applicants of outcomes once the grants had been ratified. There were no declarations of interest.

Action FS

Large Grant Enquiries

Applicant	Purpose of request	Amount requested	Declarations of Interest/ Comments/ Feedback to applicant	Outcome
Visibility	To improve care and support for those living with the challenges of sight and/or hearing loss in rural, remote and deprived areas of the region.	£90,000	ANCBC will only fund up to a maximum of £50,000 over 3 years and the request is in excess of this. The Board questioned the proportionality of the amount of money requested to the number of beneficiaries in relation to the population of the area of benefit covered by ANCBC. Additionally the Board noted the request was predominantly to pay salary costs of a small number of people who wouldn't necessarily be from within the area of benefit.	Request to submit a large grant application was not accepted.

Grant Applications

Applicant	Purpose of request	Amount requested	Amount Awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Mossburn Community Farm	To fund salary and administration costs of marketing a three-year project to provide different therapies which integrate horses into the treatment process for people suffering from a number of issues such as mental and physical disabilities.	£49,998	£49,998	That 50% match funding is received. That annual accounts to the end of September 2015 are provided as soon as they are available. That the second and third year grants are conditional on <ul style="list-style-type: none"> • Submission of a business plan at the end of the first year and satisfactory progress report against it in year 2 • An annual report on the percentage of individuals from within the area of benefit of ANCBC who are receiving sessions. That the post of Project/Development Manager is openly advertised.
Patrick Dudgeon	To extend the disabled parking provision, improve drainage and	£3,166	£2,000	

Memorial Hall	level the rear parking area of the hall to improve access and increase the amount of parking space available to users.			
Dumfries Sea Cadets	To fund 15 places on an off-shore sailing course and weekly sailing sessions at Annandale Sailing Club.	£4,700	£4,000	To fund 12 sailing courses.
Buckleuch & Queensberry Caledonia Pipe Band	To purchase 20 pairs of spats, 6 hair sporrans and general instrument maintenance items.	£3,258	£3,258	
Moniaive Initiative	To contribute towards the cost of expanding the range and suitability of equipment in the Moniaive play park.	£4,829	£4,529	That full funding for the Multiplay Unit is confirmed. That signed copies of the Constitution and Accounts are provided. That arrangements for maintaining and insuring the equipment are confirmed.
Thornhill Playgroup	To provide 3 additional hours of staffing per week to enable staff to plan, evaluate, improve monitoring systems and further develop learning plans and contribute towards running costs.	£2,000	£2,000	
SHAX	To part-fund salary costs for a manager, operations coordinator and administrator / volunteer coordinator for 2016 - 2017	£15,000	£15,000	

8. Any Other Business

- 8.1 There was a suggestion of encouraging and favouring applications of up to £5,000 to the next round of grant making. It was decided that as funds seemed sufficient it was not necessary to do so at this stage.
- 8.2 KN enquired as to how necessary the ANCBC Dropbox feature was for Directors and how much it was used. As only one Director was currently using it, and felt that he could access the papers elsewhere it was decided that the Dropbox facility was no longer necessary. This also reduced concerns about data protection as Dropbox was not considered a secure server. **Action FS**
- 8.3 There was a request for a report detailing the geographical location and size of ANCBC grants to date. KN would be producing an annual review of the fund in the next few months which would contain this sort of information. **Action KN**

9. Date and venue of next meeting and Future Meetings

The next meeting was due to be held on **Thursday 28th April 2016, 6.30pm** at Lochhouse Farm Retreat, Beattock.

Future Meetings

Tuesday 17 May 2016, 6.30pm at St Georges Hall, Dumfries (AGM)

Wednesday 27th July 2016, 6.30pm at Lochhouse Farm Retreat Beattock

Thursday 27th October 2016, 6.30pm at Lochhouse Farm Retreat Beattock

Wednesday 25th January 2017, 6.30pm at Lochhouse Farm Retreat Beattock

Item	Action	Date	Who
3.1	Amend dates in previous minutes	ASAP	KN
3.2	Contact Lockerbie CC with grant info	ASAP	MB
4.3	Obtain remaining signatures to open BoS account	ASAP	JP
4.4c	Provide FS with a list of proposed amendments for the M&AA	ASAP	MB
4.4c-d	Produce and circulate AGM mailing to the Board including amendments to M&AA	March	KN
4.4e	Encourage Members to attend AGM to ensure meeting is quorate	May	ALL
4.5	Assume main point of contact for Companies House	ASAP	FS
4.6b	Provide Board Paper on CC Grants	April	CG
4.7	Revise and sign FS Contract	ASAP	FS/MB
5	Include Flood Recovery Appeal detail in minute of meeting	ASAP	KN
6	Update Register of Interests	ASAP	KN
7	Inform applicants of Board decisions	ASAP	KN
8.2	Remove ANCBC Dropbox account	ASAP	FS
8.3	Produce ANCBC Annual Report	April	KN