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changes

Annandale and Nithsdale Community Benefit Company

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

MINUTES

Directors Present:

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

Apologies:

Murdoch MacPherson	Dalton & Carrutherston
Gillian Arnot	Scottish Power Renewables
Cllr. Stephen Thompson	
Cllr. Ivor Hyslop	

In attendance:

Katie Nairn	Foundation Scotland
Karen Slattery	Foundation Scotland

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 minutes of the previous meeting 28th April 2016 (previously circulated) were agreed to be a fair and accurate record of the meeting.

3.2 Matters arising not on agenda

- i. It was noted that AGM had good attendance and format. All actions and recording from the AGM were now complete.
- ii. The registered address was changed to Farries Kirk and McVean in Dumfries on 3rd Dec 2015.

- iii. Foundation Scotland had written an Annual Report for the fund which had been well received by SPR and the Board.

3.3 Outstanding actions

There were no further outstanding actions due for this meeting.

4. Grant Applications

There were 22 grant applications to consider which included £107,246 of recommended awards. There was a balance of £41,691 available for grant making.

Application Name	Project Description - Summary	Amount Applied for	Amount Awarded	Declarations of Interest / Comments / Conditions / Feedback to applicant
Patrick Dudgeon Memorial Hall	To carry out drainage works and flood control following flooding in January 2016.	£13,271.00	£9,000.00	That proof of adequate insurance is submitted
Lincluden Community Centre Management Committee	To upgrade the old heating system.	£8,371.00	£7,500.00	Awarded for electrical works and Heating system repair. An additional quote for the heating works be provided to along with proof of adequate and up to date insurance.
Hollywood Village Hall Association	To create a designated parking area for Hollywood Village Hall	£13,889.16	£13,889.00	That proof of hall ownership and permission is provided along with a copy of the lease.
Calside School Parent Council	To improve the school's playground and green area and to create a 'sensory garden', with particular focus on children with additional needs.	£2,000.00	£2,000.00	That, in the event of dissolution of the Parent Council, the equipment must be donated to another school within the ANCBC area of benefit. That evidence of full match funding for the whole project is provided
Moffat Show Society	To purchase 15 galvanised sheep pen gate storage stillages.	£1,980.00	£1,980.00	-
Dumfries Get Together	To meet with Warrington ladies 50+ group elsewhere in the country for a weekend of networking and culture.	£5,000.00	-	The ANCBC Community Benefit Fund is currently facing very high demand. The Board felt that a 'subsidised for all' trip did not really fit with the spirit and aims of the ANCBC.
Lochmaben Bowling Club	To re-level the Bowling Green which has been subsiding.	£18,000.00	-	The Board were generally supportive of the project but are currently facing high demand on the fund. A reduced request would be considered in a future application once the majority of funding had been secured from other sources.
WHASCALS	To purchase staff uniforms, equipment and cover rent, and to hold a fun day to advertise the service.	£4,600.00	-	ANCBC fund guidance clearly states that organisations must have a minimum of three unrelated directors. The Whascals application is therefore fundamentally ineligible because of the sole Director. The Board would recommend that the applicant seeks to address this and other issues around governance; financial planning and management before any further applications are made.
Buddies (SCIO)	To cover staff costs for the Buddies project.	£11,657.00	-	The Board saw merit in the project however the fund is currently facing high demand and they felt that short-term salary costs were not in the spirit of the fund. Any applications received in future years would require more robust financial planning information.
Solway Sk8ing Club	To fund a synchronised ice skating summer camp with world champion specialist	£5,000.00	-	Solway Sk8ing indicated that the camp was booked in June, a full month before the ANCBC Board considered the

	synchronized skating coach and choreographer and international technical specialist			application and that the camp will go ahead with or without funding from ANCBC. The fund guidance clearly states that funding cannot be applied retrospectively and the timetable for consideration of applications is also clearly stated. These criteria apply equally to all applicants, an exception cannot be made for reasons of fairness. The project therefore is simply not eligible and cannot be funded.
Brownhall Primary School Parent Council	To provide playground equipment to improve outdoor learning for school pupils.	£9,102.00	-	The ANCBC fund is currently facing high demand with priority being given to projects with a higher proportionality of local benefit.
<u>Kirkmahoe SWRI</u>	To run evening classes in Kirkton or Dalswinton, for two hours weekly over 10 weeks.	£1,700.00	-	There ANCBC fund is currently facing high demand. The Board would encourage the group to seek funds locally and perhaps increase the charge to participants to cover the cost of Tutors.
Templand and District Community Council	To replace the roof on the community hall that is broken and leaking.	£2,400.00	-	The ANCBC Community Benefit Fund is currently facing very high demand. The Board felt that the applicant's current reserves and 'improvement funds', although earmarked for contingency, follow on works and less urgent projects, could in fact be put towards the roof replacement project.
Moffat Christmas Lighting Fund	To purchase new artificial trees; replace the old lights with new LED lights; and install external electrical sockets to properties in the town.	£7,860.00	-	The ANCBC fund is currently facing very high demand. Whilst generally supportive of the project the ANCBC Board question the statutory responsibility in relation to other local towns receiving funds from the council.
Moffat Community Woodlands	To secure the 5% match funding that is needed by Scottish Land Fund to complete the community purchase of Gallow Hill.	£7,338.00	-	The ANCBC fund is currently facing high demand and there appeared to be some local resistance to the project with questions being raised over the projected number of beneficiaries. The Board would encourage the applicant to explore other appropriate funding streams.
Thornhill and District Burns Club 342	To build an interpretation Panel for visitors to Drumlanrig Castle to inform them about Burns' songs written in the area.	£3,000.00	-	The project does contribute to the Fund's tourism outcome in a small way as it could increase footfall to the area, but with related private benefit. The Board felt that the proportionality of benefit to local people was outweighed by the private gain to the estate.
Dumfries and Galloway Aviation Museum	To fund the second phase of the window replacement in the WW2 Control Tower that is part of the Aviation Museum.	£20,000.00	-	The Board were pleased to have been able to support the Museum recently with a substantial grant and felt that with the current demand on the fund priority should be given to first time applicants.
Dumfries High Street Limited	To promote and run an Architectural Competition for empty properties on Dumfries High Street as a means of kick-starting an initiative to reinvigorate the town centre.	£5,000.00	-	The fund is currently facing high demand and the Board feel that the regeneration of the High Street should be the responsibility of Dumfries and Galloway Council as part of their dedicated re-development priorities.
The Stove Network Limited	To organise and run Nithraid, a popular community event celebrating the importance of the River Nith in the lives of local people and as an attraction for tourists	£4,500.00	-	The ANCBC fund is currently facing high demand and the Board did not feel that this project was a good fit with the fund priorities.
Better Lives Partnership	To refit and cover running costs for the 'Blether Bus', that will	£19,500.00		The Board felt that there were a number of uncertainties with the project at this point

	deliver outreach sessions to rurally isolated people across Dumfries and Galloway.			including that the Bus in question is not owned by the applicant, lack of evidence of demand from other potential user organisations and the independence of the applicant organisation from the local authority and private benefit.
Dumfries Saints Rugby Football Club	To purchase new training equipment for the Rugby Club.	£5,000.00		Whilst supportive of the project in principle the ANCBC fund is currently facing high demand and the Board felt that the group had a proven ability and means by which to raise their own funds. Please also note that ANCBC are now restricting applications to one per organisation per year as part of the measures being put in place to manage fund demand.
Oasis Events Team	To contribute towards the costs of World of Wonka Youth Engagement that takes place during the Youth Beatz Festival.	£4,250.00		The Board are generally supportive of the project, however the fund is facing increasingly high demand. The Board would encourage the organisers to make a nominal charge or ask for donations from the attendees to move towards becoming self-sustaining in the future.

5. Finance & Governance

5.1 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 £180,813. The balance for grant making once future expenditure had been deducted was £41,691 and recommended awards for the current round totalled £107,246.

5.2 Foundation Scotland Fund Statement and Grant-making report

This had been previously circulated, since circulation grants had been paid to the Annandale Transport Initiative and Nith Inshore Rescue. Speddoch Village Hall had also now met their conditions of award and would be drawing down their grant.

The Board agreed that the offer of an award to Wamphray Community Council would be extended until the end of October 2016. The delay in payment of this grant is the result of issues with the planning department.

Action FS

5.3 Assessing financial risk

The Bank of Scotland account has now set up internet banking for the group. Going forward Foundation Scotland will receive all payments by BACS. Community Councils can get grants paid by BACS if they supply their bank details.

ANCBC's next payment from SPR should be in by 28th August.

5.4 Future meeting dates 2016/17

It has been agreed by the Board that after October, meetings will be held on the 3rd Thursday of the month where possible, 3 times per year in February, June and October.

6. Foundation Scotland updates

FS had no updates

7. Policy updates

7.1 Review of application process and fund guidelines

A paper on managing fund demand had been previously circulated by FS, the Board agreed to make the following changes to the Fund with immediate effect:

- A minimum application level of £500
- The maximum award is reduced from £50,000 to £20,000
- New award levels as follows:
 - Small grants £500 to £5,000
 - Large Grants £5,001 to £20,000 (large grant enquiries will no longer be necessary)
- Require match funding of at least 50% for large grants
- Require match funding of at least 25% for small grants
- Reduce the number of rounds to three
- Allow only one application per group per year unless exceptional circumstances can be demonstrated

7.2 Review of Local Grants Scheme

It was agreed that all documents needed to be updated so that the same language was being used. **Action FS**

A paper provided by Foundation Scotland that outlined the management of Community Council Grants had been previously circulated and was discussed. The Board decided that there would be no changes made to the current system of administration at this time.

7.3 Companies House / OSCR Update

The updated Articles of Association and first years accounts were accepted by Companies House on 3rd June 2016.

As ANCBC is in the process of registering with OSCR as a charity the board would like more information about how their roles and responsibilities will change. **Action FS**

8. Any Other Business

An application from Jim Renicks of Thornhill to become a company director had been received. As the information section was currently blank David Dick would ask Jim Renicks for some further information in support of his application.

Lincluden and Ae have recently established Community Councils and will be invited to appoint 2 members to ANCBC. Bringing the total number of established Community Councils in the area of benefit to 33.

9. Date and venue of next meeting and Future Meetings

The next meeting was due to be held on **27th October 2016, 6.30pm** at Lochhouse Farm Retreat, Beattock.

Future Meetings

Wednesday 22nd February 2017, 6.30pm at Lochhouse Farm Retreat Beattock
 Thursday 15th June 2017, 6.30pm at Lochhouse Farm Retreat Beattock
 Thursday 12th October 2017, 6.30pm at Lochhouse Farm Retreat Beattock
 Thursday 15th Feb 2018, 6.30pm at Lochhouse Farm Retreat Beattock

Item	Action	Date	Who
5.2	Inform Wamphray CC of the extended deadline.	1st Aug	FS
7.2	To update all Community Council Grants documents to ensure that the same language was being used	ASAP	FS
7.3	To outline the changes to the role of the trustees as well as the accounting criteria, under OSCR regulations.	3 rd Oct	FS