

Distributing Harestones
Community Benefit on behalf
of ScottishPower Renewables



Helping communities
to make positive
changes

Annandale & Nithsdale Community Benefit Company

ANCBC Board Meeting
18th November 2015, 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
Maureen Johnstone	Tinwald
Richard Mann	Johnstone

Apologies:

Alastair MacFadzean	Dunscore
Russell Stuart	Heathhall
Derek Ivy	Kirkmahoe
Murdoch MacPherson	Dalton & Carrutherston
Cara Gillespie	Foundation Scotland
Cllr. Stephen Thompson	
Cllr. Ivor Hyslop	
Gillian Arnot	Scottish Power Renewables

In attendance:

Katie Nairn	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 29th October 2015 (previously circulated) were agreed to be a fair and accurate record of the meeting.

3.2 Matters arising not on agenda

3.2a Item 3.2d Unsuccessful Applications

The agreement to discourage unsuccessful applicants from re-applying to the fund for the same project in a 12 month period was queried but the agreement still stood.

3.2b Item 4.7 Membership

ANCBC now had 60 members as Lockerbie CC were no longer established. They had returned £4,000 of unspent grants which would be available for them to claim should they re-establish.

Eskdale CC was now established and would now need to become members.

There had been a change in membership from Auldgirth by written notification. It was agreed in these situations to send out new forms to be completed as and when the need arose. In normal circumstances membership would run from June to June.

3.3 Outstanding actions

There were no further outstanding actions due for this meeting.

4. Finance & Governance

4.1 Treasurer's 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 £360,646 The balance for grant making once future expenditure had been deducted was £239,876 and recommended awards for the current round totalled £89,164

4.2 Foundation Scotland Fund Statement and Grant-making report

The Fund Statement and Grant making report remained unchanged since the last meeting.

4.3 Assessing financial risk

Bank of Scotland required a third mandate as one signature was outside of the box on the last attempt. This would delay the internet banking facility.

4.4 AGM Date and confirmation of 2015/2016 meeting dates

The Club Room in St Georges Hall, Dumfries was available on Wednesday 11th May or Tuesday 17th May from 6:30pm. The fee would be £12 per hour for the room which was available for as long as needed. It was agreed that the **AGM be held on Tuesday 17 May 2016.**

There were a number of tasks to be completed before the AGM; advertising the AGM to members and including information on proxy voting and sending out official proxy voting forms; publishing changes to the Articles and making that an agenda item; amending the 4 page Director application form; circulating forms to current directors who wished to be re-elected; Setting a deadline ahead of the AGM for new directors applications and items to be raised under any other business at the meeting.

5. Foundation Scotland updates

FS had no updates

6. Policy updates

The Register of Interests was circulated and amendments made by JP and MJ, this would be updated and circulated with the papers for the next meeting.

Action FS

7. Grant Applications/Large Grant Enquiries

There had been 7 grant applications and one large grant enquiry to this round, as detailed below. FS would inform the applicants of decisions once they had been ratified.

Action FS

Large Grant Enquiries

Applicant	Purpose of request	Amount requested	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant	Outcome
LGBT Plus	To fund core organisational costs, including staffing rental, administration, events, promotional materials and capacity building.	£175,249 over three years	ANCBC will only provide a maximum of 50% match funding and a maximum amount of £50,000. The Board noted the request was predominantly to pay one person's salary when it was evident that a broad range of skills would be required to fulfil the objectives of the project. Additionally the amount of money requested appeared high compared to the number of beneficiaries, particularly within the area of benefit covered by ANCBC	Request to submit a large grant application was not accepted. However feedback to be given, including the option to submit a standard grant application more targeted at the area of benefit.

Grant Applications

Applicant	Purpose of request	Amount requested	Amount Awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Peter Pan Moat Brae Trust	To add two new extensions to the house; a Visitor Entrance on the west of the house which will include a shop, café, kitchens, reception and cloakrooms; and an Education and Learning Pavilion to the east of the house.	£50,000	£30,000	That evidence be provided that full funding for the project has been secured
Loreburn Retirement Group	To pay towards the costs of a 20th Birthday party of the group, the annual Christmas party and a theatre / pantomime trip.	£2,746	£2,746	That a dated copy of the group's latest annual accounts be submitted
Moffat Town Hall Redevelopment Trust	To purchase a variety of musical instruments, instruction and equipment to enable the provision of regular music-orientated community sessions for local residents.	£5,000	£3,500	JP and MB left the room due to Conflict of Interest That quotes are received for the music tuition and stage improvements. That MTHRDT provide the difference as match funding from their unrestricted reserves and agree to cover any unforeseen costs in relation to the stage improvements.

Soul Soup Counselling and Training Ltd	To provide three drop-in sessions per week and workshops to enable young people to become more resilient and tackle stigma around mental health issues.	£20,000	£19,112	That a copy of the lease agreement is provided, confirming the annual cost of premises. That written confirmation is provided that the items to be paid for by this award are not already provided for by another grant or funder.
Upper Annandale AFC	To purchase two new dug-outs for home and visiting teams.	£2,998	£2,998	That the club provides a copy of its PVG policy. That two further quotations are supplied.
Dumfries and Galloway Aviation Museum	To erect a new perimeter fence around the extension and car park.	£15,948	£15,948	That the land title is clarified and confirmation received that the fence will remain the property of the museum and is not at risk of reverting to become the property of Scottish Enterprise.
Wide Open (South Scotland)	To run a Pilot Art and Wellbeing Retreat that would bring together a group of talented young people from the region to celebrate local history and sense of place, through art.	£5,000	-	The Board felt that although working to broadly charitable aims, Wide Open appears to operate as a private consultancy business. ANCBC criteria specify that applicants must be set up on a not for private profit basis.

8. Any Other Business

There had been press coverage of two awards from the last round, one generated by Foundation Scotland (Dumfries Pipe Band) and one community led (Royal Four Towns Hall).

The board were urged to check their availability for the 2016 meeting dates to prevent another meeting having to be re-scheduled at short notice. It was agreed to add a list of meeting dates to the end of the minutes.

There was a suggestion of producing A4 certificates to give to grantees which could be displayed in village halls or similar to advertise the fact that SPR/ANCBC funded the project.

9. Date and venue of next meeting and Future Meetings

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

Future Meetings

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

Thursday 28th April 2016, 6.30pm at Lochhouse Farm Retreat Beattock

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

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

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

Wednesday 27th January 2017, 6.30pm at Lochhouse Farm Retreat Beattock

Item	Action	Date	Who
6	Update Register of Interests	January 17	FS
7	Inform applicants of board decisions	ASAP	FS
Agreed at October Meeting			
4.4	Amend 4 page Director application form	Pre-AGM	FS
4.5	Company Secretary Solution	January 17	ALL
4.6	Work on Role descriptions of Chair and Treasurer for future	January 17	FS
6.2	Draft Complaints Procedure	January 17	FS