

Distributing Harestones  
Community Benefit on behalf  
of ScottishPower Renewables



Helping communities  
to make positive  
changes

## Annandale & Nithsdale Community Benefit Company

**ANCBC Board Meeting**  
**30<sup>th</sup> September 2015, 6.30pm**  
**Lochhouse Farm Retreat, Beattock, Moffat, DG10 9SG**

### MINUTES

#### Directors Present:

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

#### Apologies:

David Dick	Closeburn
Murdoch MacPherson	Dalton & Carrutherston
Derek Ivy	Kirkmahoe
Cllr. Ivor Hyslop	
Cllr. Stephen Thompson	
Gillian Arnot	Scottish Power Renewables

#### In attendance:

Cara Gillespie	Foundation Scotland
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. Nicholas Jennings had resigned as a Director, due to lack of time.

#### 3. Minutes of last meeting

##### 3.1. Approval

The minutes of the previous meeting 26<sup>th</sup> August 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 4.2b

It was noted that although SPR were happy with interim reporting on grants via the Awards Summaries produced after each round, there would still be a need to compile an annual

report using their standard template. FS would take this forward for the June deadline.

3.2b Item 4.3b

MB confirmed that although there had been some confusion about HMRC registration, the company had already been registered.

3.2d Item 6.1d

FS would bring the draft office bearer role descriptions to the next meeting. **Action FS**

### **3.3.Outstanding actions**

There were no further outstanding actions.

## **4. Finance & Governance**

### **4.1.Treasurer's Report**

The Treasurer's report was circulated along with a Budget/Cash flow report for future expenditure which had been compiled by CG. This showed an available unrestricted balance of £399,190 with the value of recommended grants for September 2015 totalling £210,484. It was noted that there are 4 more funding rounds to go before the next payment from SPR was received in August 2016. Some discussion took place on the various options to manage cash flow and in particular to protect the capacity to fund small quick grants. These included:

4.1a Tightening guidelines in relation to applicants with substantial unrestricted reserves,

4.1b Protecting a percentage of the fund for use in each round and/or towards the end of the year.

4.1c Reducing the size of maximum grant and/or reducing the threshold for large grants.

It was noted that the next round of applications was significantly smaller and it may be that demand on the fund might naturally stabilise at a lower level over the year. It was therefore agreed to monitor the situation for the time being and review in November.

### **4.2.Foundation Scotland Fund Statement and Grant-making report**

An updated version had not been circulated, as there had been no change to these documents since the last meeting.

### **4.3.Assessing financial risk**

4.3a JP had encountered similar problems opening a second bank account at BoS as she had at RBS, however continued with the process and ANCBC now has a Sort Code and Account Number for a Bank of Scotland Account. Forms were circulated to all Directors in attendance for signature.

4.3b The third account would be held with Santander, it would be a corporate account and therefore incur small fees for transactions. These would be infrequent because the primary operational account would be with The Co-Op Bank, which did not incur fees. Santander forms were also circulated for signature.

### **4.4. Appointment of Accountant**

The Chair had successfully completed appointment of Farries, Kirk and McVean (FKM) to act as the company accountants. The agreement between ANCBC and FKM was circulated to the Board. FKM had been issued with a mandate to work on behalf of ANCBC with HMRC and had agreed with all ANCBC's requests, apart from being Company Secretary, which would be an item discussion for the next meeting. **Action MB**

#### 4.5 AGM Date confirmation

The AGM would be held on or by 27<sup>th</sup> May 2016, which is the latest required date within 18 months of incorporation. The report from the Chair would be in the context of the first year accounts to 31<sup>st</sup> March which would be ready in time for the AGM.

#### 5. Foundation Scotland updates

FS had no updates

#### 6. Policy updates

##### 6.1. Code of conduct for Directors

Two copies of the document were signed by all Directors in attendance, one of which was retained by FS. FS would bring further copies to the next meeting for Directors who had sent their apologies.

**Action FS**

#### 7. Large grant enquiries

<b>Applicant</b>	<b>Purpose of request</b>	<b>Amount requested</b>	<b>Declarations of Interest/ Comments/ Conditions/ Feedback to applicant</b>	<b>Outcome</b>
Mossburn Community Farm	Salary and administration costs	£105,000 over three years	ANCBC will only provide a maximum of 50% match funding and a maximum amount of £50,000.	Invite full application and flag the requirement for a reduction in annual amount and necessary match funding.
Dumfries Rugby Club	To increase youth participation in Rugby	£49,200 over three years	Further information required on the stated "regular curricular sessions" in school grounds during school time.	Invite full application with feedback.

#### 8. Grant Applications

There had been 21 grant applications to this round as detailed below. FS would inform the applicants of decisions by Friday or Monday if possible.

**Action FS**

<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>
Queensberry Initiative	To provide outdoor learning and training to children and pupils of Wallace Hall Academy and six local primary schools.	£40,000	No Award	The Board felt that the level of reserves held is too high to merit an award at this stage. A new application would be considered in the future, once a reserves policy has been established and the group's own funds utilised to reasonable levels. In addition, the Board would wish to see other match funding secured before any future application is made.
Let's Get Sporty CIC	To provide 30 weekly early years parent and child physical education	£37,620	No Award	The Board felt that the project has merit but needs more robust planning. They would consider a new application, which should include a fully costed budget; evidence of provision mapping

	classes throughout the region.			across the area to avoid duplication with other similar activity and to evidence where gaps have been identified; and evidence of consultation with potential host communities, including realistic estimates of numbers of potential participants per community. In addition, the child protection policy should be revised, to provide clear guidance to staff and volunteers on how to act and who to contact in statutory services if a child protection issue arises.
Annandale Transport Initiative	To purchase a 16-passenger seat accessible community minibus to replace a vehicle which has been in use since 2004 and completed over 260,000 miles.	£27,500	£27,500	Jean Purves noted a conflict of interest and left the room. Conditions of award: <ul style="list-style-type: none"> <li>• That two further quotes for the purchase of the bus are provided.</li> <li>• That match funding is secured</li> </ul>
Hub Dumfries and Galloway	To provide free logs and kindling for vulnerable older residents living in fuel poverty.	£31,185	£27,790	The award is for £7,000 in year one; £10,395 in year two and £10,395 in year three, subject to conditions: <ul style="list-style-type: none"> <li>• That second and third year grant payments are subject to approval of a satisfactory monitoring report by the Board.</li> <li>• That confirmation of match funding is received</li> </ul>
Nith Inshore Rescue	To build an extension to the Lifeboat Station.	£40,000	£20,000	Conditions: <ul style="list-style-type: none"> <li>• That three quotes are provided for the extension.</li> <li>• That full match funding is secured</li> <li>• That legal title to the property is secured by the group</li> </ul>
Upper Eskdale Development Group	To develop a community response to care by increasing use of community owned hub; use of 'tele-medicine'; and increasing skills in local care and support services.	£19,800	No award	The Board felt there was merit in the proposed project but would like to see a more robust plan, including evidence of mapping existing provision to identify gaps and related consultation with the NHS and other health and social care providers, to demonstrate support and identify potential partnership approaches
Speddoch Community Association	To rebuild Speddoch Community Hall to meet the needs of the community in Dunscore.	£50,000	£35,000	Conditions: <ul style="list-style-type: none"> <li>• That evidence of full match funding is provided</li> <li>• That evidence of appropriate insurance is provided</li> <li>• That Planning Permission is granted and a building warrant obtained.</li> </ul>

Royal Four Towns Hall Association	To install solar panels on the Village Hall.	£5,000	£5,000	Conditions: <ul style="list-style-type: none"> <li>That evidence of appropriate public liability, trustee indemnity and buildings insurance, including for the solar panels, is provided and all relevant permissions are in place.</li> </ul>
Thornhill and District Community Transport	To purchase an electronic hand-held ticketing machine for the community minibus compliant with Transport Scotland's requirements and to enable reimbursement of concessionary fares for section 22 timetabled services.	£2,500	£2,500	
Dumfries Musical Theatre Company	To replace the old carpets in the auditorium and foyer and complete renovation of the foyer with new light fittings and redecoration.	£18,225.32	No Award	The Board noted the substantial unrestricted reserves from which this project could be supported. In addition, there were inconsistencies in the project costings and other financial information provided, as well as details of beneficiary numbers and number of volunteers. These issues should be addressed in any future application.
Thornhill Golf Club	To purchase equipment, for use in the golf club and on the golf course, and pay for repairs to the club building.	£12,000	No Award	The Board felt that the current financial situation of the Club presented too much risk to the long term impact of any award.
Thornhill Bowling Club	To re-do the sloped access steps to the clubhouse; renew internal and external doors and windows; replace worn out floor coverings; redecorate some of the clubhouse.	£11,213	£3,200	
Lochmaben Amateur Football Club	To install changing facilities for Lochmaben Football Club, allowing them to join the new Southern Counties League now that the Dumfries Amateur League has folded.	£20,000	No Award	The Board is supportive of the project in principle but felt that plans were not yet sufficiently developed. A new application would be considered, once detailed, costed plans are available and relevant permissions and quotes have been sought. The Board recognises costs may change substantially and for that reason would be willing to accept a large grant application. In addition, the

				Club may wish to consider removing the restriction on voting membership at its next AGM, which was felt to be unduly limiting.
Lockerbie RBLs Pipe Band	To purchase a new bass drum, carrier and case as well as five snare drum carriers and cases for members.	£1,300	£1,300	
Castle Loch Lochmaben Community Trust	To employ a joint Project Development Officer for four days per week during 2016 to manage and develop both this project and one in Moffat Community Nature Reserve, with two days each week being devoted to each project.	£20,000	£15,000	Jean Purves and Martin Brown noted a conflict of interest and left the room. Feedback to applicant: The Board would like to encourage the group to identify more ways to generate income from the assets it owns; for example charging for sailing on the loch.
3rd Dumfriesshire Scout Group	To install a new heating system and create a new kitchen area in the Scout Hall.	£8,915.75	£9,279.75	Jean Purves noted a conflict of interest and left the room.
Friends of the John Corrie Garden	To rejuvenate the wildlife garden by clearing the ground, laying paths, creating habitats, and installing 2 picnic benches with wheelchair access.	£20,619	No Award	The Board felt that the current permission to use the ground is insufficient to allow a grant to be offered. It is recommended that the group consider negotiating a legally enforceable lease with the owner, with a minimum term of 20 years.
Aberlour	To pay core running costs for Aberlour Family Outreach in Dumfries and Galloway.	£11,626	No Award	The Board felt that the insecurity of the project in this financial year represented too much risk to an award. Another application would be considered in future but should evidence longer term financial planning.
Bunbury Banter Theatre Company	To stage two plays, workshops and events focused on further improving the appeal and accessibility of theatre in and around D&G.	£19,207	No Award	The Board did not think the impact on local people would be sufficient to justify a grant.
Dumfries Pipe Band	To cover the costs of 2 tutors for the pipe band, one for	£4,800	£4,800	Conditions: <ul style="list-style-type: none"> <li>That evidence is provided of robust governance processes to manage</li> </ul>

	piping and one for drumming.			the payment of tutors, who are also committee members
Thornhill Gala Committee	To provide free activities for Gala week 2016, that will interest all members of the community.	£2,000	No Award	The Board felt that there was insufficient financial need at this early stage, given the group's healthy reserves and proven ability to fundraise. A new application would be considered closer to the July 2016 event, which should include detailed costings and quotes, as well as evidence of other fundraising activity and any shortfall in funding required.

## 9. Any Other Business

9.1 A complaint had been received from a member of Loreburn Community Council on the use of the local grant by Loreburn CC, which is issued by ANCBC to Community Councils. The member had since resigned from LCC but still wished to uphold the complaint, including allegations of conflicts of interest by Community Councillors.

ANCBC's criteria for the grants to Community Councils focus on the use of the grant, rather than the processes by which a Community Council decides to allocate it. That decision-making process is a matter for the Community Council to determine. The use of the grant is monitored through a routine process 12 months after the grant is made.

It was agreed that the complaint was not the concern of ANCBC but a matter between LCC and Dumfries and Galloway Council.

There are currently some administrative gaps in LCCs relationship with ANCBC in relation to company membership which MB was taking forward.

MB would reply to the complaint with a letter to this effect.

**Action MB**

## 10. Date and venue of next meeting

The next meeting will be on Thursday 29<sup>th</sup> October, 6.30pm at Lochhouse Farm Retreat, Beattock.

Item	Action	Date	Who
3.2d	Draft role responsibility documents for key roles	29 October	FS
4.4	Delegation of Company Secretary Role	29 October	MB
6.1e	Bring Code of Conduct to the next meeting for signature.	29 October	FS
7	Inform contacts for large grant enquiries of decisions	ASAP	FS
8	Inform applicants of Board decisions	ASAP	FS
9	Respond to the Loreburn CC complaint	ASAP	MB