

**MINUTES of the MEETING of the STRATHERRICK AND FOYERS COMMUNITY TRUST held in STRATHERRICK HALL, GORTHLECK on WEDNESDAY 5 JUNE 2013**

**Present** Graeme Ambrose, Willie Fraser, Paula Page, Fraser Ross  
**Chair** Willie Fraser  
**In Attendance** Fiona Ambrose (Secretary)  
**Apologies** Morag Cameron, Sharon Ferguson, Lyn Forbes, Justin Sharp

**1. MINUTES OF THE MEETING HELD ON 8 MAY 2013**

Approval of the Minutes of the meeting was moved by Paula Page and seconded by Graeme Ambrose.

The Minutes of the meeting held on 8 May 2013 were duly accepted as a correct record, were **APPROVED** and signed by the Chair.

**2. SURVEY QUESTIONNAIRE – NEXT STEPS**

The survey questionnaire and the return envelopes would be inserted and delivered with the June edition of the Boleskine Bulletin. The Stratherrick Brownie and Guide Unit had received a start up grant from the Trust and as a way of giving something back to the community; they had enthusiastically completed the task of putting all the labels and stamps on the 400 return envelopes in record time.

On behalf of the Trust, the Chair recorded its thanks to everyone involved.

There was discussion on the need to engage an independent company to complete the analysis of the questionnaires once returned. Fort Augustus and Glenmoriston Community Company had used a company called AVANTI.

It was **AGREED** that

- the Secretary would contact Sharon Ferguson as Secretary of FAGCC to get contact details for AVANTI
- Graeme Ambrose would contact HIE to see if they could provide names of further survey analysis companies
- The Secretary to seek 3 quotes for the survey analysis work.

**3. UPDATE ON GRANT AWARDED TO DLN**

Graeme Ambrose advised that there was a possibility that the Forestry Commission would pay for the upgrade to the section of the South Loch Ness Trail near Suidhe in full. If this was the case, the grant of £4,000 which DLN had received would not be required.

*Graeme Ambrose then declared an interest in this matter and took no part in the decision*

It was **AGREED** that DLN would reimburse the Trust to the sum of £4,000 if the Forestry Commission paid for the upgrade to the section of the South Loch Ness Trail near Suidhe in full.

#### **4. TREASURY REPORT – MAY 2013**

The Treasurer spoke to her report and to the additional paper which provided information on the following issues:-

- Financial summary
- Banking summary (banking signatories)
- Outstanding Invoices Impacting on the Trust & Credit Status Issues
- Grant Providers
- Grant application status
- Other treasury matters
- Grant fulfilment transparency

After discussion it was **AGREED** that

1. The Treasurer would draw up an amended procedure for grant applications
2. Graeme Ambrose, Lyn Forbes, Justin Sharp and Michelle Allcock as Treasurer be the banking signatories for the Trust
3. The invoice from HHA for the sum of £3,600 be held on reserve
4. The Treasurer to investigate further the invoice received from HGA in the sum of £1,200
5. The Treasurer would introduce a new cash balance system which would show different categories of income and expenditure
6. The Treasurer would pursue SSE for the outstanding sum of £66,000
7. The Treasurer would set up a dropbox file sharing facility to ensure a secure document repository for Trust documents

#### **5. DEVELOPMENT TRUSTS ASSOCIATION SCOTLAND (DTAS)**

The Secretary referred to the correspondence between the Trust and DTAS and confirmed that DTAS had advised that it was happy to progress the application on the basis of provisional membership.

It was **AGREED** that it would be appropriate to wait until the Community Council had been re-established and two Community Councillors had been appointed as Directors before inviting Rory Dutton of DTAS to attend a meeting of the Trust (probably at the beginning of August).

#### **6. APPRENTICESHIP SCHEME FORT AUGUSTUS – UPDATE**

The Chair advised that he and Paula Page had attended a meeting with representatives of the Fort Augustus and Glenmoriston Community Company and the

Glengarry Trust to take forward the proposals to pilot a Community Trusts' Apprenticeship Scheme.

A number of draft papers had been prepared following the meeting and these had been circulated to the Trust Directors. These were discussed and some amendments to the wording were suggested.

The Directors **AGREED**

1. That the Trust would initially fund one apprentice from within the Stratherrick and Foyers Community Council area over a period of three years at an estimated cost of £7,000 per annum
2. to sign up to the Terms of the Memorandum of Understanding for The Community Trusts' Apprenticeship Scheme.

## **7. UPDATE ON DIRECTOR'S ACTIVITIES**

Directors had no activities to report since the last meeting , other than those discussed in the foregoing item.

## **8. INVOICE FOR COMMUNITY WEBSITE – [www.stratherrick.net](http://www.stratherrick.net)**

The Secretary advised that Andy Holt had submitted an invoice to the Community Council for the hosting, domain and administration of the site for the period of 1 year from 3 June 2013. Payment of the invoice could not be made by the Trust until it had been approved by the Community Council.

The Directors **NOTED** the position.

## **9. ARTICLES OF ASSOCIATION**

The Secretary advised that she had located and downloaded the Articles of Association from the Companies House website. The Articles had been registered on behalf of the Trust by Harper Macleod.

Harper Macleod had amended the Articles which were adopted by the Community Council as sole member, without advising the Trust of this action and it was the amended version which they had registered with Companies House.

The Directors **REQUESTED** the Secretary to write to Harper Macleod to seek an explanation to this unauthorised action.

## **10. EXPENSES SUBMITTED BY THE SECRETARY, TREASURER AND FORMER TREASURER**

The following expenses were **APPROVED** and signed by the Chair

- Secretary's expenses for the period 1 – 31 May - £578.50 (which included £260.50 for the purchase of stamps and stationery for the survey)
- Treasurer's expenses for the period 1 – 30 May - £194.00
- Ex Treasurer's expenses for the period 28 March – 30 May - £96.00

#### **11. DATE OF NEXT MEETING**

Wednesday 3 July 2013 at 7.30 p.m. in Stratherrick Public Hall

The meeting closed at 9.45 p.m.

Signed by Chair

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Date

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