

MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD AT WILDSIDE CENTRE, WHITEBRIDGE AND ZOOM AT 7.00 p.m. ON WEDNESDAY 3 MAY 2023

Present	Catriona Fraser (CF), Ken Sinclair (KS), Gareth Jones (GJ), Maire Brown (MB), Maureen McGuire (MM), Susan Greer (SG), Chris Gehrke (CG), Mark Sutherland (MS)
Apologies	Kirsty Balfour (KB)
Chair	Gareth Jones (GJ)
In Attendance	Tony Foster (TF), Marie Keenan (MK), Laura Walker-Knowles (LWK)
Non-attendance	Malcolm Stewart (MMS)
Minutes	Laura Walker-Knowles (LWK)
Declarations of interest:	None.

A. INTRODUCTION

The Chair welcomed everyone to the meeting.

B. MINUTES OF BOARD MEETING – 5 APRIL 2023

CG **PROPOSED** and CF **SECONDED** and the Minutes of the meeting held on 5 April 2023 were **AGREED** as a correct record, subject to amendment to attendees to list MS apologies and not in attendance **APPROVED** and signed by the Chair.

Actions Arising

Mobiles

LWK has agreed a handset with Matt which has now been purchased along with a pre-paid EE sim.

Otter AI

LWK is looking into costs of the scribing software.

First Aid Training

CF updated on training from Lucky to be Here, the Board noted LBH will provide basic defib training only and CF is looking elsewhere for additional basic first aid training.

Action: First Aid Training recommendations – MS and CF

Grant Actions

Carried forward in KB's absence.

Additional actions are covered under individual agenda items.

C. FINANCE

The Board noted the circulated report.

The Board noted funds have been received earlier than forecast from Glendoe, relieving some pressure on cash flow this month.

The Board discussed the current cost of the Errogie Church project and requested additional clarification on budget and forecast.

In relation to grants, several student grant applications have been received totalling £3,500 to the end of the financial year and currently only around £400 remains in the budget. The Board will decide if those grants should be accommodated by shifting budgets from other grant budgets such as large grants that will not spend this financial year. The Board felt positively about supporting the student grants and further information will be circulated for a formal decision at the next Board meeting.

Strategic Discussion - Budgets 2023/2024

The Board noted the requirement for cashflow to be forecasted timely, regularly and in more detail.

GJ updated that requests had been made to local groups for indications of what value of funds they require, once received, this information will be incorporated with Trust operating expenditure and Trust project expenditure into a formal budget for approval.

The Board discussed decisions on accommodating all groups and new ideas brought to the Trust and where the Trust cannot accommodate an idea or application alternative funding options will be suggested and supported.

The Board discussed reducing the regular legacy fund deposits to release cash for active projects now. TF will draft a model to demonstrate the effect this would have on the Trust funds now and in the future.

The Trust will seek external funding to support some of the bigger projects.

The Board noted in the new budget various new 'projects' to fund have been included such as childcare.

The Board noted in kind costs are not currently included in the accounts e.g., non-chargeable rents. Free rent to groups for e.g., can be included as a value in the accounts as it is a cost to the Trust that would otherwise have been applied for by a group and considered as a potential grant paid to the group for their accommodation costs.

Directors requested all potential expenditure (and related income), even if currently unfunded, or where match funding is being sought, are included in the cash flow, (for e.g. Phase 2 for Errogie).

The Chair summarised that over the next five years projects may be scaled up or down depending on funding, there will be no firm commitments without funding.

The Chair checked in with all Directors for any comments if they had yet to add their thoughts.

The Board noted the Stronelairg funds for microgrants held by the Community Council has an unspent balance which will be returned to the Trust.

Action: Additional cost and forecast information – Errogie Project Team

Action: Circulate suggested budget shifts in grant budgets for the remainder of 22/23 – TF/MK

Action: Graphic / Visual showing proportion of Trust costs – TF

Action: Agenda item for June – Budgets - LWK

D. TRUST MANAGER REPORT

The Board noted the circulated report.

In relation to staffing, there will be increased costs in relation to the Finance Officer position due to workload.

The Board acknowledged the Trust is morphing into a different organisation.

Spring 2023 Action Plan

The Board agreed MMS Foyers Bay action plan.

Charitable Status

TF has circulated the paper. The Board discussed the possibility of a catch all charity run with external support with the resources of the Trust, such as a charity for young people geared towards the Community Action Plan by supporting young people and families. It was suggested volunteers would run the entity more than staff members.

The Board discussed having a multiple-reach including young people, heritage and culture.

The Trust need the charity to be eligible for the funding available to charities.

Directors were not against the idea of setting up a charity and the Trust becoming two organisations.

Action: Legal advice re Charitable Status for the charitable arm – TF

Action: Agenda item August - LWK

<p><u>BCC Grant</u> The Trust has received a request to utilise the funds they retain from the previous Trust grant. The Board noted underspend has occurred as they have not been employing a member of staff with the request to payroll four months, whilst they await a decision by the Trust for the Stage One Large Grant, which could go either way.</p> <p>The Board noted the standard Trust rule is for groups to return any underspend.</p> <p>The Board discussed the implications of permanent and fixed term appointments.</p> <p><i>Action: Meeting of Directors to Discuss – All</i> <i>Action: Meeting of Assessing Directors – Assessing Directors</i></p>	
<p>E. MEMBERSHIP</p> <p>The Board were pleased to note two new Associate Members and a new Junior Member.</p>	
<p>F. AOCB</p> <p>The Board discussed the use of Wildside by community groups for receipt of mail. The Board agreed it is ok for a group to use the address, but a locked mailbox is needed and c/o and a contact should be on all mail.</p> <p>GJ announced his retirement as Chair.</p> <p><i>Action: Draft job description for position of Chair – GJ</i> <i>Action: Arrange a secure letterbox – TF with Matt</i></p>	
<p>L. DATE OF NEXT MEETING</p> <p>Next meeting, 7 June 2023, 7 p.m. Hybrid – Wildside/MS Teams.</p>	

The meeting closed at 9.40 p.m.

Signed as a correct record of the meeting	
Signed	Date
Chair (Gareth Jones)	