

Strathnairn Community Benefit Fund
Annual General Meeting (AGM) MINUTES
Wednesday 13 December 2017, Farr Community Hall, 7pm

- SCBF Member present:** James Murray – representing Strathnairn Community Council.
- Board Members present:** Scott MacDonald – Vice Chair; Pauline Thompson; Mark Burton; Christine MacPherson; Sally Moore; Nick Boyle.
- Others present:** Carol Elliot – Secretary, Foundation Scotland; Darren Read; Bill McQueer; Denise Hardie; Trevor Slade.
- Apologies:** Isobel McQueer – Chair (IM); Ian Hunt (IH). Marianne Townsley (SSE).

1. Welcome, introductions, apologies

Scott MacDonald (acting as Chair in the Chair's absence) welcomed everyone to the 2017 AGM.

2. Minutes from the 14 December 2016 AGM

Proposed as a true record by Scott MacDonald, seconded by Christine MacPherson.

3. Matters Arising from minutes

1. Outstanding queries. Action completed.
2. Review of appointment process to ascertain previous criminal convictions. The Board had considered this and agreed it was not appropriate that an applicant be PVG checked where this information would be disclosed. It has updated the application to include a list of declarations an applicant must sign to confirm they are a fit and proper person to serve as a Company Director and Charitable Trustee.

4. Chair's Report

Scott MacDonald read out the Chair's Report (attached at Appendix 1).

5. Secretary's Report

Carol Elliot read out her report (attached at Appendix 2).

6. Trustees Report and the Financial Statements for the Year Ended 31 Aug 2017

Prepared by MacKenzie Kerr Limited and approved by the Board at its November meeting. The Report was accepted by the SCBF Member.

7. Special Resolutions

1. That the SCBF Board drafts updated Governing Documents, taking in to account the recommendations in the Foundation Scotland Review Report and the results of the recent survey of local residents. These will then be presented to the Strathnairn Community Council (as sole member) for approval.
2. That all Board Members, including those whose four year term ends in December 2017 and those newly appointed, be allowed to continue in office until the December 2019 AGM (*at the latest) at which time all Board Members will stand

down and be replaced by Board Members appointed by public election. The regulations relating to these elections, having been agreed in advance by the Strathnairn Community Council as the 'Sole Member', will form part of amended Governing Documents.

3. With effect from the December 2019 AGM (*at the latest) the Strathnairn Community Council will cease to be the "Sole Member" and be replaced by a community membership. The regulations relating to the rights and duties of a 'Member' having been agreed in advance by the Strathnairn Community Council as the current 'Sole Member'.
Condition from Strathnairn Community Council: The community is consulted on community membership.
4. That the SCBF actively seeks to recruit an independent body to investigate and make proposals regarding the creation of a Development Trust for Strathnairn and submits to the Strathnairn Community Council the proposals and costs for agreement.

The SCBF Member approved these resolutions and requested items 1 – 3 be completed by December 2018.

8. Appointment of Directors

1. Nick Boyle
2. Trevor Slade

The SCBF Member approved the appointment of both.

A member of the public queried why, as a recent applicant, he had not been selected for interview. Response: The Board had discussed the application and had made the decision not to continue to the interview stage. The Chair undertook to discuss with the Board the request to provide further feedback/explanation to the applicant. The outcome of which will be provided to the applicant promptly.

9. Appointment of MacKenzie Kerr Ltd as Accountants and Auditors/verifiers (as necessary).

The SCBF Member approved the appointment.

10 Thanks for attending

Scott MacDonald thanked everyone for attending and thanked Isobel McQueer for her service as Chair who had advised she was not seeking re-election as Chair at the Board Meeting following the AGM.

Actions List – attached.

Meeting ended 2000hrs.

Chair's Report to 2017 AGM.

Summary of 2017

2017 has been a very busy and productive year for the BOARD. 394 awards were granted totalling £337,914.00. More details of these will be supplied in the company Secretary's report.

In January we contracted with Foundation Scotland to provide our Secretariat. This has proved to be a very successful working relationship and ensures continuity of service. We have been very fortunate that Carol has been able to provide us with sterling service, often above and beyond the call of duty and the board are very grateful for her wise counsel and efficient handling of our affairs. I personally, find her proactive help and advice and unstinting support invaluable.

The Board also commissioned Foundation Scotland to undergo a complete fund review, the results of which were published on our website, As a result of this, we carried out a Community consultation which produced 67 responses, none of which disagreed with the proposals suggested. The board hopes to begin work on Governance and Strategy in January with the main priorities being to widen the move to a democratically elected board, and we will be working closely with Foundation Scotland and others who have expertise in this field to facilitate this as soon as is practicably possible.

The Freepost address has been made more available and is now being used for grant applications, by the Community Newsletter and the SNCC. Some of you may have noticed that the Fund logo has been updated to reflect a more modern approach. An interim Large Community Project Funding Strategy was adopted.

The Board continue to support the Community Newsletter, SCATA, Care in Strathnairn, Funding of Halls for community groups, Fearnag Growers, the Music Initiative, Local schools and the Vintage Tractor Rally.

Board Members have attended various meetings such as meeting with SSE regarding reporting requirements. SSE Community Funds Networking event, Meeting with members of Farr Hall committee to discuss the way ahead, and Data Protection Training.

Thanks

Thanks must go firstly to the Developers who provide our funding.

To Scott MacDonald who has been a hard working and wise vice chair.

To Paul Robinson who worked tirelessly during his time as a board director and whose efforts and counsel are sorely missed. Paul resigned in August as he and the family have temporarily relocated to Holland.

To Mike Fitzgerald who did a lot of work to close down one of our Current Accounts.

To all the board members who give of their time and talents.

It has been a challenging and sometimes difficult year and the meetings have sometimes been long and weary, but they are always conducted with good grace and courtesy and there is a continuing

sense of purpose and unity amongst us.

I would like, personally and on behalf of the board to thank Mr James Murray, chair of the SNCC for his support throughout a somewhat difficult time. He has been willing to liaise with us on more than one occasion and has always been fair and frank in his dealings with us.

The Board Welcomes Nick Boyle who joined us in July and has proved a valuable member and looks forward to working with him and Trevor Slade who joins us tonight.

We look forward to a busy time ahead when we hope to oversee some radical changes to the boards Governance and develop new Strategies to take us into the future.

I am sorry I cannot be with you tonight. My thanks go to Scott for stepping in.

Isobel McQueer
Strathnairn Community Befit Fund Ltd – Chair

13 December 2017

Secretary's Report to 2017 AGM.

Grant-making Summary 2016/17

In the accounting period 1 September 2016 to 31 August 2017 the SCBF made a total of 394 awards totaling £337,914.

344 of these awards were to local residents applying for Energy Grants totaling £75,360. 16 of these were 2016 Energy Grants @£200 (£3,200), 328 were 2017 Energy Grants @£220 (£72,160).

The remaining 50 awards were categorised as follows:

Grant type	Received	Awarded	Withdrawn	Rejected	Total awarded
Supplementary Home Heating	10	9		1	£ 4,500
Respite	1	1		0	£ 650
Hardship	1	1		0	£ 1,000
Sports	1	0		1	£ -
Energy Efficiency	12	12		0	£ 5,809
Renewable Energy	5	5		0	£ 5,024
General	24	22	1	1	£ 244,371
Board Projects	-	-		-	£ 1,200
Total	54	50	*1	3	£ 262,554

*amount not included in total awarded

Payments to individuals were capped at maximum amounts/percentages and the highest individual payment made was £1,000.

Payments or part payments relating to eight of the 2016/17 awards totaling £4,927 will be carried over to be paid in the 2017/18 accounting period.

Of the 22 General Grants awarded in 2016/17 the highest amount was for £76,433.80 to install a new Play Park at Farr, closely followed by £63,015.50 to refurbish the Farr Hall kitchen. The smallest was for £71.95 towards the running costs of the community website – strathnairn.org.uk. An additional award had been made but the group was unable to proceed with the project so withdrew the application.

If you remove the two largest payments as listed above (which were one-off capital projects) to compare performance with 2015/16 (£188,185), 2016/17 awards total £198,465, an increase of £10,280.

Payments/part payments relating to three awards made in the 2015/16 accounting period were made during 2016/17 totaling £2,600.

General Grant summary:

1	SCATA (multi payments)	£888.88	16/17 Running costs for Community Transport project
2	Strathnairn Hall	£3,200.00	Hall running costs to make hall affordable for user groups
3	Daviot Primary	£9,300.00	Non-statutory school activities and equipment
4	Farr Primary	£18,850.00	Non-statutory school activities and equipment
5	SNEC	£4,175.00	Community News production costs
6	Farr Community Hall	£63,015.50	Kitchen

7	Farr Community Hall	£3,292.28	Farr Hall refurbishment - architect services
8	Care in Strathnairn	£10,520.00	2017 Running Costs
9	Strathnairn Music Initiative	£5,194.00	Second application (as instructed) for 2016/17 Academic Year activities
10	Strathnairn CC	£4,402.80	To replace fence at Farr play park
11	Farr Baby & Toddler Group	£1,000.00	Trips and equipment
12	Strathnairn News Editorial Committee	£94.00	Costs to conduct survey
13	Farr Play Park (THC)	£76,433.80	To install a new Play Park at Farr
14	Farr Community Hall	£6,000.00	To cover hall hire for local groups
15	Farr Community Hall	£5,400.00	2017 grass cutting
16	Fearag Growers	£250.00	Towards costs of 2 June 2017 events
17	Strathnairn News Editorial Committee	£8,930.00	Towards producing community newsletter for 12 months
18	Strathnairn Summer Activities Week Association	£894.00	Towards costs of a week's programme of activities
19	Strathnairn Music Initiative	£17,080.00	Towards costs of 2017/18 activities
20	Strathnairn Farmers Association	£3,504.00	Marquee Hire for Sept 2017 event
21	Findhorn, Nairn and Lossie Fisheries Trust	£1,875.00	Salmon Go To School Project at Farr & Daviot Primary Schools
22	strathnairn.org.uk	£71.95	Towards the running costs of the community website
		<u>£244,371.21</u>	

Accounts Overview

SCBF's 2016/17 Financial Statements have been independently checked and examined by MacKenzie Kerr Limited in accordance with the Charities Accounts (Scotland) Regulations 2006 and were approved by the Board at its 9 November 2017 meeting. There was no need for a full audit this year as the turnover was below the required figure.

Developer contributions totaled £158,719. £337,914 (213% of Developer contributions) was awarded in the financial year meaning the Fund drew on its reserves to cover additional payments (£337,314 is shown in the accounts as being awarded because £600 was attributed back to this amount from uncashed Energy Grant cheques in the 2015/16 accounting period that have now been written off).

The Balance Sheet on page 6 of the Accounts shows the organisation is in good financial health with total Assets of £1,335,270 (after deducting all outstanding liabilities).

Carol Elliot Foundation Scotland

22 November 2017