

## MINUTES

E.On Camster Community Fund Panel Meeting  
Wednesday 27 May 2015 in Clyth Hall

### Panel Members present

Watten: Jim MacDonald (JM) – chairperson; Valerie Mackenzie (VM); Lesley Young (LY); John Sinclair (JS).  
Latheron, Lybster, & Clyth: Margaret Larnach (ML); Duncan Winfield (DW); Margaret Sinclair (MS).  
Tannach & District: Elizabeth Henderson (EH); Simon Harrison (SH); John Inkster (T&D); George Heppel (GH).

### Others present:

Rev Lyall Rennie – Stroupster Panel member; Carol Elliot (CE) - Foundation Scotland; Eilidh Gunn (EG) – Foundation Scotland; Iain Catto (IC) Foundation Scotland; Val McIver (VMc) – Platform PR (E.ON Representative).

### Apologies:

- LLC: Maureen Coghill (MC).

### 1. Welcome, Introductions and apologies:

JM welcomed everyone to the meeting. Apologies as above. Meeting quorate.

### 2. Panel Update:

#### • Confirmation of members

No change.

#### • Register of Interest updates

Change to JM's record. **Action 1:** CE to update Register of Interests.

#### • Minutes of last meeting (11 March 2015)

- Approval - Proposed as a true record by JI and seconded by JS
- Matters arising not on agenda
  - The Panel agreed that approved minutes be displayed on the FS website.
- Outstanding actions not on agenda:
  - Written guidance on procedures for motions, link to Highland Council Standing Orders provided by VMc for Panel info. **Action 2:** CE to draft short relevant guidance for Panel to consider.

### 3. Fund Update:

- **Fund statements and grant making reports** no change since March meeting. Summary of money available to spend on agenda.

#### 4. **Applications for decision:**

The Panel was reminded that the additional conditions listed on each assessment would be assumed approved unless agreed otherwise. Panel members declaring an interest are required to leave the room when the relevant application is being discussed.

- 1) **Lybster Indoor Bowling Club** – A356407  
Grant purpose – To start a junior section of the club for 10-16 year olds  
Declaration of Interest – ML  
Decision – Award £480.00
- 2) **Watten Football Club** – A358129  
Grant purpose – To purchase training equipment so that the team and members of the community can improve their fitness and football skills  
Declaration of Interest – None  
Decision – Award £2,160.00
- 3) **Wick Ed'** – A61819  
Grant purpose – To contribute to the cost of a three-week Duke of Edinburgh Gold expedition through the Sierra Nevada mountains  
Declaration of Interest – None  
Decision – Reject
- 4) **Watten Parish & District Hall Committee** – A361826  
Grant purpose – To power wash, apply fungicidal wash, and paint the exterior walls of Watten Hall  
Declaration of Interest – JS, JM  
Decision – Award £3,560.00
- 5) **Latheron, Lybster & Clyth Community Development Company** – A363106  
Grant purpose – To purchase and develop a "Lybster Tool Shed," an intergenerational facility to learn repair and maintenance skills  
Declaration of Interest – ML  
Decision – Award £8,200.00
- 6) **Thrumster Primary Parent Council** – A364074  
Grant purpose – To start an 'IT library' for the school and have a room with a smart board for community use  
Declaration of Interest – JI  
Decision – Award £9,486.00
- 7) **Wick Ed'** – A364100  
Grant purpose – To assist with the cost of pre-expedition training and expenses associated with completing the Bronze Duke of Edinburgh Award  
Declaration of Interest – None  
Withdrawn by group
- 8) **Thrumster Village Hall** – A364193  
Grant purpose – To purchase two noticeboards and carry out work on the hall roof and electrics.

Declaration of Interest – GH

Decision – Award up to £20,000 to include insulation work as well

- 9) **Yarrows Heritage Trust** – A364732  
Grant purpose – To contribute to the cost of the Anderson 150 events series, celebrating the prehistoric archaeology of the Yarrows landscape  
Declaration of Interest – JI  
Decision – Award £10,552.00
- 10) **Wick Squash Club** – A364828  
Grant purpose – To refurbish the exterior roof and wall cladding  
Declaration of Interest – None  
Decision – Reject
- 11) **Lybster Day Care Association** – A364912  
Grant purpose – To fund staff costs  
Declaration of Interest – None  
Decision – Award £9,500.00
- 12) **Wick Academy Youth Football Club** – A365071  
Grant purpose – To contribute to the cost of football sessions to be carried out by a qualified coach at Lybster Primary School  
Declaration of Interest – None  
Decision – Award £800.00
- 13) **Lybster Junior Football Club** – A365110  
Grant purpose – To carry out repairs to the roof of the changing room  
Declaration of Interest – None  
Decision – Award £5,001.00
- 14) **Pulteneytown People's Project** – A365124  
Grant purpose – To contribute to the costs of setting up a cinema in Wick showing new film releases  
Declaration of Interest – None  
Decision – Reject
- 15) **Caithness Agricultural Society** – A365162  
Grant purpose – To purchase portable toilets and baby changing facilities  
Declaration of Interest – None  
Decision – Reject
- 16) **Wick High School Parent Council** – A365169  
Grant purpose – To purchase tables and seating in order to provide a social seating and break space where students may gather during their free time.  
Declaration of Interest – None  
Decision – Award £3,300.00
- 17) **Science 03** – A365178  
Grant purpose – To bring former astronaut/shuttle pilot Duane Carey and his wife to Caithness to give a series of talks in schools and to the general public.

## 5. Any other business

### • Panel recruitment update.

No nominations were received by the deadline of 22 May for Panel vacancies. CE advised she has extended the nomination period to 2pm 19 June. New posters and nomination forms were prepared. **Action 3:** CE to organise press release to go to media to promote. **Action 4:** Panel members to promote in communities and share on social media where possible. If no nominations received after this the Panel will consider action at Sept meeting. Suggestions include extending the period of service of those Panel members who had agreed to stand down, carrying a vacancy until the next round of nominations is advertised in 2016. Where more than one nomination is received for the one Panel vacancy in an area, the Panel agreed the voting period should be extended a few hours before the CC meeting at which the election results would be counted and announced giving people the opportunity to drop in and vote before the CC meeting. This follows the increased turn out in voting for the Stroupster Fund Panel using this method. Members of the public will be asked to produce proof of address where this election drop in is being held. **Action 5:** FS to man drop-in sessions before elections where necessary.

### • Micro grant ranges.

LLC and Tannach CC reps reported the CCs want to leave microgrant upper range at £250, therefore the lower range of the Camster Small Grant remains at £250. Watten CC hope to increase its microgrant range to £500. Therefore Watten groups will have the option of applying to the microgrant scheme or the Camster Fund for £250 - £500.

### • Revised MoU progress

CC reps discussed and agreed a final version of MoU. Watten CC signed off, Tannach to follow. Lybster to discuss at next meeting.

### • Visitors

The Chair invited comments from Stroupster Panel member and new FS staff. All found the meeting very informative.

## 6. Date of next meeting:

16 September 2015 – Agenda items: Annual Review; Large grant proposals (Y3R1); update on CC elections; Y2 microgrant spend/Y3 allocation.  
Venue: Watten. **ACTION 6:** LY to book hall.

### Actions List from this meeting:

| Ref | Action  | Who   | When                        |
|-----|---|-------|-----------------------------|
| 1   | Amend Register of Interest                            | CE    | ASAP                        |
| 2   | Draft short guidance on motions                       | CE    | Next meeting                |
| 3   | Press release to promote extension                    | CE    | ASAP                        |
| 4   | Promote on social media/in communities where possible | Panel | ASAP                        |
| 5   | Man drop-in sessions                                  | FS    | Before CC mtgs as necessary |
| 6   | Book Watten Hall for 16 Sept meeting                  | LY    | ASAP                        |

**Outstanding actions from previous meetings:** None