

MINUTES

E.ON Camster Community Fund Panel Meeting
Wednesday 16 September 2015 in Watten Village Hall

Panel Members present

Watten: Jim MacDonald (JM) – chairperson; John Sinclair (JS).
Latheron, Lybster, & Margaret Larnach (ML); Maureen Coghill (MC); Duncan Winfield
Clyth: (DW); Margaret Sinclair (MS).
Tannach & District: Elizabeth Henderson (EH); George Heppel (GH). Adreain Gill (AG).

Others present:

Carol Elliot (CE) - Foundation Scotland (FS).
Val McIver (VMc) - Platform PR (E.ON representative).

Apologies:

Tannach - Simon Harrison (SH).

Non-attendance:

Watten - Valerie Mackenzie (VM); Lesley Young (LY).
Tannach - John Inkster (T&D).
LLC – Bob McGechan (BM).

1. Welcome, introductions, apologies and quorum

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

E.ON Camster Community Fund: Year 2 (Sept 2014 – Aug 2015) Review

2. Fund Review

A draft Fund Report had been sent out with the Panel papers and this was used as a starting point for discussion on Fund performance. The Panel was commended for awarding 97% of the Year 2 payment from E.ON over 27 awards. More detailed analysis of awards by outcome (from Year 1 & 2) was considered. It was felt it may be helpful to also include a graphic e.g. pie chart, to show this information. Given the Fund is still in its early years, awards had been made towards all but one of the nine outcomes agreed for the Fund, which was also an achievement so early in the Fund.

As last year, the final report will be distributed to Community Councils and be available to the public. The Developer also receives a copy.

CE reminded the Panel of the monitoring arrangements for the Fund and explained how this is scrutinised by the Panel which has been mandated to do this on behalf of the community via tools such as the grant-making reports it receives. FS is reviewing its monitoring and completion reporting as part of a wider piece of work with all Community Foundations across the UK. As part of this the Panel gave its comments on “what a good grant looks like” to be fed back.

The Panel considered if all geographical areas of the Fund were benefitting. The Watten CC area spend wasn't as much as the other two areas in the Fund. There could be a number of reasons for this such as Watten has access to other funding; there were less projects happening this Fund year. A Watten Community Plan is being progressed and this should help identify projects for the future so the Panel felt there was no need for any additional work to promote the Fund in this area at present.

There was a concern that primary aged children in the Tannach & District Fund area attending Pulteneytown Academy (7% of school role) were not benefitting as much as children attending Thrumster Primary School. It was felt awards could be unfair if delivered through the Parent Council and maybe could be encouraged from other groups in these areas.

The Panel was aware there had not be any applications from groups in the Latheron area although residents from these areas did benefit from projects in Lybster. **Action 1:** DW & MC to raise with contacts in Latheron community.

It was queried if the Fund could be used to improve broadband. It was advised HIE has a remit to do this and should be approached first. **Action 2:** VM to provide information on HIE contact should groups or CCs want to take forward.

It was queried if Fund could help individuals with energy efficiency. It was advised individuals should first contact their energy provider. Groups could apply to take energy projects forward.

3. **FS Performance**

Panel members were encouraged to take part in FS's annual electronic survey of Panel members. FS also asks outgoing Panel members to complete an exit questionnaire. Any issues highlighted through these would be addressed with the Panel as appropriate.

CE handed out "Communication Guidelines for Panel Members" for information.

A breakdown of all Fund promotional activity is in the Annual Report.

Applications to the Fund can now be made on line as well as on a downloadable form. A Fund Fact sheet is also available on the Fund webpage containing more information for applicants.

4. **Panel Performance**

Panel attendance has been good. The Panel has had another busy year.

No length of term for the Chair had been set. The Panel considered future Chairing arrangements and it was agreed to review this at the next meeting after the CC election results are known. **Action 3:** CE to add Chairing arrangements to agenda of next meeting.

The Panel agreed to continue to use Drop-Box as some felt this was useful.

It was agreed the Panel would spend more time monitoring awards at the business meeting at the start of each calendar year. **Action 4:** CE to arrange.

5. **Preparing for the coming year**

The Panel agreed to continue to have two funding rounds per year and four meetings (two business and two decision-making). The Panel agreed to do away with the separate deadline for large grants and stop the use of the proposal form before applying on the large grant form. In future deadlines for large grants will be the same as small and main grants i.e. 31 March and 31 October. **Action 5:** CE to update posters for each area.

2016 Panel meeting dates – approved. 16 March, 25 May, 14 Sept, 30 Nov.

Business Meeting

6. **Panel updates**

- Minutes of the last meeting
 - i. Approval. Proposed JS; Seconded ML.
 - ii. Matters arising not on the agenda. None.
 - iii. Outstanding actions. None.
- Register of Interest updates. Circulated, no amendments made.

7. **Fund updates**

- Panel draft Year 2 Newsletter approved after small typo change. It was suggested quotes from awardees be used where space allows in future newsletters. **Action 6:** CE to provide paper copies to DW, JS and EH for placing in community locations.
- Awards – updates/changes
 - i. CVG Befriending Caithness – re e-mail about condition changed, project start delayed, now Sept 2015 – 16. Noted.
 - ii. Thrumster PS PC, outdoor classroom (May 2014) – award period extended to 31/10/15 due to delays in HC planning process, may need another extension. Noted.
 - iii. Thrumster PS PC, re award for ipads, flexibility granted to consider other tablets in light of info/advice from meeting with HC IT expert. Can increase number purchased within award if finance allows. DoI: AG.
 - iv. Watten Parish & District Hall Committee award for £3,560 to power wash, apply fungicidal wash, and paint the exterior walls of Watten Hall. Withdrawn by group due to unforeseen problems. Amount will be reallocated back to Watten part of Fund.
- Microgrant updates from CCs on spend/allocation.
 - i. Tannach – Year 1 spent and reported on, Year 2 amount paid.
 - ii. Watten – Year 1 amount 69% spent. Panel agreed Year 2 (already allocated) amount can be paid once this is reported on, no need to wait for 75% spend.
 - iii. LLC – Year 1 amount spent and part reported on. Once Y1 reported on, Year 2 amount (already allocated) can be paid.

The Panel agreed the Year 3 amount (£2,500 per CC area) should be allocated once Year 3 payment received from E.ON.

8. Large Grant Proposals. None

9. Draft Guidance on Voting Procedures.

The Panel adopted V2 of this document with one sentence removed. **Action 7:** CE to amend and circulate final version to Panel.

10. Any other business

- Version 2 of MoU & ToR have now been signed off by all 3 CCs and copies were distributed for Panel information.
- Many thanks to two Community Reps now at the end of their term of office, MS and SH, for serving on Panel since its formation. Also thanks to any Community Council reps not returning after CC after elections.
- 2 December venue – Bilbster Hall. 6.45pm for 7pm. **Action 8:** EH to book.
- VM proposed a vote of thanks to CE, JM, and the Panel for all its hard work.

Actions List from this meeting:

Ref	Action	Who	When
1.	Remind Latheron contacts of Fund availability	DW/MC	ASAP
2.	provide information on HIE contact for broadband	VM	ASAP
3.	Add Charing arrangements to next agenda	CE	Next mtg
4.	Arrange time to monitor past awards	CE	16/3/16 mtg
5.	Update posters removing separate large grant deadline for proposals	CE	After 31 Oct deadline
6.	Provide paper copies of Newsletter	CE	ASAP
7.	Amend and circulate final version of Voting Procedures to Panel	CE	ASAP
8.	Book Bilbster Hall for 2 Dec mtg	EH	ASAP