

MINUTES

E.On Camster Community Fund Panel Meeting

Wednesday 2 Dec 2015 in Bilbster Hall

Panel Members present

Watten: Jim MacDonald (JM) – chairperson; Valerie Mackenzie (VM); Lesley Young (LY).
Latheron, Lybster, & Clyth: Margaret Larnach (ML); Duncan Winfield (DW); Maureen Coghill (MC); Bob McGechan (BM).
Tannach & District: John Inkster (JI); George Heppel (GH); Adreain Gill (AG); John O’Doherty (JO).

Others present: Carol Elliot (CE) - Foundation Scotland; Val McIver (VMc) – Platform PR (E.ON Representative).

Apologies: Watten - John Sinclair (JS).

1. Chairing arrangements

JM has been returned to Watten CC so continues in the Chair.

2. Welcome, Introductions, apologies, Quorum:

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

3. Panel Update:

- **Minutes of last meeting** (11 March 2015)
 - Approval, after minor change made - Proposed as a true record by ML and seconded by GH.
 - Matters arising not on agenda – none.
 - Outstanding actions not on agenda:
 1. ML & DW advised links have been established with reps from Latheron area and reminded of Fund.
 2. VMc had requested HIE contact contacted CE but this hasn’t happened yet. **Action 16/9/15:** VMc to chase.
- **Confirmation of members**

Following CC elections JO is now the Tannach & District CC rep on the Panel.
- **Register of Interest updates**

Master list circulated, amendments made. **Action 1:** CE to update Register of Interests. **Action 2:** CE to draft thank you letter for JM to sign and send to outgoing Panel members on behalf of Panel.

4. Fund Update:

- **Awards – updates/changes**

1. Thrumster PS PC, re award of £9,486. Request to change award to purchase projector instead of smart board. Declaration of Interest – JI, AG. Approved.

Following this there was a general discussion about making the Fund more responsive to community needs and early guidance the Panel had agreed which it now wanted to revisit in light of its grant-making experience.

It was agreed the Panel would now make e-mail decisions in between meetings when no Panel mtg was imminent so as not to hold up a project where FS felt guidance/Panel support for a change to an award was needed. The e-mail would need to layout the need for the change in circumstances and how it still met with the outcomes the original award supported. Panel members would need to reply to all showing their support or otherwise. If majority support is clear and other points aren't muddying the conclusion, the decision can be made and recorded at the next meeting. Decisions would only be made this way as absolutely necessary. Where a decision is not clear it would need to be held over until the next meeting to give the opportunity for fuller discussion.

The Panel also agreed to decision making by e-mail on a new application in an emergency (only where circumstances were deemed by FS to be an emergency). This would not be used when a group had forgotten to apply or to meet a deadline. Again the e-mail would need to layout the circumstances/assessing the application. Panel members would need to respond to all showing their support or otherwise. If majority support is clear and other points aren't muddying the conclusion the decision can be made and recorded at the next meeting. Decisions would only be made this way as necessary. Where a decision is not clear it would need to be held over until the next meeting, or an emergency meeting called if necessary, to give the opportunity for fuller discussion.

There was discussion about how costs for a project can change between the time of getting quotes for a project and the award being made. Some quotes only stand for a set period of time which can be beyond this. The Panel approved the Chair (when supported by FS) can, in between meetings, approve up to a 5% uplift of an award where this has proven to be the case. This should then be reported at the next meeting. The uplift can only be for costs originally awarded for and not for additional costs that weren't identified by the applicant. *(Post meeting note: CE checking this is possible from FS governance and processes perspective).*

- **Fund statements and grant making reports** sent out in advance, no further comments/queries. Summary of money available to spend on agenda.

5. 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 left the room when the relevant application was being discussed. A Decision Making Form for each application was completed and signed by a Panel Member.

- 1) **Watten School Parent Council** – A370873
Grant purpose – To contribute to transportation costs for training, educational and sports trips.
Declaration of Interest – VM, LY.
Decision – Award £2,400.00
- 2) **Latheron, Lybster and Clyth CC** – A378414
Grant purpose – To repair a village path which connects Lybster village centre to the harbour.
Declaration of Interest – DW.
Decision – Award £4,608.00
- 3) **Watten Pre-School Playgroup** – A379509
Grant purpose – To install a telephone line and Internet access, purchase a suite of IT equipment and other specialist pre-school educational resources.
Declaration of Interest – None
Decision – Award £2,303.46
- 4) **Caithness Voluntary Group** – A379842
Grant purpose – To purchase a hybrid vehicle to be used by Caithness Rural Transport.
Declaration of Interest – VM
Decision – Reject
- 5) **Thrumster Parent Council**– A379855
Grant purpose – To contribute to the cost of purchasing a minibus for use by the school and wider community.
Declaration of Interest – JI, AG.
Decision – Award £17,990.00
- 6) **Wick High School Parent Council** – A379951
Grant purpose – To contribute to the cost of holding a celebratory festival commemorating the history of the High School.
Declaration of Interest – None.
Decision – Award £4,000.00

6. Summary of decisions

The awards made were summarised and it was checked they had been accurately recorded and no alterations were necessary.

7. Any other business

- **Tannach Fund change.**

Panel noted Tannach & District Community Fund has changed deadlines alternating with Camster.

- **Action 3:** CE to draft letters of thanks for JM to send to outgoing Panel members.

8. Date of next meeting:

16 March 2016 – Venue: LLC **ACTION 4:** ML to book LLCCDC meeting room.

Agenda items: 2016 Panel vacancies; Monitoring of past awards (*Action 4 from 16 Sept meeting*). It was agreed this should take the form of reviewing the information supplied by groups in their completion reports as summarised on the grant-making report.

With reps local to that area then sharing local impressions of the project. It was also thought the Panel might find it useful to see the video made by E.ON of early grant-making used at the wind farm launch. **Action 5:** CE to chase any outstanding completion reports. **Action 6:** VMc to obtain video from E.ON and send to BM to set up for Panel viewing.

Actions List from this meeting:

Ref	Action	Who	When
1	Amend Register of Interest	CE	ASAP
2	Draft Thank you letters and send	CE/JM	ASAP
3	Letters to outgoing Panel members	CE/JM	ASAP
4	Book LLCCDC meeting room	ML	16/3/16
5	Chase outstanding completion reports	CE	Next mtg
6	Obtain grant-making video from E.ON and set up for Panel viewing	VMc/BM	Next mtg

Outstanding actions from previous meetings:

Ref	Action	Who	When
16/9/15	provide information on HIE contact for broadband	VMc	ASAP