

## MINUTES

E.On Camster Community Fund Panel Meeting  
Wednesday 16 March 2016 in LLCCDC, Seaview House Lybster

### Panel Members present

Watten: Jim MacDonald (JM) - chairperson; Valerie Mackenzie (VM);  
Lesley Young (LY).

Latheron, Lybster & Clyth: Margaret Larnach (ML); Duncan Winfield (DW); Bob McGechan  
(BM).

Tannach & District: John Inkster (JI); John O'Doherty (JO).

### Others present:

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

### Apologies:

Watten - John Sinclair (JS); LLC - Maureen Coghill (MC); T&D -  
George Heppel (GH); Adreain Gill (AG).

### 1. Welcome, Introductions, apologies, Quorum:

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

### 2. Panel Update:

- **Minutes of last meeting** (2 Dec 2015)
  - Approval - Proposed as a true record by JI and seconded by BM.
  - Matters arising not on agenda – Post meeting note on 2 Dec 2015 minute. CE had sent out an e-mail confirming it is possible to uplift an award by 5% but will require more of a process than originally envisaged to comply with FS audit and legal requirements. The applicant would need to complete a variation to grant form and provide additional information/quotes/conditions as necessary. FS would then make a recommendation to the Panel. A majority Panel decision would then be needed. This can be done by e-mail if necessary, noting the decision and signing paperwork at the following meeting.
  - Outstanding actions not on agenda:
    1. VMc had requested HIE contact contacted CE but this still hasn't happened yet. **Action 16/9/15:** VMc to chase again.
- **Confirmation of members**  
No change.
- **Register of Interest updates**  
Master list circulated, no amendments made.

### 3. Fund Update:

- Fund statements and grant making reports sent out in advance, no further comments/queries.
- The Panel noted that Thrumster Hall had requested a change of use of additional award made. FS had declined this and advised that a new application for a new project should be submitted. The Panel instructed CE to reduce the amount awarded to the original £8,640 amount the Hall applied for and reallocate £11,360 to T&D Fund.
- Caithness CAB had submitted an end of grant completion report noting an under spend of £905.99 for the one year project. The CAB had requested the under spend be allowed to be spent continuing the project. This was agreed by the Panel.
- Interest to December 2015 of £137.38 had been received. The Panel agreed this should be allocated to the generic Camster Fund and not split over the three area Funds.
- It was agreed CE should pay the small petty cash amount held into the generic Camster Fund as it wasn't being used now.

### 4. Monitoring of past awards:

- **E.On launch video.** VMc had requested this be sent to CE but it had not been received. **Action 2/12/15:** VMc to chase again. Once received the Panel will view as time allows.
- **Monitoring awards.** The Panel noted the information provided by awardees and summarised in the Fund Statement and Grant-making Reports for each CC area. Most reports, where due, had been provided. FS continues to chase and monitor returns as necessary. Four recent examples of returned completion reports were circulated, one for each CC area and one from CAB, a project funded from all three areas. The Panel were impressed by the CAB completion report reporting a huge direct return on investment (amount of benefits levered into the Camster area) and a long term legacy for the CAB (trained and experienced volunteers, evidence of track record in delivery) and further identification of need. **Action 1:** CE to circulate to Panel.

### 5. 2016 Panel Vacancies:

A paper proposing the process for vacancies arising this year was agreed. Additional points to consider in planning: Where a vote is necessary, the venue should be accessible by public transport. PR should also be sent to MFR. Unless cost is prohibitive (and would need to be borne by Fund) mail previous awardee groups to encourage them to promote vacancies amongst members. Reference Annual Reports on webpage so potential nominees can find out more about what is funded. **Action 2:** CE to action where possible. **Action 3:** BM, VM and JO volunteered as Panel contacts to help CE with local arrangements/promotion as needed.

### 6. Any other business

- Microgrants – A query on applying community benefit was discussed and clarified.
- CE advised the Panel that Latheron people had spoken to her at a CVG Funding event today so she was hopeful of future applications from this area.
- Letter to Panel from C&NS Fund noted.

### 7. Date of next meeting:

25 May 2016 – Venue: Watten Hall. **Action 4:** JM to book. Agenda items: Decisions on awards; update on vacancies. LLC Panel members were thanked for providing refreshments.

**Actions List from this meeting:**

<b>Ref</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
1	Circulate CAB completion report to Panel to read	CE	ASAP
2	Vacancy points – action as possible	CE	ongoing
3	Help CE with vacancies promotion/arrangements as needed	VM, BM, JO	ongoing
4	Book Watten Hall	JM	25/5/16

**Outstanding actions from previous meetings:**

<b>Ref</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
16/9/15	provide information on HIE contact for broadband	VMc	ASAP
2/12/15	Get E.ON to send launch grant-making video to CE for future Panel viewing.	VMc	ASAP

APPROVED