



Innogy Renewables UK Limited An Suidhe Community Fund

Panel Meeting

Portsonachan Hotel

9th November 2015, 3pm – 5.20pm

Minutes

Present: Agnes Fleming (Dalavich Improvement Group), Mike Masters (Furnace Community Council), Andrea Henderson (Furnace community), Alan Kettle-White (Eredine community), Adrian David (Inveraray Community Council), Paul Honey (Inveraray Community Council).

In attendance: Kim Soliman and Tom Black (Foundation Scotland)

Apologies: Catriona O'Keeffe (Glenorchy & Inishail Community Council)

1. Welcome and Introductions

Alan Kettle-White agreed to chair, Tom Black to take minutes.

The Panel welcomed new member Paul Honey, representing Inveraray Community Council. Paul had received an induction to the role from Tom Black prior to the meeting.

Tom introduced Kim Soliman, based at Foundation Scotland's Glasgow office, and who would be taking lead FS responsibility for the Fund from 2017.

2. Previous minutes and matters arising

The minutes of the previous meeting were approved following minor amendments.

An update on matters arising had been circulated by Tom prior to the meeting, as follows:

- **Action: Tom Black** to contact David Owen and Jane Bruce to find out if they wish to continue as Panel members. Status: complete. David Owen stood down, Jane Bruce wished to remain.
- **Action: Tom Black** to ensure on-line applications are available for 2016 onwards. Status: complete (at least one application came in this route in 2016).

- **Action: Tom Black** to update applicant guidance and Fund webpage to state organisations / groups may submit more than one application in each round. Status: complete.
- **Action: Tom** to update applicant guidance and Fund webpage regarding policy on projects located outwith the Fund Area. Status: complete.
- Case study suggestions: FS was preparing one on Furnace Amenity Association's hall improvements.
- **Action: Tom** to update and send out 2016 promotional poster to Panel members at start of April. Status: complete
- IMPACT: still not in place (user testing was being conducted prior to roll out at UK level).
- **Action: Tom** to raise requested increase in DIG micro-grant payment with RWE Innogy UK. Status: complete - approved, grant paid out.

Panel had decided to make applications on-line only for 2017 onwards, but revised this to trial during 2017. **Action: FS** to ensure contact details are available for on-line applicants should they encounter problems or have questions.

3. Panel membership & register of interest

No apologies had been received from Jane Dewar (Dalavich community), and this was the second Panel meeting without her attendance. It was agreed that Panel members should be removed if they do not attend two meetings (as meetings are just once a year) without giving sufficient reason. Otherwise the community in question may not be adequately represented, while others in the community may be willing to become a Member. It was therefore agreed an alternative representative would be sought for the wider Dalavich community.

Action: Tom Black to update Panel Terms of Reference and circulate to Panel.

Action: Agnes and Tom to agree an open and fair process for recruiting a new wider community representative for Dalavich, with materials to be provided by FS.

Panel members notified the following changes to their interests:

- Alan Davies had stood down from Inveraray Community Council and was now the wider community representative for Inveraray. Alan was also to stand down from Directorship of Inveraray Community Company the following week.
- Agnes declared an interest as Board Member of Dalavich Improvement Group
- Alan declared an interest as Committee Member of Loch Awe Improvement Association and as employee of Argyll Fisheries Trust.
- Mike confirmed ongoing Committee membership of Furnace Amenity Association.

Action: Tom Black to update Panel Register of Interest and circulate for checking / any further updates by Panel members.

4. Fund update

a) Fund statement and grant-making report

A balance of £54,092.65 was noted.

b) Withdrawal of grant A376359 (SLACC)

Tom advised that South Lochaweside Community Company wished to withdraw this application. The cost of purchasing Barr Mor wood was considered excessive in relation to the benefit it would likely bring for the community. A grant withdrawal form was signed by Alan as Chair of the meeting.

c) Micro grants update

- Glenorchy & Innishail CC: £1,000 paid out May 2016
- Furnace CC: £500 paid out April 2016
- DIG: £1,000 paid March 2016
- Inveraray CC: 2016 grant not paid as FS hadn't received a completion report for the 2015 grant. This was paid out (£500) in Jan 2015. The Treasurer post had been vacant for a year prior to Paul Honey's recent appointment. **Action: Paul** to investigate historical micro-grant records for Inveraray CC.

Panel proposed to increase micro-grant awards to £1,000 per community. **Action: Tom Black** to make request of Innogy Renewables UK Limited.

Action: Community Council / DIG representatives to ensure micro-grant reports are submitted to FS by 31st March 2017.

Tom reminded all that FS allowed micro-grant awards of up to £500 to un-constituted group and £250 to individuals.

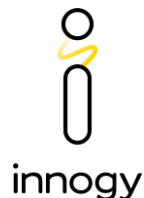
5. Grant-making

a) Declarations of interest

Alan declared an interest in Loch Awe Improvement Association; Agnes declared an interest in Dalavich Improvement Group; Mike declared an interest in Furnace Amenity Association.

b) Assessment reports & decisions

Eight reports were reviewed and award decision made, as follows:



Applicant	Purpose of Grant	Awarded	Conditions
Cairndow Community Childcare Ltd	To contribute to salary costs.	£4,667.00	That a copy of the Company's Memorandum of Association, signed by at least two Board Members, is provided to Foundation Scotland.
Dalavich Improvement Group	To refurbish the laundry room and install 1 x new coin operated washer and 2 x new light commercial tumble dryers. To contribute to the cost of one year's water shares to give the project time to get to break even or surplus.	£9,412.00	None.
Dalavich Social & Recreational Club	To remodel and reconfigure the bar area and back store and improve the group's recycling processes as the group switches from serving keg beer to bottled drinks.	£7,000.00	That the Club confirms in writing to Foundation Scotland that the sale of alcohol at its premises is ancillary to the fulfilment of charitable activity, and meets with the following conditions: <ul style="list-style-type: none"> • The sale only takes place while the premises are open for the primary (charitable) activity • The sale is limited only to participants or spectators of the (charitable) event or activity • The sale of alcohol does not prevent the premises being used in other ways to further the organisation's charitable purposes • The organisation holds the appropriate licences • The sale only takes place during permit licensing hours • There are no restrictions in the organisation's constitution prohibiting sale of alcohol



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			<ul style="list-style-type: none"> The premises are not subject to any planning restrictions on their use.
Furnace Amenity Association	To provide street lighting to the 100-metre footpath which links Queen Elizabeth Cottages housing scheme to the centre of the village.	£6,418.68	That a copy of the Service Level Agreement between Furnace Amenity Association and Argyll & Bute Council is submitted to Foundation Scotland prior to the project commencing.
Loch Awe Improvement Association	To fund the uplift cost of 12 x 1100-litre litter bins during the summer months and 6 x 1100-litre litter bins during the winter months.	£2,657.00	<ul style="list-style-type: none"> That a set of independently examined accounts for the year ending November 2015, signed by the examiner and a committee member, be submitted to Foundation Scotland; That the Association amend its governing document to reflect good practice in managing potential conflicts of interest in non-profit organisations and remuneration of Committee Members for services provided in furtherance of the organisation's purposes (wording provided by FS), and; That the amended governing document, as adopted by the Members at a general meeting, be submitted to Foundation Scotland along with the minutes of that meeting.
SJ Noble Trust	To fund onward grants or loans to small local businesses.	£5,000.00	<ul style="list-style-type: none"> That the Trust provide an independently examined set of accounts for the year to 31 March 2016; That the award be used solely to support small / micro businesses located in the An Suidhe Fund area, or the employment of residents of the Fund area within businesses located elsewhere in Argyll & Bute; That the award is not used towards costs in the An Suidhe Community Fund list of exclusions.



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GalGael Trust	To contribute to the cost of piloting a range of short-term residential workshops and activities for residents of Argyll and Bute who are recovering from addiction or suffer from mental health problems.	£6,000.00	None.
Befreinders	To contribute to travel costs and expenses for volunteer befrienders.	£4,100.00	That confirmation be provided that all matched funding for the service in 2017/18 has been secured.

6. Planning for 2017

a) Fund promotion

Action: Tom to circulate 2017 promotional poster to Panel members at start of April.

Action: Tom to ensure a press release including case study is circulated to the Argyll Advertiser, Oban Times and Press & Journal.

b) 2017 application deadline and panel meeting

Open to applications 1st April, deadline 8th September.

Panel meeting 8th November.

Action: Tom to update Fund webpage.

7. AOCB

A mileage rate for Panel Members wishing to claim travel expenses was agreed at 40p per mile.

Application A345003 Dalavich Improvement Group, towards costs of re-instating a jetty: The application was deferred from the 2014 funding round, and a list of conditions requiring further information had been sent to the applicant. Tom had recently contacted the applicant by telephone and was told that the application could be withdrawn as the project was not being purposed at present. A fresh application may be made in the future.

The share offer prospectus for Dalavich Community Hydro-power scheme was due to be published in December, closing to investors on 28th February. Panel had agreed at their 2015 meeting to consider investing with An Suidhe monies. Tom Black had recently spoken with Carol Thomas at DIG regarding this and she would send him the prospectus. **Action: Tom** to circulate the prospectus to Panel.

It was agreed that promotional material for micro-grants should include reference to the fact that the cost of training for individuals can be covered. **Action: Panel representatives for the Community Councils and DIG.**

Foundation Scotland had received an enquiry from Inveraray Community Company regarding potential for an annual contribution to a replacement fund for a planned 3G sport pitch. The Panel agreed most community facilities build this cost in to their business model through user charges, but considered it may be that one of the capital funders of the project requires this to be in place from the outset. Nonetheless funding such a cost may set a precedent encouraging a plethora other community facilities to come forward for similar costs, tie up funds for the foreseeable future and result in no



direct / immediate impact from the Fund. It was agreed that the sports pitch project fitted with the Fund aims and ICC was therefore welcome to apply for a contribution towards the initial capital costs and/or replacement costs at the end of the facility's useful life, where supported by evidence of need/demand.

Tom suggested that the Panel terms of Reference be updated to take account of various improvements in practice identified by Foundation Scotland since these had been drafted in 2013. **Action: Tom** to update ToRs and circulate to Panel for consideration.