

**Infinis Glenkerie Community Fund
Panel Meeting
Tuesday 7th March 2017, 7.30pm
Tweedsmuir Village Hall**

Present:

Barbara Duffner Peter Marshall
Bruce Fraser Gavin Parker (TCC)
Ros Hume Molly Stevens
Chris Lewin (UTCC)

In attendance:

Cara Gillespie (FS)
Ruth Halsall (Sec)

1. Welcome and Introductions

Gavin opened the meeting, noting that everyone was present. He welcomed back Cara who explained that she was standing in for Katie on this occasion.

2. Minutes of the previous meeting and matters arising

A. Approval

The minutes of the previous meeting were approved.

B. Matters arising not on the agenda

The panel approved the use made by Upper Tweed Railway Paths of the grant 2015.03.30.

C. Outstanding Actions

All outstanding actions had been completed and where necessary were included on the agenda.

3. Panel Updates

A. Register of Interest Updates

Gavin informed the panel that Christine, his wife, was now Secretary of the newly formed First Responders Group. Barbara noted that Biggar Theatre Workshop had changed its name to Biggar Corn Exchange. Bruce requested a RoI form for completion. **Action Ruth**

B. Recruitment/retirement updates

i. Second Recruitment Drive

Gavin reported that, prior to the meeting three applicants had been interviewed for the Second Recruitment Drive. Two applicants would be invited to join the panel.

ii. Retirements

The panel discussed further phased retirements of the founding panel members. Chris and Gavin are due to retire in March 2018. It was noted that both are nominated by their respective CCs and it was for Tweedsmuir CC and Upper Tweed CC to appoint replacements.

The role of Upper Tweed CC as the host community of the wind farm, with protected rights under the Memorandum of Understanding, was noted for the benefit of new panel members. It was also noted that Tweedsmuir CC had formerly been part of Upper Tweed CC, and the MoU had been amended to give it equal status.

C. Community Action Plans

Gavin reported that the setting up of a Tweedsmuir Community Action Plan was well under way. Chris informed the panel that UTCC would continue their discussions relating to a community action plan at their next meeting. The panel considered the need for a realistic and achievable action plan and the importance of the selection of a suitable consultant for the area involved. Bruce described examples of existing rural action plans and the advisability of having dialogue with Scottish Borders Council in relation to any proposed plan within its area.

4. Foundation Scotland updates

A. Foundation Scotland Fund Statement

Cara informed the panel that since the fund statement had been prepared Infinis had been invoiced for the latest annual amount of £74,729. This had not yet been received. In addition, bank interest due up to 31/12/16 would be credited to the fund shortly. The panel discussed the layout and makeup of the statement. It was decided that the document could be made more user friendly by revising the start date to 01/02/16 rather than from the fund's inception. In addition, it would be useful to receive an awards summary as a one-off appendix to the next fund statement. This would list all the awards made between 01/02/13 and 31/01/16, with total annual amounts awarded each year.

Action: Katie

5. Grant Applications – Decision-Making on the current round

Three applications and one large grant enquiry were considered and decisions made as follows.

A Large Grant Enquiry from Biggar Little Festival was considered by the Panel. The group would be invited to proceed to the next stage by submitting a large grant application. Specific issues to be addressed were: Sustainability; how the project was previously funded; ticket prices; match funding plans and some comparison and benchmarking with the approach to ticketing and resourcing of core costs taken by other similar festivals.

Application No	Application Name	Project Description - Summary	Total project cost	Amount applied for	Amount Awarded	Conditions of Award / Feedback to applicant
A421509	The Arthur Trail Association	To establish a Merlin Trail linking early Dark Age sites in Dumfries and Galloway and Upper Tweeddale	£8,000	£4,000	£3,700	The award is slightly less than the amount requested, to reflect that educational activity with local schools will not proceed as originally planned. Conditions: That written confirmation is provided outlining that any on-going costs that may occur for hosting and maintaining the website are not, and will not become, the responsibility of the Upper Tweeddale community.

A429615	Biggar Institute	To complete the construction of a toilet cubicles, including a fully accessible toilet.	£11,955	£1,955	£1,955	The Panel noted that the current constitution is not of a standard that would normally be required for a community organisation of this type and, in particular, does not contain an asset lock. Further, it was noted that the title to the property is unclear. The Panel is aware Biggar Institute is working to address these issues, and wishes to note that further applications will not be considered until that process is completed. Foundation Scotland recommends that the Biggar Institute considers incorporating, and suggests seeking further guidance from Voluntary Action South Lanarkshire or the Scottish Council of Voluntary Organisations. Conditions: That a written quote is provided for the work. That a signed copy of the group's accounts are submitted
A430641	Broughton and District Bowling Club	To replace bowling clubhouse roof.	£7,505	£6,577	£4,206	The Panel is supportive of the Club's proposal but felt that it was reasonable for some of the costs of the project to come from the Club's contingency fund. It was also noted that the Club does not own the Clubhouse and/or the land on which it is sited, and so a condition of award has been set that a letter of comfort is received from the owners. Conditions: That a letter from the Trustees is provided, giving authorisation that the works can proceed and confirming that the assets are to be retained for community use for a minimum of 25 years.

6. Endowment

Cara reported on the endowment fund. The balance at the beginning of March was £106,220.75. Bi-annual Endowment fund statements would be circulated to the panel, usually for May and November meetings or the next appropriate meeting. A current balance would be provided at other meetings. Cara noted that endowment fund statements provide a full breakdown of the fund performance including gains, losses and charges. In addition, the panel could receive a copy of the quarterly Investment Manager's report on the whole FS endowment fund.

Chris Lewin outlined his view that a panel member should be recruited with specialist skills or knowledge, in order to monitor FS for bookkeeping errors in respect of the endowment. This was because FS would not indemnify against any endowment losses, including those incurred as a result of FS negligence, and the Panel therefore had a duty to monitor FS.

Under the Terms of Reference, the process of appointing new members is to be determined by Upper Tweed Community Council and Tweedsmuir Community Council, subject to the approval of Foundation Scotland. Chris indicated that he had obtained related instruction from Upper Tweed CC that investment management expertise should be a person specification requirement in recruitment of any new Panel members. He clarified that was only necessary if there was not

a current Panel member who already had that expertise. He felt that he currently fulfilled that function for the Panel.

Cara noted that FS is subject to a full external audit each year and employs professional fund managers to advise on investments. She gave that view that Chris appeared to wish to duplicate these functions and was also unclear by what practical means a volunteer panel member could be expected to monitor FS for bookkeeping errors or monitor the endowment in the manner Chris appeared to be suggesting.

Following discussion, it transpired that Chris simply wanted someone with experience of managing investments and did not have a particular definition of what this might mean. Cara explained that all panel members had a role to play in monitoring the fund and that no specialist skill was required to do this. In addition, once the Panel started receiving endowment reports, all members would quickly build up experience.

It was agreed that, for the benefit of new Panel members, the Endowment agreement and associated FS indemnity information would be re-circulated. It was also agreed that the Panel would defer making a decision on whether specialist experience might be required until after it had received the first endowment reports. **Action: Cara/Katie**

The panel considered further investment to the fund. It was agreed to make a further investment of £25,000, once the 2017 annual payment from Infinis had been received. The necessity to retain sufficient grant-making funds was discussed. It was agreed a minimum figure of £50,000 should be held in reserve in the distribution fund for the grant-making year. **Action: Katie**

7. Community Council Micro Grants

Cara reported that Symington and Stobo, Manor and Lyne Community Councils had been re-contacted and that both were now in the process of accessing micro grants.

FS would confirm to the panel whether all micro grants would be replenished at one time during the year or whether it would be for individual CCs on the anniversary date of their original award.

Biggar CC had requested that Katie visit them and explain the micro grant scheme. Peter volunteered to attend with Katie.

It was noted the scheme was very popular and an excellent way to reach smaller groups. The panel discussed the possibility of increasing the amount of micro grant available to each CC. Cara noted the agreement with Infinis caps the amount of the fund that can be distributed in this way, and that an increase may not be possible bearing in mind the number of CCs within the grant-making area and that the upper limit of the fund available for this purpose was 12%. This would be reviewed at the next meeting. **Action: Katie**

8. Any other business

A. Fund enquiries

Cara reported that there had been two enquiries from commercial enterprises in Broughton seeking business grants. Neither was eligible for the fund.

B. Nomination and appointment of Chairperson

At the November meeting Gavin had stepped in to take over from Damion as chairperson. Panel members now agreed that as Gavin was happy to continue in post they were also happy that he does so until March 2018.

C. Infinis staff changes

Cara reported that Ricardo Rocha had been appointed as Asset Manager for Infinis Glenkerie, replacing Alda Forbes.

9. Date and venue for next meeting

The next meeting will be held on Thursday 8th June 2017 at 7.30pm in Skirling Village Hall.

ITEM	ACTION	NAME	DATE
3	Update RoI and forward form to Bruce	Ruth	Immediate
4	Amend makeup of FS fund statement and produce award summary	Katie	June meeting
6	Re-circulate endowment agreement and clarify FS indemnity limits.	Cara/Katie	For June meeting
7	Confirm micro grant renewal date/process	Cara/Katie	ASAP
7	Make reviewing amount of micro grant available to each CC an agenda item for June	Cara/Katie	June meeting