



**Old Luce Community Fund
Advisory Panel Meeting
Mon 17th July 2017, 8.00 p.m.
Glenluce Village Hall, Glenluce**

Present:

Allan Ross
David Ferguson
Fred Murray (Old Luce Community Council)
Ian Paterson (Old Luce Community Council)
Marion Muir
Nigel Miscampbell
Lesley Goodchild

In attendance:

Cara Gillespie (Foundation Scotland)
Claire Hunter (prospective Panel member)

Apologies

Boyd McIntosh

1. Welcome

Allan welcomed everyone, in particular Claire.
It was agreed to appoint Claire to the Panel.

Action: FS to arrange for an induction in advance of the next meeting.

2. Panel Updates

Minutes of last meeting

i. Approval

The minutes of the last meeting (28th April 2017) were approved. Minutes proposed by Ian Paterson, seconded by Fred Murray.

ii. Matters arising not on agenda

iii. Outstanding actions

Poster to promote Fund had been drafted but not circulated.

Action: Circulate draft poster publicising fund- FS

It was noted that planned action to write to Old Luce Development Trust regarding a 3 year business plan for Brambles and other issues around managing fund cash flow had not taken place, due to compassionate leave. It was agreed to carry this forward and amend the action

to include a meeting with the Trust to discuss also future plans, managing grant payments cash flow and future applications.

Action: FS & Chair to write to the Trust requesting a business plan for Brambles café; notifying the Trust of current and anticipated fund income/cash flow; and to request a follow up meeting to discuss approaches to together managing these issues.

3. Fund Updates

Fund statements

Cara presented distribution Fund Statement covering the period 01 October 2016 to 12 July 2017. This shows an overall deficit of £28,439.36. However this figure includes for several large awards which have been offered but not yet paid out, in particular the Brambles award. If the Brambles award is taken out of the mix, as it is not required for some time, £206,110.92 is available.

There was a discussion about fund cash flow and the ability to make new awards. Cara outlined the expected income in the coming six months or so and indicated this would be provided on a cash flow projection. She confirmed that FS recommended allowing grant-making to proceed as normal for the current round, on the basis that larger grants would not be required for some months.

Cara proposed to allocate the Brambles award to the Kilgallioch sub-fund. This would put that fund into significant deficit, but it was noted it will receive the most significant income in the coming months and years. It had previously been agreed to communicate this to the Trust, with a request that the project is timed to match expected income to the fund. This approach would have the advantage of allowing grant-making to proceed from other sub-funds.

Action: FS to allocate the Brambles award to the Kilgallioch sub-fund and provide a fund cash flow projection, showing balances and expected income across each sub-fund.

Endowment Fund Statement

The endowment statement was noted. The current endowment fund value is £26,508.03.

Pipeline funds

No new funds were noted.

4. Grant Applications

Applicant	Purpose of request	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Wigtownshire County Golf Club	To replace four mowers.	£55,000	£25,000	Feedback to applicant: The Panel is supportive of the Club, however there are

Applicant	Purpose of request	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
				insufficient funds available to award the full amount requested. Please also note the conditions of the award, including that payment will be made in arrears and is subject to confirmation of items that will be purchased using the grant. Used or ex-display equipment may only be purchased if it is in good condition and subject to warranty.
Old Luce Development Trust	To improve the area around the Back Burn in Glenluce, including replacing the old bridge	£20,114	£22,674	<p>Declarations of Interest Nigel Miscampbell declared an interest and left the room.</p> <p>Feedback to applicant The Panel is pleased to support the project, however some concerns were noted at the proposed cost, which is perceived to be high. The Trust is asked to reduce the costs where possible.</p> <p>Conditions of award: That the structural engineering element (c. £2,000) can be paid separately, on receipt of invoice. That revised quotes, final project budget, design plans and evidence of necessary permissions are provided. The award may be reduced but may not be increased. That grant payment will be made in arrears and evidenced by contractor invoices.</p>

Applicant	Purpose of request	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Furniture Project (Stranraer) Limited	To fund delivery and collection of furniture and electrical items for members of the public in the Old Luce area.	£7,000	£5,713	<p>Feedback to applicant:</p> <p>The Panel is very supportive of the work of the Furniture Project. We are however unable to offer the contingency element of the request.</p>
Old Luce Community Council	To purchase a barbecue for use by the people and community groups of OLCC area.	£1,500	£1,500	<p>Declarations of Interest</p> <p>Fred Murray and Ian Paterson declared an interest and left the room.</p> <p>Feedback to applicant</p> <p>The Panel noted the cost of the barbecue and request that some further research be done to obtain the same or a similar model at a lower price. In addition, some safety concerns were noted around the use of a gas barbecue, which are reflected in the conditions of award.</p> <p>Conditions of award</p> <p>That payment will be made based on a confirmed quote or proof of purchase. The amount of grant may be reduced accordingly.</p> <p>That in instances where the Barbecue is being loaned to other groups, a disclaimer is included stating that groups should obtain their own public liability insurance and use the barbecue at their own risk.</p> <p>That the Barbecue is safety checked annually by a qualified gas technician.</p>

Applicant	Purpose of request	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Old Luce Community Council	To purchase a defibrillator for the village of Glenluce, to be placed outside the hall in a heated cabinet	£1,618	£1,004	<p>Declarations of Interest Fred Murray and Ian Paterson declared an interest and left the room.</p> <p>Feedback to applicant A Panel member who is on the Committee of Glen of Luce Hall has passed a defibrillator to Old Luce Community Council. The defibrillator was provided by Dumfries & Galloway Council but, as it requires to be made available 24 hours a day, they have been unable to use it at Glen of Luce Hall.</p> <p>This offer is therefore made on the basis that Old Luce Community Council will use the Glen of Luce defibrillator instead of purchasing a new one, subject to checking the device with the ambulance service or similar qualified professional body.</p> <p>We are happy for the grant to be used to cover remaining accessories (heated cabinet etc) and for purchase of a new defibrillator if the donated one proves unsuitable.</p> <p>Conditions of award That confirmation is provided from the ambulance service on the suitability of the donated defibrillator</p> <p>That a final budget is provided, detailing items and prices for which a grant is still required. The amount</p>

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				of grant may be reduced accordingly. That the NHS ambulance service is informed of the location of the defibrillator.

5. Large Grant Enquiries

Two large grant enquiries had been received from Old Luce Development Trust, for

- £31,111 for Christmas lights in Glenluce and Dunragit, and
- £72,000 for further funding to redevelop the derelict site at 21 Main St.

The Panel agreed that the Trust be invited to proceed to the next stage and submit full applications for both projects. The next application deadline is Monday 21st August, for a decision in mid-October.

As a result of the timing of the above prospective applications, it was noted that, if successful, it is unlikely an award would be made in time for major works associated with the Christmas Lights project to proceed in 2017. An application focused on both 2017 and 2018 would therefore be welcomed.

6. Panel Recruitment

It was noted that although there are still vacancies for the current Panel, consideration also needs to be given to succession planning for existing members. The Panel terms of reference currently states that "members are expected to serve between two and a maximum of five years." As the Panel was established in October 2014, this indicates that founding members would need to retire and be replaced by October 2019. It was agreed the term members serve could be reviewed in due course as necessary.

Meantime, it was agreed that FS would write to groups that had received grants from the Fund to invite applications from members to join the Panel.

Action: FS to write to funded groups publicising the opportunity for members to join the Panel

It was noted that newspaper advertising was felt to be expensive but would remain an option. It was also noted the fund promotion poster includes a call for Panel members.

7. Fund Review

It was agreed to revise the proposed Fund Review dates as, due to staff leave, FS had not provided supporting information for tonight's meeting. It was agreed to do this at the October Panel meeting.

Action: FS will circulate some Fund Documents to stimulate panel's thoughts on Fund Review.

8. DONM

The date of the next meeting is Monday 16th October at 20:00. Subsequent agreed dates are:

Grant Application Deadline	Panel Meeting
Mon 20 th Nov	Mon 15 th Jan 2018

Summary of Actions:

Who	What	When
FS	Circulate draft poster publicising fund	ASAP
FS	Arrange for an induction for Claire Hunter in advance of the next meeting	Before next meeting
FS/Chair	Write to the Trust requesting a business plan for Brambles café; notifying the Trust of current and anticipated fund income/cash flow; and to request a follow up meeting to discuss approaches to together managing these issues.	ASAP
FS	Allocate the Brambles award to the Kilgallioch sub-fund and provide a fund cash flow projection, showing balances and expected income across each sub-fund.	ASAP
FS	Write to funded groups publicising the opportunity for members to join the Panel	Before next meeting
FS	Circulate some Fund Documents to stimulate panel's thoughts on Fund Review.	Before next meeting