



**Old Luce Community Fund
Advisory Panel Meeting
Mon 16th October 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

In attendance:

Cara Gillespie (Foundation Scotland)

Apologies:

Claire Hunter
Lesley Goodchild

Absent:

Boyd McIntosh

1. Welcome

Allan welcomed everyone. It was agreed to move Grant Applications to the end of the agenda, so that members with a conflict of interest could participate in the rest of the meeting and then leave.

2. Panel Updates

Minutes of last meeting

i. Approval

The minutes of the last meeting (17th July 2017) were approved with one amendment of a typing error. Minutes proposed by David Ferguson, seconded by Nigel Miscampbell.

ii. Matters arising not on agenda

It was noted that the OLCC defibrillator project was still in progress. It was also noted that the OLDT purchase of Brambles had encountered some difficulties, with the seller going into administration on the day the purchase was due to complete. The seller's liquidator had now agreed to sell to OLDT on the same terms, and it was hoped the purchase would complete imminently. There was some discussion of the design plans for 21 Main Street, and it was noted the image circulated by OLDT in its recent newsletter was a little out of date, but still

gave a good impression of overall plans for the gap site. There was a query about the location of the Arthur Trail signboard at Dunragit. Fred confirmed he had been consulted about this and had given guidance on its location to the applicant.

iii. Outstanding actions/ matters arising from previous actions

- New Panel member induction

It was noted that Claire Hunter's induction was postponed to the next meeting, as she was out of the country.

- Brambles & communications with the Trust re. fund cash flow

It was noted that a meeting had been scheduled for 2nd November to include Allan, Cara and OLDT Directors. FS had not yet formally requested a business plan for Brambles. Cara indicated this would follow after it was first discussed with the Trust at that meeting. All other aspects of this action had taken place.

There was a discussion about whether it would make sense for Community Council representatives to also attend and be informed/consulted with on fund cash flow and other fund governance arrangements. However Fred & Ian both indicated they could not make it. It was agreed the meeting should proceed without formal CC input, however Derek Sloan (OLCC secretary) could be invited. Panel members are also welcome to attend.

- Panel recruitment

FS had written to previously funded groups, inviting them to consider one of their members joining the Panel. No responses had yet been received.

Policy Updates

There were no updates.

Foundation Scotland updates

Cara let the Panel know that Foundation Scotland is now delivering some community engagement and community benefit aspects of the Scottish Government's CARES (Communities and Renewable Energy Scheme) programme (2017 – 2020). This is the same scheme that previously funded the Old Luce community consultation and research report.

On behalf of CARES, FS will be responsible for:

- Updating and maintaining the online Community Benefits Register (<http://www.localenergyscotland.org/view-the-register>)
- Developing various templates, case studies and guidance notes about community benefit that will be available on the CARES website, and
- Developing a Framework of Contractors on Community Engagement.

FS welcomes the opportunity to contribute its expertise into CARES and identify and share more widely good practice in relation to community benefit and aspects of community engagement relevant to renewable energy projects.

FS will of course continue with the fund administration and support we currently provide, including for Old Luce.

3. Fund Updates

Fund statements

Cara presented seven sub-fund statements, instead of the usual single combined fund statement. She reminded members that this was an annual approach, to help ensure the Panel was fully informed on how each fund was being managed on behalf of OLCC by FS and how each fund provider would be reported to. The statements showed available balances at 30th September as follows:

- Carscreugh- £28,989.45
- Barlockhart (Engie)- £26,021.58
- Kilgallioch- (£166,185.39). This is a deficit related to the Brambles award to OLD T.
- Artfield Fell- £30,827.24
- Balmurrie Fell- £26,053.55
- Glenchamber- £7,054.66
- North Rhins- £6,129.30

Fund cash flow/ income projection.

There is an overall fund deficit of £41,110. However it was noted the fund is actually in cash credit, as the Brambles grant has not yet been drawn in down in full and will not be required for some time. The award is allocated to the Kilgallioch sub-fund and will be topped up by new payments into that fund over the next 2 years (£71,250 in 2018 and £179,250 in 2019). Cara had confirmed with OLD T that it is willing to be flexible on the timing of the Brambles project, to allow for fund cash flow. This would also be discussed in more detail at the forthcoming meeting with OLD T.

The fund income projection was noted. With income due in late 2017, the fund will be in overall credit by end December. It was agreed to proceed with new grant-making as normal, on the basis that the Panel and fund providers wish to see sub-funds with positive balances continue to be distributed.

The Panel was asked to discuss some policy options around managing demand on the fund going forward, in particular from OLD T. It was agreed that the Panel would continue to accept new applications from OLD T for large or capital projects but would reserve the right to refuse requests if it deemed there to be insufficient funds available.

In determining this, it was agreed the Panel will wish to ensure some funds continue to be available for other groups. It was also agreed that flexibility could be offered to OLD T within the parameters of funds already awarded but not yet drawn down i.e. that, if necessary, OLD T could apply for and be offered a new award for an urgent project, if it was willing to accept potential delays to grant payments for other OLD T awards, such as Brambles.

Foundation Scotland contribution 2016-17

A statement outlining the calculations for the FS annual contribution had been circulated with the papers. Members were reminded this is calculated in arrears, based on new income received in the preceding year 1st October 2016- 30th September 2017. The overall

contribution to FS would be £11,968.57. It was agreed this would be deducted by FS from the eligible sub-funds on a pro rata basis following the meeting.

4. Fund review

This was approached across three broad categories, as follows.

Grant-making- criteria, policy, processes

In addition to the approach to managing fund cash-flow outlined above, it was agreed to:

- Replace the large grant enquiry form with a simple one page proposal in the applicant's own words. This is to help better communicate that an enquiry is not an application- the current enquiry form is laid out like an application form, which has caused confusion.
- Remove the need for large grant enquiries to be considered across two funding rounds. The Panel agreed that it would make decisions at any time on whether a group should be invited to make a full application. It will do this by email, with a response time of 1-2 weeks.
- Some minor changes to the Fund Factsheet were discussed and agreed.
- It was agreed to keep all other current fund criteria, policy and processes as they are, including four funding rounds per year with publicised deadlines.

Action: FS to update the fund factsheet and fund web page, and schedule 2018-19 funding rounds

Fund & Panel operational policies and processes.

The Panel Terms of Reference (ToR) was reviewed. It was agreed to remove references to the Trust (former name of the Fund) and update all references to Fund or Panel as appropriate.

It was again noted that most of the Panel will need to retire and be replaced by the end of 2019, as the current cap on term of office is 5 years. It was agreed to delete the paragraph preventing a former member from re-joining except in exceptional circumstances. It was agreed that, instead, every effort would be made to replace current members and members could be invited to continue beyond five years only if the Panel was at risk of falling below quorum. It was agreed to develop a succession plan for the next two years.

Allan noted that he would like to retire from the Panel sooner rather than later and that it would be good to discuss a successor as Chair. It was agreed this would be discussed at the next meeting.

Action: FS to update and re-circulate the Panel Terms of Reference.

Action: FS to circulate a draft Panel succession plan for the next meeting

Action: FS to put the role of Chair on the agenda for the next meeting

Draft new agreement between OLCC and FS.

It was agreed to replace the previous Trust Agreement with the new Contract for Services proposed by FS and circulated with the papers. It was agreed this would be with effect from 1st October 2017. There was a discussion about the basis for calculation of the FS contribution. The Panel had previously requested a cap on the total amount of this. Cara confirmed FS was willing to do this but would also seek a contribution for the next three years that reflected the level of work undertaken in the previous three. It was agreed that FS would

bring forward proposals for contribution to its costs for consideration at the next Panel meeting.

Action: FS to bring forward a proposal for calculation of the annual contribution to its costs.

5. Grant Applications:

Applicant	Purpose of request	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Old Luce Development Trust	To provide high quality Christmas lights in Glenluce and Dunragit, including purchase of lights and associated electrical works.	£41,404	£41,404	<p>Declarations of Interest Nigel Miscampbell declared an interest and left the room.</p> <p>Conditions of award: That confirmation of final costs for lighting is provided to Foundation Scotland before payment is made, with the expectation that the award can be reduced by purchase of ex-display lights. That large grant terms and conditions will apply i.e. payment will be made in arrears on receipt of invoices from suppliers.</p>

8. DONM

The date of the next Panel meeting is Monday 15th January at 20:00 in Glenluce Hall.

Summary of Actions:

Who	What	When
FS	Update the fund factsheet and fund web page, and schedule 2018-19 funding rounds	ASAP
FS	Arrange for an induction for Claire Hunter in advance of the next meeting	Before next meeting
FS	Write to the Trust requesting a business plan for Brambles café	After meeting on 2 nd November
FS	Update and re-circulate the Panel Terms of Reference.	For next meeting
FS	Circulate a draft Panel succession plan	For next meeting
FS	Put the role of Chair on the agenda for the next meeting	For next meeting
FS	Bring forward a proposal for calculation of the annual contribution to FS costs.	For next meeting.