

**Infinis A’Cruach Community Fund
Panel Induction Meeting**

Wednesday 15th Sept 7.00pm

Red Cross Hall, Lochgilphead

Panel Members Present:

Lochgilphead: David Renwick (DR), Elizabeth (Betty) Rhodick (ER), Liz McLean (EM)

Dunadd: Paul Holness (PH), Diane Roberts (DRo), W, Barbara Halliday (BH)

West Loch Fyne: Fred Bruce (FB), Jan Williams (JW), Sarah Calderwood (SC)

Attending

James Hilder (JH); Rachel Searle-Mbullu (RSM); Leonard McNeill (LMc) - observer

1 Welcome, Introduction, Apologies

JH welcomed everyone to the meeting. Panel members re-introduced themselves. JH explained that this would be his last meeting now that the Panel was up and running. RSM explained that a member of the Foundation Scotland (FS) staff would be allocated to support the Panel going forward. Their role will include basic secretariat duties.

It became apparent that DR had not received papers due to an error in the email circulation list

ACTION: RSM to check details.

Notification of AOB:

- FB reported that people had expressed concerns about the complexity of the Application Form and that this be clarified or simplified.
- A number of Panel Members were concerned about the paucity of advertising and publicity for the fund launch. The “Squeak” (Argyllshire Advertiser) had only provided minimal coverage, and the Third Sector Interface, despite receiving notification had not appeared to promote it at all.

2 Minutes of the Last Meeting

The Panel approved the Minutes of the Meeting of 22nd June, although Diane Roberts was changed to Di (DRo), and Elizabeth MacLean to Liz.

Matters Arising:

JH had not re-circulated the revised version of the Framework document, but had sent out copies of the Community Plans for the different community council areas.

Some panel members had not received these, and RSM circulated a list of names and asked everyone to tick off which documents they still required via email or hard copy.

ACTION: RSM to re-circulate Community Plans and Summary Plans as per request sheet.

Fund Publicity - JH had sent a poster to all Panel Members and some had printed out and circulated but others had not realised they were required to do so.

ACTION:

All Panel Members: The Code of Conduct encourages all Members to act as 'ambassadors' for the Fund and to seek opportunities to promote it. For future rounds FS will customise posters if Panel members can confirm details to be included.

3 Panel Business

The Panel approved the Code of Conduct, Declaration of Interest Form and Conflict of Interest.

It was noted that a Register of Interest will be created and all Panel Members to complete their Form by the next meeting. The Code of Conduct Forms will be signed at the next meeting as well.

The Panel Agreed that the Application Forms should be amended with the insertion of a sentence to clarify whether the applicant had any direct connection with a Panel Member.

It was noted that although Fund Guidelines refer to a Foundation Scotland Helpline this does not appear to have been printed on the Application Forms. This will be corrected for the next round.

4 First Round

RSM explained that with a week to the deadline they had only received one application but by the Tuesday they had received Two Large Grant Expressions of Interest and a number of other applications.

Given the concerns about publicity for Round One the Panel asked whether there was a balanced geographic spread of applications. It was confirmed that there was.

Large Grant Enquiries

The Panel Considered two enquiries from Kilmartin Community Initiative and Minard Community Trust.

Di Roberts declared an interest for the Kilmartin Community Initiative and left the room. The Panel considered the Enquiry but decided not to invite a full application as they unanimously agreed that the application did not meet the fund criteria.

It was agreed that Leonard McNeill could remain in the room whilst the enquiry from the Minard Community Trust was discussed but could take no part in the discussions. The Panel unanimously agreed that the application met with the fund criteria and a full application should be invited.

Other Applications

RSM circulated a list of the other applications that had been received and which were now awaiting assessment by Foundation Scotland assessors. This clearly showed that already the fund was heavily oversubscribed.

RSM also circulated example copies of an Assessors Report & Recommendation. These showed how FS would collate the information for the Panel which would be sent out approx 10 days ahead of a meeting. Each report included a recommendation (to award, defer or

refuse) and also where applicable a suggested amount of funds to be awarded – for the Panels consideration.

This 'third party' scrutiny would help provide some objectivity for the Panel some of whom would inevitably have knowledge of applicants which could lead to some subjectivity.

Fund Promotion

As noted under AOB at the start of the meeting, some Panel members and community councils had been more proactive than others in promoting the Fund, and the Third Sector Interface had not promoted the scheme.

ACTION :

RSM to ensure that Argyll & Bute Council (for its Funding Alert publication), the TSI and local media were all copied in to future releases.

Panel Members were urged to ensure that the next round be promoted on Community Council websites and other internet sites.

It was noted that these media were especially important for Lochgilphead given its size.

5 Other Fund Activity

RSM confirmed that Infinis would be looking to do some sort of PR activity and a visit to the turbines in spring 2017 – possibly April.

Turbine Naming

RSM Reported that three primary schools were participating and some of the ideas received to date were circulated to the Panel.

Fund Logo

JH explained that repeated attempts to elicit a response from Lochgilphead High School had not produced results. The Panel were asked for local contacts.

PH agreed to assist as he some links with the school.

ACTION:

RSM to liaise with Infinis regarding turbine naming.

RSM and PH to liaise regarding contact with the High School. PH to receive a copy of recent correspondence.

*** STOP PRESS** - The day after this meeting JH received an email from the headteacher indicating that she was following up the idea of a Logo with colleagues in the Art & Design department and would be in touch. It would appear they receive numerous request of this sort.*

6 Any Other Competent Business (AOCB) and Date of Next Meeting (DONM)

AOCB

Paperwork Complexity

Now that the Panel had worked through some applications and seen the challenges and complexities of assessment, it was agreed that the application form could not be simplified any further.

However it was agreed to make the Helpline number more prominent so that anyone struggling with the form could seek clarification.

Panel Members noted that obtaining quotations and estimates from contractors is a perennial problem in the west highlands and asked that this be taken into consideration by the FS assessors.

DONM - There will be a decision making panel on **27th October**. Paperwork will be sent out in advance. Those Panel Members who required hard copy paperwork should clarify with RSM.

The Red Cross Hall has been booked for this next meeting however the Panel decided to move to different communities for each meeting and the next proposed venue is Kilmartin.

ACTION:

PH to confirm venue. FS to cancel Red Cross Hall once booking confirmed for Kilmartin.