

## **Galawhistle Community Fund Panel Meeting**

Thursday 19<sup>TH</sup> April 2018, 7.15 pm  
Coalburn Mires Welfare / One Stop Shop

### **MINUTES**

**Present:**

**Douglas**

Jim Smith  
Henry Thompson  
Kyle MacMillan (KMCM)  
John McAleer

**Coalburn**

William Prentice (BP)  
Jim McBain  
George Smith  
Lesley McCranor

**In Attendance:** Alan Alexander (Ventient Energy); Tom Black (Foundation Scotland) (TB)

#### **1. Welcome and apologies**

Billy Prentice (Coalburn) agreed to chair the meeting.

Apologies were received from David Ellis and Morag Fleming.

#### **2. Minutes of the previous meeting**

The minutes of the previous meeting were agreed to be a fair and accurate record. Proposed by Jim Smith and seconded by Lesley McCranor. There were no matters arising.

#### **3. Fund statement**

Panel noted a fund balance of £72,525.96 for distribution.

#### **4. Grant Making**

##### **a. Declarations of Interest**

Members declared the following interests, and left the meeting while a decision was made on the relevant grant applications:

Lesley McCranor: Healthy Valleys.

## b. Decisions

Applicant Name	Application No.	Purpose of Grant	Amount Awarded	Further conditions of grant / feedback to applicant
Healthy Valleys	A474792	To contribute to the running costs of the Community Health Matters social prescribing project.	£0	Feedback to applicant: Panel considered the application unclear on exact spend in the Fund area, and were concerned about contributing to costs of existing staff as part of a wider programme covering rural South Lanarkshire. Panel were also concerned about the organisation's high reserves, as well as the request for more than £20,000 per year - around one-sixth of the fund - over three years. Panel invited a fresh application for a clearly defined programme befitting the two community council areas only.
Douglasdale Folk Festival Association	A460464	To contribute to the costs of putting on a three-day folk music festival.	£1,920.00	Further conditions of grant: <ul style="list-style-type: none"> <li>• That a copy of the latest accounts, independently examined and signed by the examiner, be submitted.</li> <li>• That a quotation is supplied each for hire of the venue and the equipment.</li> <li>• That evidence of an appropriate temporary public entertainment license for the event be submitted.</li> </ul>
Coalburn Homing Club	A472379	To repair the roof and gutters of the Clubhouse.	£1,620.00	Further conditions of grant: <ul style="list-style-type: none"> <li>• That the Club's constitution is amended to include a quorum for general (member) and committee meetings and an appropriate (not-for-profit) dissolution clause, and that this be submitted to Foundation Scotland along with minutes of the meeting at which the revised constitution is adopted.</li> <li>• That evidence of the builders professional indemnity cover is provided to Foundation Scotland.</li> </ul>

Coalburn Silver Band	A473519	To contribute towards a mentoring programme for musical directors, a new baritone and the salary costs of three musical directors.	£5,690.00	<p>Feedback to application: The grant is towards the costs of the mentoring programme for musical directors and new baritone only.</p> <p>Further conditions of grant:</p> <ul style="list-style-type: none"> <li>• That the organisation's constitution is amended to include a figure for quorum required at general meetings.</li> </ul>
Douglas Gala Day Committee	A474138	To purchase and hire equipment in order to run the Gala for the next three years.	£10,849.80	<p>Further conditions of grant:</p> <ul style="list-style-type: none"> <li>• That evidence of relevant local authority permissions for the event be submitted, including a procession license and entertainments license.</li> <li>• That evidence of appropriate public liability insurance for an event of this nature be submitted.</li> <li>• That a quotation be provided for the purchase of the Public Address system.</li> <li>• That the Committee develop a clearer financial accounting system that enables production of an annual balance sheet including all income and expenditure, end of financial year balance and reserves, and confirm when this is in place.</li> <li>• That the group's latest annual accounts covering a full year of operation, independently examined and signed as such, be submitted prior to the release of grant funds in each subsequent year.</li> <li>• That a satisfactory end of year monitoring report, setting out the achievements and outcomes of the event, be provided in each year prior to the release of grant funds for each subsequent year.</li> <li>• That the group revise its constitution to include the following, and submit a copy of the newly adopted version: <ul style="list-style-type: none"> <li>○ Addition of a clause that none of the organisation's funds will be distributed to</li> </ul> </li> </ul>

				<p>members other than by way of reimbursing reasonable out-of-pocket expenses incurred by volunteers in the line of duty;</p> <ul style="list-style-type: none"> <li>○ Addition of a clause stating minimum and maximum numbers of committee members, and no less than three unrelated committee members as a minimum;</li> <li>○ Dissolution clause to be revised to state that the net assets on winding up of the group will not be disbursed to the members but will be transferred to another group in the area with similar aims.</li> </ul> <ul style="list-style-type: none"> <li>• That the Committee make a charge for entry to the rides, set at a level that it feels is appropriate, so as to place value on the event and raise some funds for future events.</li> </ul>
Coalburn Miners Welfare Charitable Society	A474139	To contribute to the cost of repairing the Roof of Coalburn Miners' Welfare Charitable Society & Bowling Club.	£7,711.00	None.
Douglas Victoria Bowling Club	A474658	To refurbish the men's and women's toilets in the Bowling Club.	£15,000.00	<p>Further conditions of grant:</p> <ul style="list-style-type: none"> <li>• That evidence of all relevant permissions, e.g. a building warrant, for the works be provided to Foundation Scotland.</li> <li>• That the Club confirms specification of insulation within the dropped ceiling and under the new flooring.</li> <li>• That evidence of the builder's professional indemnity cover is provided to Foundation Scotland.</li> </ul>
<b>Total</b>			<b>£42,790.80</b>	

### **c. Micro-grants**

Panel agreed that £6,000.00 was to be made available to Coalburn Community Council to distribute as micro-grants in 2018/19. The scheme can provide up to £250 per individual and up to £500 per group, as per the Memorandum of Understanding between Foundation Scotland and the Community Council. Tom Black to provide Billy Prentice with a scheme details form and sample application form for individuals and groups wishing to apply. Billy Prentice to return the completed scheme details form, with the CC's contribution and latest accounts, to Foundation Scotland.

**Action: TB & BP**

Tom Black offered to meet with Coalburn Community Council to give a briefing on running a micro-grant scheme, including charitable purposes. Billy Prentice to provide some suitable dates (Monday or Wednesday evenings) to Tom.

**Action: BP**

Douglas and Glespin members asked whether, in light of Douglas Community Council not wishing to run a micro-grant scheme, another community body in Douglas could do so. Tom confirmed this was possible should Panel be in agreement. Panel agreed that Kyle McMillan would raise this with the Board of Douglas St Bride's Centre.

**Action: KMCM**

### **5. Dates for next round**

Dates for remaining 2018 and 2019 grant-making rounds were agreed as follows:

<b>Application deadline</b>	<b>Panel meeting</b>
Thursday 13 <sup>th</sup> September 2018	Thursday 1 <sup>st</sup> November 2018
Thursday 7 <sup>th</sup> March 2019	Thursday 25 <sup>th</sup> April 2019
Thursday 12 <sup>th</sup> September 2019	Thursday 7 <sup>th</sup> November 2019

### **6. Fund promotion**

An article had been published in the Carlisle Gazette on 10<sup>th</sup> January 2018 regarding the awards made in the previous round.

FS to issue press release on awards made this round, to include details of next application deadline.

**Action: TB**

TB to provide posters and text for websites / e-mails / Facebook pages, for Panel to distribute in advance of next application deadline.

**Action: TB & All Panel Members**

### **7. Any other competent business**

None.

## 8. Date and venue of next meeting

7.15pm on Thursday 1<sup>st</sup> November at Douglas St Bride's Centre.

## Summary of actions

Item	Description	Person
4c	Tom Black to provide Billy Prentice with a scheme details form and sample application form for individuals and groups wishing to apply.	TB
4c	Billy Prentice to return the completed scheme details form, with the CC's contribution and latest accounts, to Foundation Scotland	BP
4c	Billy Prentice to provide some suitable dates (Monday or Wednesday evenings) to Tom for a meeting with Coalburn CC	BP
4c	Kyle McMillan to raise potential of running a micro-grant scheme with the Board of Douglas St Bride's Centre.	KMcM
6	Prepare and send publicity material for next application deadline to Panel Members	TB
6	Distribute publicity material for next rounds	All
6	Issue press release on awards made and next application deadline	TB