

**Ballantrae Community Fund Advisory Panel
Induction Meeting
Tuesday 5th December 2017
7pm-9pm
BRICC House, Ballantrae**

MINUTES

Panel Members Present:

Andy McAlpine	Fiona Roper
Fiona Stevenson	Laura Cunningham
Sharon Robertson	Mhairi McKenna (Chair)
Linden Hunt	John McIlwraith

In Attendance:

Cara Gillespie	Foundation Scotland
Karen Slattery	Foundation Scotland

Apologies:

Colin McNally	
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1. Welcome and apologies

The Chair welcomed the group and handed over to Cara from Foundation Scotland (FS)

2. Ballantrae Community Fund Structure & Governance

The Glen App community benefit agreement between SPR and Ballantrae Community Council was noted and copies offered to anyone that hadn't yet read them. The main points of note for Ballantrae were that:

- The amount of the 2017 payment has been adjusted, as per the definition of 'First Community Benefit Contribution' so that the first payment is £38,273.97. This reflects that this payment is to cover the period from the Date of Final Commissioning (5 July 2017) to the next Due Date, as defined in the Agreement, of 20 March 2018.
- Next year's payment will be a full annual payment of c. £55,000, which will be paid to the Community Council within 60 days of 20 March 2018.

The services agreement between Ballantrae CC and FS was then noted. Under this agreement, FS is contracted by the CC to administer the fund and provide related grant-making and Panel support. The CC has transferred the first community benefit payment to FS. The FS Fund Statement showing this was noted, and also that these statements would be provided for each Panel meeting or on request.

3. Panel formation

It was noted that the Panel is not an independently constituted group and can instead be thought of as a sub-group of the Community Council. Its role is to advise Foundation Scotland on how funds should be distributed locally. Members had been recruited via the Community Council and an advert in the Parish news. There was discussion of the status of a couple of members who had not submitted apologies but had indicated interest.

Action: FS to follow up with those not present to confirm if they still wish to join.

The draft Terms of Reference were discussed. This will be the Panel's 'rule book'. The following notes and amendments were made:

- The panel size will be up to 12 people, with a quorum of 5. This is to allow for the potential scenario of a number of members having a conflict of interest for some applications and having to absent themselves from the decision.
- Panel members have to live, work or volunteer in Ballantrae.
- The Community Council will be responsible for nominating two members (normally the Chair and Treasurer, but not necessarily) to be ex-officio members of the panel. It was agreed that Mhairi and John would be the first ex-officio nominees.
- Retiral of panel members would be between two and four years and would be staggered. Panel recruitment will take place every year once places become available.
- In 2018, due to the fund launch timing and SPR payment schedule, there is potential for two funding rounds. There was discussion of how the Panel wished to manage this i.e. it would be possible to utilise the second payment to top up the first if necessary.
- It was agreed to split the amounts equally over the two payments, amounting to £38,000 available for each round. It was agreed to decide on the timing of the second round at the conclusion of the first.
- Draft minutes of meetings will be approved via email by the Panel
- Award summaries and approved minutes will then be put on the fund web page www.foundationscotland.org.uk/ballantrae and also circulated to the Community Council. They can also be made available locally (e.g. at the doctors surgery and in the Ballantrae news)
- Decision making will be through consensus, with voting only when necessary.
- Small Grants (under £500) would not be administered through this fund.

FS to amend the Panel Terms of Reference and circulate final agreed version.

4. Grant making: an overview of the FS process and key documents

It was noted that the CC had advised that awards should be capped at £10,000, to allow for the funds to be spread across more groups. The first deadline for applications was agreed as Monday 12th February 2018, with decisions on awards to be made in April.

The draft Fund Factsheet, application form & guidance notes were examined. The following changes were agreed:

- Amounts available for year 1 and 2 will be amended on the Fund Factsheet
- Sentence to be amended to read 'will **normally** operate 1 round per year'
- Ballantrae Community Action Plan change to 'Village Development Plan'
- Include in Guidance and Fund Factsheet about no multi year awards

- Multi year awards will not be made available for now, though this may reviewed. It was agreed the Fund would be launched by Christmas. Once documents are updated and the website is live the Panel will be contacted.

Action: FS to finalise the fund application materials and launch the fund

5. Becoming an Advisory Panel- policies & procedures

Policies including the Panel members Code of conduct; Conflict of interest policy; Declaration of interest & register of interest; Confidentiality; and Expenses discussed and agreed.

Actin: Panel members to complete and return signed Code of Conduct and declaration of interest form.

6. Any other business

Mhairi agreed to be Panel Chair in the short term

7. Date of next meeting

The Grant Application deadline will be Monday 12th February 2018

The Panel Decision making meeting will be Monday 23rd April at 7 pm., venue TBC.

Action: Linden to confirm hall booking.

Summary of Actions:

Action	By whom	By when
Follow up with those not present to confirm if they still wish to join the Panel.	FS	ASAP
Amend the Panel Terms of Reference and circulate final agreed version.	FS	ASAP
Finalise the fund application materials and launch the fund web page	FS	By 20 th December
Complete and return signed Code of Conduct and declaration of interest form.	All Panel members	At the next meeting, or before if desired
Confirm Ballantrae Hall Availability for 23 rd April	Linden H	January