

**Auchterless, Inverkeithny & Fisherford Community Fund
Panel Meeting
Friday 25th September 2015
Auchterless School**

Panel Members present:

John Dennis (JD)
John Farquharson (JF)
Steven Moir (SM)
Helen Richards (HR)
Stuart Stephen (SS)
Cathy Vincent (CV)
Maggie Walker (MW)

Others present:

Iain Catto (IC) of Foundation Scotland (FS)
Bruce Campion (BC) of Auchterless, Inverkeithny & Fisherford Community Council for Item 1

1. Induction

IC welcomed everyone to the meeting. As it was the first meeting of the panel, everyone introduced themselves. It was agreed that BC as chair of the community council could be present for the induction. IC then took the Panel members through the following topics:

- Introduction – the role of FS; Memorandum of Understanding and Terms of Reference
- The grant-making process
- Assessments of applications
- The decision making process
- Panel policies and procedures

2. Introductions, Apologies, Quorum

Apologies were noted from Ivy Cruickshank. It was agreed that CV would act as chair of this meeting. The meeting quorate. Everyone was happy having the Panel papers e-mailed to them and did not require them posted.

3. Panel Policies

• **Minutes**

It was agreed that the minutes of the meeting once prepared would be circulated round the Panel members by e-mail and any changes could be agreed using this method. If there was any disagreement, then it would be referred to the next

meeting. Minutes should not be sent to local authority councillors. The community council could decide on who should take the lead on reporting back to the community council meetings on the activity of the Panel.

- **Conflict of Interest Policy**

This was agreed as drafted by FS. It was agreed that someone would have to leave the room only if they were on the board or management committee of an application, not if they were solely a member.

- **Communications Guidelines**

These were agreed as drafted by FS.

- **Panel Expenses**

This policy was agreed as drafted by FS, with the addition that each Panel member could claim for a printer ink cartridge or set of cartridges once per year, and a passenger rate of 5 pence per mile be added to the mileage policy. It was requested that Panel members submit any claims by the next Panel meeting.

- **Quorum & Voting**

The quorum for meetings was agreed at 5 from 8 members. It was agreed that there would be no casting vote for the Chair and noted that if a vote on applications tied 4-4, then the application was refused.

3. **Fund Update**

- **Fund Statement**

IC explained that this form of statement would be sent out prior to each meeting. It showed £40,643.43 available for distribution. The Panel considered a request from the community council via MW that £17K is ring-fenced for the proposed play-park in Auchterless. As this was one of the top priorities in the draft Community Action Plan, this was agreed.

4. **Applications for decision**

The Panel was reminded that the additional conditions listed on each assessment would be assumed approved unless changed otherwise and noted on signed Decision Making Form.

1) **Fisherford Community Association - A374811**

Grant Purpose - To reestablish the Fisherford Leisure and Activity Group (FLAG), which would provide organised excursions and activities for the community.

Declarations of Interest – JD and HR, who left the room.

Decision – award £215.00

2) **Fisherford Community Association - A374820**

Grant Purpose - To host up to four fun day events over the course of the year, including advertising costs, insurance, and maintaining the association website.

Declarations of Interest – JD and HR, indirect interest, so the Panel agreed they should stay in the room and participate.

Decision – award £456.00

3) **Fisherford Community Association** - A374823

Grant Purpose - To erect a shelter with barbecue stand and lockup for storing equipment in Fisherford play park for use at community gatherings.

Declarations of Interest – JD and HR, indirect interest, so the Panel agreed they should stay in the room and participate.

Decision – award £1,463.00

4) **Fisherford Community Association** - A374824

Grant Purpose - To replace the village noticeboard and erect play park signage.

Declarations of Interest – JD and HR, indirect interest, so the Panel agreed they should stay in the room and participate.

Decision – award £874.80

Awards Total £3,008.80

5. Micro-Grants Scheme

The Panel agreed the request from the community council to operate a micro-grant scheme.

6. Any Other Business

- **Timetable for future application deadlines and meeting dates**

These dates were agreed as:

	<u>Application deadline</u>	<u>Panel meeting</u>
Year 1 Round 2	29 February 2016	27 April 2016

- **Fund Promotion**

FS to organise press releases promoting awards to go to local paper, and for promoting the new round. A leaflet should be sent via e-mail to MW for onward distribution. Details should go to JD for the Fisherford Community Association website. **Action 1: IC**

IC suggested a logo competition run through the three schools for a Fund logo. The Panel were enthusiastic about this idea. IC will work up the details and liaise with Infinis and the schools. **Action 2: IC**

Actions List from this meeting:

Ref	Action	Who	When
1	Prepare a leaflet & posters for the next funding round and forward to MW and JD	IC	ASAP
2	Work up details re school logo competition	IC	ASAP