

**Ballantrae Community Fund
Advisory Panel Meeting
Monday 23rd April 2018
7pm-9pm
Community Centre, Ballantrae**

MINUTES

Panel Members Present:

Andy McAlpine	Fiona Roper
Fiona Stevenson	Laura Cunningham
Colin McNally	Mhairi McKenna (Chair)
Linden Hunt	John McIlwraith
Gavin Fairbairn	

In Attendance:

Cara Gillespie	Foundation Scotland
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Apologies:

Sharon Robertson	Gwendoline Campbell
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1. Welcome and apologies

The Chair welcomed the group and handed over to Cara from Foundation Scotland (FS). It was noted that the Panel quorum is 5 members present.

2. Panel updates

- 2.1 Minutes of last meeting. The minutes of the 5th December Panel Induction meeting were approved without amendment. There were no matters arising. All actions had been completed other than some members still needed to sign and return the Panel member code of conduct and declaration of interests form.
- 2.2 Policy updates. Cara noted that FS was implementing some changes to its processes in the context of the new GDPR rules. It was not anticipated these would impact on the Ballantrae Fund.
- 2.3 Foundation Scotland updates. Cara noted that FS was recruiting new team members and would provide further updates in due course.

3. Fund updates

- 3.1 Fund statement. The fund statement was noted, with a balance of £33,555.94 available for distribution.
- 3.2 Further funds/ Grant-making policy. It was noted the second annual payment of £55,624.77 had been received by the Community Council from SPR and a cheque for this amount was provided at the meeting to be added to the fund by FS. It was

agreed that this could be included in the funds available for awards to be made at this meeting, if needed.

4. Grant Applications

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Ballantrae Primary School Parent Council	To purchase equipment and 50 hours of coaching for extra curricular sport activities for pupils of Ballantrae Primary.	£5,485.57	£5,486	<p>Declarations of Interest: Laura Cunningham declared an interest and left the room.</p> <p>Conditions of award: That written confirmation is provided of the storage and insurance arrangements for the equipment.</p> <p>That Protecting Vulnerable Groups (PVG) disclosure checks are obtained for any individuals providing volunteer club leadership or lone-working with children, and that appropriate child protection policies and procedures are in place for all activities.</p>
Ballantrae Rural Initiative Care in the Community	To contribute to capital costs for a new residential care facility.	£10,000	£10,000	<p>Declarations of Interest: Colin McNally and Gavin Fairbairn declared an interest and left the room.</p> <p>Feedback to applicant: The Panel noted the request for a larger grant, should sufficient funds be available. They are willing to consider an increase to this award, subject to available funds and once other funding sources have been approached. Please contact Foundation Scotland once you are nearing completion of match fundraising efforts, to confirm the level of any final shortfall and obtain details of available funds. The Panel meets again in October 2018 and April 2019.</p>

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
				<p>Conditions of award:</p> <p>That a copy of the design plans & evidence of planning permission is provided.</p> <p>That the invitation to tender for construction and copies of at least three tender submissions, including the successful bid, are provided.</p> <p>That evidence of sufficient match funding to complete the project is provided.</p>
Ballantrae Trust	To contribute to the costs of the 2018 Ballantrae Festival of Food and Drink.	£10,000	No award	<p>Declarations of Interest:</p> <p>Mhairi McKenna & Andy McAlpine declared an interest and left the room.</p> <p>Feedback to applicant:</p> <p>The Panel is of the view that Ballantrae Community Fund should prioritise projects and activities that can provide evidence of direct benefit to residents of Ballantrae. Members felt that the Food Festival offers insufficient benefit to residents. In addition, sustainability concerns were noted, in that the Festival is in its fourth year and still requiring significant grant support rather than operating profitably. Finally, the lack of evaluation or economic impact assessment information was noted. A future application will only be considered if these issues can be addressed and evidence provided of benefit to Ballantrae residents and/or businesses.</p>
Ballantrae Trust	To re-develop Ballantrae play	£10,000	£10,000	<p>Declarations of Interest:</p>

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
	park with a Multi Use Games Area.			<p>Mhairi McKenna & Andy McAlpine declared an interest and left the room.</p> <p>Conditions of award:</p> <p>That evidence is provided of permission from SAC that the project can proceed on its land; confirmation of which organisation (the Trust or SAC) will own the MUGA and be responsible for insuring, repairing and maintaining it; and confirmation of ongoing maintenance costs that will require to be met by the Trust. That three quotes/tenders are provided, with details of the preferred contractor and a rationale if this is not the lowest priced bidder.</p> <p>That evidence of sufficient match funding to complete the project and a final project budget is provided.</p>

5. Any other business

Future funding rounds

It was agreed to schedule two funding rounds per year

Action: FS to schedule dates and inform the Panel

7. Date of next meeting

To be confirmed

Summary of Actions:

Action	By whom	By when
Schedule application deadlines and meeting dates and inform the Panel	FS	ASAP