

## **Drone Hill Community Fund**

### **Panel Meeting**

**7<sup>th</sup> May 2018, 7pm – 10pm**

**The Crow Inn, Auchencrow**

### **Minutes**

#### **Present:**

Cockburnspath & Cove: Pauline Hood, Sarah Weigelt

Coldingham: Ethne Turnbull, Rhona Goldie

Grantshouse: Marion Donovan, Michael Robinson

Reston and Auchencrow: Logan Inglis, Denise Crerar-Torr, Jo Moulin, Barrie Forrest

#### **In attendance:**

Liz Sams, Tom Black (Foundation Scotland).

#### **1 Welcome**

##### **a) Appoint Chair**

Logan Inglis agreed to Chair the meeting.

New Panel Member Jo Moulin, representing Reston & Auchencrow community was welcomed to the meeting, as was Liz Sams, Chief Finance and Operating Officer at Foundation Scotland, who was attending as an observer.

##### **b) Apologies**

Apologies were received from Angela Robertson, Carol Pearman, and William Mykura.

#### **2 Minutes of previous meeting**

The minutes of the meeting held on 6 November 2017 were approved, with one amendment (minor clarification).

The meeting had been inquorate. However, those present had agreed to continue the meeting out of respect to applicants who would be awaiting decisions on their grant applications, with any decisions to be provisional. The minutes including provisional decisions were thereafter circulated to absent Panel Members for ratification. Ratification had been received by e-mail from Angela Robertson, Michael Robinson, Denise Crerar-Torr and Barrie Forrest.

### **3 Matters Arising**

Tom reported the conditions of grant on the award to Cockburnspath Community First Responders (A440110) for purchase of a defibrillator and heated cabinet. There was no requirement that the property owner amend their title deeds. The relevant condition stated required that a signed agreement with the householders regarding installing a public access defibrillator on their property, access to the cabinet 24 hours a day, and clarification regarding responsibility for running costs (electricity to heat box) be submitted.

A copy of the conditions was provided to Pauline Hood who undertook to pick the matter up with the awardee. **Action: Pauline Hood.**

### **4 Fund Business**

#### **a. Panel membership & recruitment**

William Mykura had tendered his resignation due to other commitments. Members from Coldingham Community Council undertook to find a replacement community representative for the area. **Action: Rhona Goldie and Ethen Turnbull.**

The following Panel members had come to the end of their three year term. However, following an open recruitment drive in the relevant communities, no further candidates had come forward. The Panel members therefore agreed to continue:

- Sarah Weigelt, Cockburnspath
- Carol Pearman, Cockburnspath
- Denise Crerar-Torr, Reston & Auchencrow

Jean Fairburn had not attended any of the previous four meetings but had indicated to Cockburnspath members a desire to continue as a Panel member.

## **b. Amended Panel Terms of Reference**

Proposed amendments included: reduced quorum to four and requiring representatives from just three of the four communities; ability for Panel to remove Members who have not attended three meetings consecutively; updated conflicts of interest policy; updated sections on communications; inclusion of policy on the Code of Conduct and compliance with the Bribery Act (2010), and; various minor amendments in line with custom and practice at meetings and changes to nomenclature.

Panel adopted the amended Terms of Reference with the following additions:

7.5 Decision making: If Panel members cannot attend, consideration can be given to written representations on application, which would assist Panel in decision making and are encouraged.

8.2: Code of Conduct, Anti-Corruption and Anti-Bribery: That Panel Members must notify Foundation Scotland should they be offered any form of hospitality in excess of £100 in value, providing details of who offered the hospitality, what form of hospitality and the date it was offered.

**Action: Tom Black** to circulate final version adopted.

## **c. Year 5 Annual Report & Review**

Tom had circulated a revised Year 5 report, covering 1<sup>st</sup> October 2016 to 31<sup>st</sup> December 2017. The revised report was welcomed. **Action: Tom Black** to place on Fund webpage.

## **d. Note on Year 4 Annual Report**

Tom Black noted that there had been an error in the Year 4 report; the Year 4 payment from Greencoat was £42,555.28 not £43,308.76 (which was the Year 5 payment value). **Action: Tom Black** to circulate/ publish amended version of the report.

## **e. Fund Statement**

A balance of £90,965.15 was noted. Panel noted that the Fund remained underspent, similar to previous years.

Panel noted that some awardees had repeatedly not submitted completion reports over the years. It was agreed that, where this was the case, any further award would be conditional on submission of outstanding completion reports. In particular, Grantshouse Community Council were noted as such. **Action: Michael Robinson and Marion Donovan** to raise with the Chair of Grantshouse Community Council.

There was some discussion around the small size of the Fund and the large area of benefit that this was to be disbursed across, comprising four community council areas, plus the restrictions on Fund spend. Also the difficulty in funding larger, transformational (e.g. capital) projects where funds are available in small tranches only, and the volunteer strain that all four communities were facing given their size.

Following some discussion, it was agreed to raise the maximum grant award to £10,000 on a trial basis. **Action: Tom Black** to amend application materials and the Fund webpage, provide posters for Panel to circulate, and issue a press release.

#### **f. Fund Promotion**

Tom Black had circulated posters with 2018 application deadlines.

## **5 Grant-making**

### **a. Declarations of interest**

A475720 Grantshouse Community Council: Michael Robinson and Marion Donovan. Both left the meeting while a decision was made.

### **b. Assessment reports and decisions**

<b>Applicant</b>	<b>Ref. No.</b>	<b>Purpose of Grant</b>	<b>Amount Awarded</b>	<b>Notes / further conditions/ feedback</b>
The Coldingham Gala Committee	A465840	To establish, equip, and train a samba band made up of adults and children in the local community.	£4,620.00	£120.00 awarded to enable two of the group's committee members to obtain Protecting Vulnerable People (Disclosure) checks. Conditions: <ul style="list-style-type: none"> <li>• That a further written quotation be provided in relation to the proposed band equipment.</li> <li>• That a quotation for tuition fees be provided.</li> <li>• That a Protecting Vulnerable Groups policy is adopted and a copy provided to Foundation Scotland.</li> </ul>
1st Dungleass Guides	A475689	To fund coach hire enabling attendance at the national Girlguiding event "Wellies and Wristbands" in Lancashire, August 2018.	£1,600.00	The Panel would be happy to consider an application in future years towards the costs of tents and camping equipment should the trip prove a success.
Grantshouse Community Company	A475718	To contribute to the purchase of a ride on lawnmower to maintain the grass at the community playing field.	£7,500.00	Conditions: <ul style="list-style-type: none"> <li>• That the organisation's full, independently examined accounts (signed by the examiner) be provided.</li> <li>• That proof of adequate insurance be provided.</li> </ul>

Grantshouse Community Council	A475720	To put on a Halloween party for the Grantshouse area.	£1,000.00	The Panel ask that the Community Council continue to charge the entry fee but may keep any surplus funds generated from the event towards meeting the costs of a similar event next year. Conditions: <ul style="list-style-type: none"> <li>• That completion reports for previous awards for previous grants A440455 (purchase a defibrillator and heated outdoor cabinet to be sited at Houndwood); A404723 (removal of overgrown evergreen trees which are shedding needles on the road, and; A404641 (purchase of a laptop and printer) are submitted to Foundation Scotland.</li> </ul>
St. Abbs and Eyemouth Voluntary Marine Reserve	A475820	To contribute to the cost of running "Jump IN" to your Marine Reserve 2018, to be held 27 July to 5 Aug 2018.	£1,500.00	Conditions: <ul style="list-style-type: none"> <li>• That a signed copy of the organisation's latest accounts be provided to Foundation Scotland.</li> </ul>
Eyemouth and District Walking Netball	A475824	To purchase netball equipment for the group's use, including posts, bibs, balls and ball pump.	£500.00	The Panel ask that the group explore opportunities for provision of walking netball in all four community council areas that make up the Fund area of benefit. Conditions: <ul style="list-style-type: none"> <li>• That confirmation of an operating bank account is forwarded to Foundation Scotland,</li> </ul>

				<p>noting that the names on the bank account and the group's constitution must be the same.</p> <ul style="list-style-type: none"> <li>• That confirmation be provided that Coldingham Hall, or another suitable venue, has agreed to store the equipment.</li> </ul>
Coldingham Primary School Parents & Friends Association	A475859	To purchase furniture to equip a multi-purpose space in the school building to be used by community groups and students for a variety of activities including coking, crafts and science.	£1,996.20	<p>Conditions:</p> <ul style="list-style-type: none"> <li>• That a letter from the education authority be provided, giving permission for the installation/alteration, guaranteeing out of school hours access for the wider community and accepting responsibility for ongoing maintenance and insurance of the facility and associated equipment.</li> <li>• That letters of support and confirmation of use from the various community groups that wish to use the facility be submitted.</li> <li>• That copies of all architectural drawings/plans are submitted.</li> <li>• That a copy of any relevant permissions, including building warrant, be submitted or written confirmation form the relevant authority that these are not required.</li> <li>• That evidence be submitted showing that all matched funding for the project has been secured.</li> </ul>

				<ul style="list-style-type: none"> <li>• That completion report be provided for grant A422921 (the purchase of fireworks for the annual Coldingham Beach Fireworks night).</li> <li>• That the grant will be paid on receipt of proof of purchase of the kitchen furniture.</li> </ul>
Cockburnspath Parent Council	A475862	To contribute to the purchase of new play equipment for the playground.	£0.00	<p>The application may be considered again at the next Panel meeting, once the applicant has provided the following information:</p> <ul style="list-style-type: none"> <li>• Clarification as to how the estimate of 50 beneficiaries has been arrived at;</li> <li>• Evidence that alternative options for delivering the project outcomes have been explore, for example loose parts play or natural play items/ equipment;</li> <li>• Clarification as to how the children have been involved in the design of the selected option, including selection of the various items requested;</li> <li>• Evidence (for example minutes of relevant meetings) that the Parent Forum has been involved in developing the project and is in agreement with it;</li> <li>• A letter from the local authority giving permission for the installation, guaranteeing out of school hours access for the wider</li> </ul>

				<p>community and confirming that they accept responsibility for ongoing maintenance and insurance of the equipment;</p> <ul style="list-style-type: none"> <li>• Evidence that any balance of project costs, over and above the grant request, has been secured.</li> </ul>
Reston Primary School Parent Forum	A475868	To run a 6-week parenting course for members of the local community.	£2,280.00	<p>The grant is offered towards the cost of a trial course for 12 parents/carers.</p> <p>Conditions:</p> <ul style="list-style-type: none"> <li>• That the group contacts Parent Network Scotland for advice on setting up and sustaining parent support groups.</li> <li>• That the applicant obtains two further quotes from positive or mindful parenting coaches for a similar service.</li> <li>• That in the completion report, the group provides sufficient feedback on levels of demand for the course, how it has sought to reach the hard-to-reach, and the outcomes achieved through the project.</li> </ul>
Reston Primary School Parent Forum	A475869	To purchase equipment in support of the Code Club, enabling the participants to construct and programme	£1,980.00	None.

		their own robotic models, and run a community coding 'Hackathon'.		
<b>Total</b>			<b>£22,976.20</b>	

Panel noted the following applications were received by Foundation Scotland but were ineligible:

<b>Applicant</b>	<b>Ref. No.</b>	<b>Purpose of Grant</b>	<b>Notes / feedback</b>
Eat, Sleep, Ride, CIC	A474034	To contribute to the cost of employing a marketer, a project manager and a handyman; to resurface the indoor and outdoor riding schools; to build a field shelter and to purchase a quad bike and trailer.	The organisation's constitution did not meet Foundation Scotland's basic eligibility requirements for a not-for-profit organisation.
Eyemouth & District Community Trust/The Splash Project	A475865	To contribute to the cost of a 3-day residential trip to Glencoe for 12 young people participating in the group's 9-week enrichment project in conjunction with Eyemouth High School.	The activity for which a grant was requested was due to be completed before a Panel decision (retrospective funding).

### **c. Devolved grant-making**

Cockburnspath groups are looking at developing leaflets on the local path network, wildlife/ birdwatching and so on.

Coldingham Community Council were still intending to apply for funds towards the re-instatement of the market cross, pending resolution of issues around land ownership / permissions.

Grantshouse were looking at the possible community purchase of the local shop. It was suggested that an application for up to £10,000 be made towards the costs of a part time development worker to take this and other projects forward.

### **d. Micro-grants**

- Grantshouse: £1,000 paid out in September 2017
- Reston & Auchencrow: £1,000 paid out in July 2017
- Cockburnspath & Cove: £1,000 paid out in April 2018
- Coldingham: £1,000 paid in November 2017.

## **5. Any Other Competent Business**

None.

## **6. Date of Next Meeting**

Monday 12<sup>th</sup> November at 7pm. **Action: Grantshouse Panel members** to book venue (Grantshouse Village Hall).