



**Old Luce Community Fund  
Advisory Panel Meeting  
Mon 15<sup>th</sup> January 2018, 8.00 p.m.  
Glenluce Village Hall, Glenluce**

**Present:**

Allan Ross  
David Ferguson  
Fred Murray (Old Luce Community Council)  
Ian Paterson (Old Luce Community Council)  
Boyd McIntosh  
Nigel Miscampbell  
Lesley Goodchild  
Claire Hunter

**In attendance:**

Cara Gillespie (Foundation Scotland)  
Laura Moodie (Foundation Scotland)

**Apologies**

Marion Muir

**1. Welcome**

Allan welcomed everyone to the meeting.

**2. Panel Updates**

Nigel informed the Panel that he had resigned from the Old Luce Development Trust.

**a. Minutes of last meeting**

**i. Approval**

The minutes of the last meeting (16<sup>th</sup> October 2017) were approved. Minutes proposed by Nigel Miscampbell, seconded by Fred Murray.

**ii. Matters arising not on agenda.**

Cara confirmed that Brambles had now been purchased by the OLDT.

**iii. Outstanding actions**

The action to request a Brambles business plan was struck off, following the November meeting between panel members, FS and OLDT. All other actions have been completed.

**iv. Policy Updates - None**

**v. Foundation Scotland updates - None**

**3. Fund updates**

**a. Fund statement & grant-making report**

Cara presented the distribution Fund Statement covering the period 01 October 2017 to 22 December 2017. This shows an overall deficit of £42,787.20. This figure includes several large awards which have been offered but not yet paid out, in particular the Brambles award.

RES has paid the Glenchamber community benefit contribution but at the same level as last year, whereas it should have been index-linked. FS has queried this with RES. £10,505.72 was paid in unclaimed LEDS money. More households have claimed LEDS this year, hence the reduced amount. It was reported that some households had received reminder letters.

**b. Cashflow projection**

It was noted that Kilgallioch funds are likely to be paid in February and the OLCF will overall be back in credit that month. It was agreed to top-up the admin sub-fund, deducting funds pro-rata from the other funds.

**ACTION: FS to top-up administration fund on a pro-rata basis from the other funds.**

**c. Endowment statement (to 30.09.17)**

The Old Luce Endowment Fund value was £27,200.19, building on an investment of £25,000 made in October 2016. It was confirmed that no further investments would be made in 2018, but that this would be reviewed once the Kilgallioch fund is fully online in 2019.

**4. Grant applications**

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
A464648 Glenluce	To add an awning to the outside space	£1,000	£1,000	<b>Panel comments:</b> Some members were unhappy that quotes were not on a like-for-like

Parent Council	to allow the children to access outside activities during wet weather.			basis and that 50% of the costs were not being requested from New Luce. <b>Conditions of award:</b> That independently examined accounts for Glenluce Parent Council are submitted.
A465110 OLDT	To support the operating costs of Glenluce village hall for two years.	£17,512	£17,512 to be paid in 2 annual instalments.	<b>Conditions of award:</b> That a copy of the Standardised Management Agreement, signed by both parties, is submitted before the first year's payment is made. That a revised budget for the second year is submitted in advance of the second year's payment. The amount paid in the second year may be reduced accordingly if less funds are required.

## 5. Panel Chair

Allan was delighted to tell the panel that Lesley has volunteered to take on the role of Chair. Her appointment was unanimously supported. Allan will resign as Chair at the end of the meeting. Allan wishes to retire from the Panel entirely at the end of the next meeting but wished to thank the Panel and Foundation Scotland for making his life easier. David thanked Allan for his work.

## 6. Panel succession planning & recruitment

### Recruitment

Efforts over the last year or so to recruit additional panel members have had limited success. These have included a direct mail to local groups as well as local posters. Cara suggested looking again at press advertising and Lesley felt there was a need to spread the Panel's approach, including website, local newsletters and social media ads.

Nigel shared OLDT's approach of asking people to suggest folk who might be good and then approaching those people directly. OLDT may be willing to put a recruitment advert on their website and newsletter. Allan felt it might be useful to highlight that the Panel can cover crèche/childcare and travel expenses.

FS will also make an appeal at the meeting with OLCC next week for new Panel members. Cara suggested there may be an element of fatigue in repeatedly advertising for Panel members and proposed a pause on recruitment until March, followed by a big push to look to get new people

in at the October meeting. Ideally, over the next few months, the Panel would recruit 2-3 more members who could be inducted at one time in the autumn.

Panel members agreed to approach directly community members and acquaintances they think may be a good fit for the panel.

**Action: All panel members to approach potential panel members and encourage them to join**

**ACTION: FS to contact OLDT to see if they are planning community engagement events and/or newsletters and would be willing to aid in recruitment.**

**Action: Cara & Lesley to agree a recruitment strategy to recommend to the Panel.**

#### Succession planning

The FS outline succession plan was noted, which indicated that, in order to comply with the recently reviewed panel Terms of Reference, all 7 original Panel members would potentially need to retire and be replaced by October 2019.

Ian Paterson & Fed Murray expressed concern that while the Panel was keen to see new faces they had concerns about casting aside experienced Panel members. It was noted that, if the Panel agrees, longer-standing members could be re-appointed once they reach the recommended maximum of 5 years, but that this should not be a substitute for encouraging new members.

Allan's intention to resign was noted, as was Marion's, received by email. Nigel informed the Panel that he will also be offering his resignation at some point this year, due to the likelihood of moving away from the area.

### **7. FS contract & annual contributions**

Allan, Lesley and Cara had a November meeting with Derek Sloan and Mike Lane of OLCC about the Fund. They indicated they did not want the Panel to agree the updated FS contract and annual contribution, and had also requested an annual report. FS will be meeting with OLCC next week, though anyone who is able to from the Panel can come along.

The revised contract, Fund annual report and FS contribution proposal were anyway noted for the Panel's information.

CG talked the Panel through the alternative options regarding FS costs. A fixed contribution of £19,500 has been proposed for each of next three years to even out payment sums. This would be significantly less than under the current terms, which are linked to the fund value

Fred stated that his individual recommendation to the CC would be to approve the planned contribution and stated that he enjoyed reading the report put to the Community Council on the

Fund. FS proposes to provide a similar report each year for OLCC from now on. The Fund Report can also be put on the web page and circulated.

NM felt the Report produced for OLCC was fantastic and reflects recent work of the Panel.

**ACTION: FS will ask Robert Higgins to circulate Papers for discussion next Monday.**

**Action: FS to put the Fund annual report on the Fund web page**

### **8. Any other business**

#### Timing of meetings

Claire asked why Panel meetings began so late and suggested this may be off-putting to some potential panel members. It was noted that this was to suit the availability of some current members, but whose circumstances had changed. It was agreed to review this at a future meeting.

### **9. Date & venue of next meeting.**

The next Panel meeting will be held on Monday 16<sup>th</sup> April in Glenluce Hall

The next application deadline is Monday 19<sup>th</sup> February.

#### **Summary of actions**

<b>Who</b>	<b>What</b>	<b>When</b>
FS	Top-up administration fund on a pro-rata basis from the other funds	For next meeting
All panel members	Approach potential panel members and encourage them to join	ASAP/ ongoing
FS	To contact OLDT to see if they are planning community engagement events and will be willing to aid in recruitment.	For March
FS & LG	To come up with a recruitment plan between them and put to Panel.	Mar
FS	To put the Fund annual report on the Fund web page	ASAP