

**Ballantrae Community Fund
Panel Meeting
Monday 22nd October 2018, 7.00 pm
Community Centre, Ballantrae**

MINUTES

Panel Members Present:

Sharon Robertson	Fiona Roper
Fiona Stevenson	Laura Cunningham
Colin McNally	Mhairi McKenna (Chair)
Linden Hunt	John McIlwraith
Gwen Campbell	Lynn Nield
Lynn Young	

In Attendance:

Cara Gillespie	Foundation Scotland
Clare Graham	Foundation Scotland

Apologies:

Gavin Fairbairn	
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1. Welcome and apologies

The Chair welcomed everyone to the meeting and introduced three new Panel members, Gwen Campbell, Lynn Young and Lynn Nield, who had completed an induction prior to the commencement of the Panel meeting. It was noted that Andy McAlpine had resigned as a Panel member on 8th July 2018.

It was noted there were three applications from the Ballantrae Trust and it was agreed to re-order the agenda and discuss these applications at the end of the meeting.

2. Panel updates

2.1 Minutes of last meeting. The minutes of the meeting held on 23rd April 2018 were approved without amendments and it was agreed the approved minutes could be uploaded on to the Ballantrae Community Fund webpage.

2.2 Matters arising not on agenda - Three applications for this funding round were submitted by the Ballantrae Trust and it was noted that the Chairperson and a number of Panel members were also either directly or indirectly involved with the Ballantrae Trust. To assist the Panel with the decision making of these assessments,

it was agreed to appoint a Panel Vice chair. Mhairi McKenna proposed Colin McNally and with no objections, this was approved by the Panel.

Assessments – There was a discussion regarding how any specific questions or additional information needed can be requested between the Panel Papers/Assessments being distributed and the Panel Meeting. It was confirmed Panel members should contact FS, who will then give an update either at the Panel meeting or before it, thus ensuring all Panel members have the same information.

- 2.1 Outstanding Actions Confirmation of application deadlines and Panel meeting dates, which were confirmed as follows:-

Application Deadline	Panel Meeting
Monday 25 th February 2019	Monday 29 th April 2019
Monday 26 th August 2019	Monday 21 st October 2019

- 2.2 Policy Updates – FS re-distributed the Conflicts of Interest Policy and a discussion was held to ensure everyone understood how it would apply to them, specifically regarding direct and indirect conflicts. Panel members were asked to ensure their Declaration of Interest Form was up-to-date and logged with FS. **ACTION: FS to update Register of Interests for Panel members.**

3. Fund updates

- 3.1 Fund statement. The fund statement was noted, with a balance of £57,019.74 available for distribution.

4. Grant Applications

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Ballantrae Bowling Club	To contribute to the removal and replacement of a hedge, upgrade of path, replacement of two double glazed windows, kitchen refurbishment, and purchase of tools and a storage shed.	£10,000	£10,000	Conditions of award: That a written agreement is reached with the neighbour on the type of border which is erected in place of the hedge and provided to FS. That confirmation of final costs for the hedge removal, new boundary fence/wall and re-laying of the path are provided and that the grant award may be reduced accordingly.
2 nd Ayrshire Ballantrae Scout Group	To contribute to the costs of an iPad, archery training course, indoor play equipment,	£800	£800	Declarations of Interest: Fiona Stevenson declared an interest and left the room

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
	uniforms, a library of books and activities			
Ballantrae Trust	To employ a part-time trainee Development Officer	£9,996	£9,996	<p>Declarations of Interest: Laura Cunningham, Mhairi McKenna and John McIlwraith declared an interest and left the room.</p> <p>Conditions of Award: That a fair, open and transparent recruitment and selection process is designed That a full person specification and job description is provided That a trainee is provided with a suitable place of work.</p>
Ballantrae Trust	To contribute to the cost of running the 2019 Ballantrae Food Festival over 2 days	£10,000	£10,000	<p>Declarations of Interest: Laura Cunningham, Mhairi McKenna and John McIlwraith declared an interest and left the room</p> <p>Feedback to applicant: Whilst the Panel is supportive of the Festival and recognises that many people enjoy the event, there continue to be concerns around insufficient benefit to residents and lack of involvement of the local community, groups and businesses. The Panel acknowledges that an Impact Assessment/Evaluation Report will be commissioned in early 2019 and it is a condition of award that local residents, businesses and community groups are consulted in preparation of the report. Related, it is a condition of award that stall space is offered</p>

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
				<p>to community groups for a donation i.e. that they are not charged the commercial rate. The Panel also asks that the Trust involve more local people in planning for the 2019 Festival and suggests a public meeting or similar to garner resident's views and feedback would be helpful</p> <p>Finally, the Panel continues to have some concerns around the sustainability of the festival and supports the Trust's plans to make it less reliant on grant funding.</p> <p>Conditions of Award:-</p> <p>That three quotes are supplied for all funded items over £2,000</p> <p>That for any funded item costing between £200 and £2,000, one quotation from a supplier is provided</p> <p>That evidence of sufficient match funding to proceed and a final project budget is provided</p> <p>That all planning licenses are obtained</p> <p>That the Impact Assessment should include consultation with residents, businesses and community groups. The brief should be submitted to Foundation Scotland for approval</p> <p>That local community groups are offered stalls for a donation, in lieu of the standard commercial stall holder charge.</p>
Ballantrae Trust	To contract professional web	£2,500	Deferred	Declarations of Interest:

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
	designers to develop the Ballantrae community website, including booking facilities			<p>Laura Cunningham, Mhairi McKenna and John McIlwraith declared an interest and left the room</p> <p>Feedback to Applicant: Whilst the Panel acknowledge the need for a new Ballantrae website, members felt the cost appeared unnecessarily high despite the proposed additional functionality.</p> <p>It was noted that a detailed specification has not been produced and tendered, which makes it difficult to take a view on various proposed elements and related value for money. The Panel has deferred the application to allow for this information to be provided and can re-consider the application at its next meeting in April 2019.</p>

5. Any other business

There was a discussion regarding Fund Priorities and that currently, priority is given to applications that fit with the Ballantrae Village Development Plan priorities. It was suggested and agreed by the Panel, that this should be discussed further at the next Panel meeting and also a discussion should be held on setting up a Legacy fund. **Action: Include Development Plan and Legacy Fund as an agenda item at next meeting**

Currently individuals are unable to apply to the Fund and clarification was sought if this may be amended. It was agreed that FS would check the Minute of Agreement between Scottish Power and Glen App Windfarm and advise the Panel. **Action: FS to check Terms and Conditions of agreement**

7. Date of next meeting

Monday 29th April 2018, 7.00 pm

Summary of Actions:

Action	By whom	By when
FS to update website with dates for the two funding rounds in 2019	FS	ASAP
FS to upload agreed minutes from the April 2018 Panel meeting	FS	ASAP
FS to include Village Development Plan and Legacy Fund on next meeting agenda	FS	April 2019
FS to check Terms and Conditions of Minute of Agreement between Scottish Power and Glen App Windfarm	FS	ASAP