

**Ballantrae Community Fund  
Panel Meeting  
Monday 11<sup>th</sup> May 2020, 7.00 pm  
Via Global Meet**

**MINUTES**

**Panel Members Present:**

Mhairi McKenna (Chair)	Lynn Young
Linden Hunt	Lynn Nield
Gwen Campbell	

**In Attendance:**

Clare Graham	Foundation Scotland
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**Apologies:**

Sharon Robertson	Fiona Roper
Fiona Stevenson	

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting.

**2. Panel updates**

2.1 Minutes of last meeting. The minutes of the meeting held on 29<sup>th</sup> October 2019 were approved with one amendment; Mhairi's name had been incorrectly spelt on Page 5. The approved minutes will be uploaded on to the Ballantrae Community Fund webpage.

**ACTION:** FS to upload minutes.

Matters arising not on agenda - None

2.2 Outstanding Actions – All actions in hand or completed, with the exception of a proposed logo for the Ballantrae Fund, which will be carried forward.

**ACTION:** FS to design a number of logos for the Ballantrae Fund, which will be discussed at the next meeting.

Policy Updates – None

Foundation Scotland Updates – The Panel were informed that Laura Moodie, Administrator, South of Scotland office had resigned from Foundation Scotland. A person has been appointed to the position, with a start date at the end of May.

### 3. Fund updates

Fund statement. The fund statement was noted, with a balance of £31,528.21 available for distribution.

### 4. Grant Applications

<b>Applicant</b>	<b>Purpose</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Ballantrae Primary School Parent Council	To purchase gym equipment and offer sports coaching to all primary school children	£5,995	£5,995
<p><b>Declaration of Interest/Comments/Conditions/Feedback to Applicant</b></p> <p><b>Pre grant conditions:</b> That a quote is submitted for the Active Schools Co-ordinator cost. That the Primary School is fully re-opened in accordance with Scottish Government guidelines and confirmation of the start date of the coaching sessions is submitted to Foundation Scotland.</p> <p><b>Post grant conditions:</b> That the Parent Council seek to improve the presentation of their annual accounts. That the Parent Council seek to amend the dissolution clause in their constitution.</p>			
Ballantrae Primary School Parent Council	To offer outdoor learning experiences to all children in the Primary School	£4,612	£4,612
<p><b>Declaration of Interest/Comments/Conditions/Feedback to Applicant</b></p> <p><b>Pre grant conditions:</b> That a quote for the ACE outdoor sessions is submitted. That the Primary School is fully re-opened as per Scottish Government guidelines</p> <p><b>Post grant conditions:</b> That the Parent Council seek to improve the presentation of their annual accounts. That the Parent Council seek to amend the dissolution clause in their constitution.</p>			
Stinchar Valley Magazine	To contribute to the costs of producing and distributing 8 issues of the Stinchar Valley Magazine over two years to share information, build community cohesion and support the rural regeneration and sustainability of the Stinchar Valley community.	£4,400 (£2,200 per year over two years)	£4,400 (£2,200 per year over two years)
<p><b>Declaration of Interest/Comments/Conditions/Feedback to Applicant</b></p> <p>Post grant conditions: That SVM look to engage in community consultation with the community it serves, evidencing the need and benefits of the magazine. That a satisfactory interim report, which includes a breakdown of income from donations and local fundraising, is submitted before payment in Year 2 is made.</p>			

Ballantrae Trust	To contribute to the purchase price of the Kings Arms Hotel, plus some early maintenance, refurbishment and decoration post-purchase.	£10,000	£10,000
<p><b>Declaration of Interest/Comments/Conditions/Feedback to Applicant</b>  Mhairi McKenna declared an interest.</p> <p><b>Pre-payment for property purchase:</b>  That payment of a first grant instalment for purchase costs, which may be up to the full level of award, will be made on submission of written confirmation from the Trust’s solicitor of the agreed purchase price and sale transaction date.  That evidence is provided of sufficient match funding from the Scottish Land Fund, and other sources if applicable, to proceed with purchase.  That the award is treated as restricted on the Trust accounts.  That the Kings Arms property is purchased by the Ballantrae Trust and must remain its property i.e. may not be transferred to another legal entity.</p> <p><b>Pre-payment for repairs/renovations (if any grant is utilized for this purpose):</b>  That payment of a second or further grant instalment for repairs and renovation is subject to evidence of ownership, provision of a detailed description of works, cost plan and quotes, as well as evidence of sufficient match funding to complete the works as planned.</p>			

**5. Village Development Plan**

The Village Development Plan is still to be completed. Once completed, the plan will be discussed at the next Panel meeting alongside Fund priorities.

**ACTION:** To include as an agenda item at the next Panel meeting.

**6. Ballantrae Trust – Festival of Food and Drink 2020**

Mhairi McKenna declared an interest.

It was noted that the Ballantrae Trust had received a grant from the Fund in October 2019 of £7,000 to “to contribute to the costs of equipment and a part-time Festival Development Worker for the two-day Ballantrae Festival of Food & Drink in 2020” and that due to the current pandemic, the Festival had been postponed. After discussion it was agreed that the Trust could retain the grant, however, if the Trust wished to change the purpose of the grant that this would need to be agreed by the Panel. Clare to advise the Trust of the decision

**ACTION:** FS to contact Ballantrae Trust to advise that the grant may be retained, however, any change of grant purpose to be agreed in advance with the Ballantrae Panel.

## 7. Any other business

### Panel members

Clare noted that there are currently eight panel members, with the Memorandum of Understanding allowing up to 12 panel members. The Panel agreed that ideally the Panel could be made up of a more representative nature of the community. It was agreed it could be difficult to recruit Panel members during the pandemic, however, this item would remain on the agenda.

**ACTION:** Ongoing recruitment of Panel members to remain as an agenda item for the next meeting.

### Annual Payment

Mhairi confirmed that she was working with the treasurer of the Ballantrae Community Council to transfer the recent annual payment from SPR to the value of £58,500 to Foundation Scotland. If required, Clare to support the Community Council with the banking transaction.

**ACTION** – Clare to support Ballantrae Community Council with the banking transaction.

### Feedback

Feedback was requested on how the meeting had progressed via telephone conference as opposed to face-to face. The Panel were in general agreement that the meeting was efficient and there was a possibility that meetings could be convened via this method in the future.

## 8. Date and venue of application deadlines and meetings for 2020/2021

Application Deadline	Panel Meeting
Monday 31 <sup>st</sup> August 2020	Monday 19 <sup>th</sup> October 2020
Monday 8 <sup>th</sup> March 2021	Monday 10 <sup>th</sup> May 2021

Details of meeting venue/telephone conference/video conference to be agreed nearer the date.

### Summary of Actions:

Action	By whom	By when
FS to upload October 2019 Panel minutes to the FS/Ballantrae Fund page	FS	ASAP
FS to design a number of logos for the Ballantrae Fund, which will be discussed at the next meeting.	FS	Oct 2020

FS to include Village Development Plan on next meeting agenda	FS	Oct 2020
FS to contact Ballantrae Trust to advise that the grant may be retained, however, any change of grant purpose to be agreed in advance with the Ballantrae Panel.	FS	ASAP
Ongoing recruitment of Panel members to remain as an agenda item for the next meeting.	FS	Ongoing
If required, Clare to support Ballantrae Community Council with the banking transaction	FS	ASAP
FS to prepare a one page briefing note on Endowments Funds	FS	Oct 2020