

**Ballantrae Community Fund
Panel Meeting
Monday 26th October 2020, 7.00 pm
Via Global Meet**

MINUTES

Panel Members Present:

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

In Attendance:

Clare Graham	Foundation Scotland
--------------	---------------------

Apologies:

Sharon Robertson	Fiona Roper
------------------	-------------

1. Welcome and apologies

The Chair welcomed everyone to the meeting.

It was noted by FS that the scheduled Panel meeting of Monday 19th October 2020 was postponed as the meeting had not been quorate, with only four Panel members in attendance at 7.00 pm. Apologies from Panel members had been submitted very late on Monday 19th so therefore there had not been enough time to make any alternative arrangements.

2. Panel updates

2.1 Minutes of last meeting. The minutes of the meeting held on 11th May 2020 were approved. Proposed by Lynn Young, seconded by Lynn Nield. 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

3. Fund updates

Fund statement. A Foundation Scotland Fund statement was presented, showing funds available on 31st August 2020 as £58,001.21

4. Grant Applications

Applicant	Purpose	Amount Requested	Amount Awarded
2 nd Ayrshire Ballantrae Scout Group	To weatherproof, buy storage equipment and outdoor lights for the Scout Hut.	£1,927.85	£1,927.85
<p>Declaration of Interest/Comments/Conditions/Feedback to Applicant Fiona Stevenson declared a conflict of interest and did not contribute to the discussion. Pre grant condition: That evidence of appropriate building insurance is submitted.</p>			
Ballantrae Trust	To fund four issues of the Ballantrae News, to allow the publication to continue for another year.	£1,438.00	£1,438.00
<p>Declaration of Interest/Comments/Conditions/Feedback to Applicant Mhairi McKenna declared a conflict of interest and did not contribute to the discussion. No Conditions.</p>			
Ballantrae Trust	To purchase equipment to ensure the safe running of the Ballantrae Festival of Food and Drink 2021	£5,000.00	£4,500.00
<p>Declaration of Interest/Comments/Conditions/Feedback to Applicant Mhairi McKenna declared a conflict of interest and did not contribute to the discussion. Feedback to applicant: The Ballantrae Community Fund are pleased to offer the Trust a grant of £4,500 for the purpose of Hand Sanitiser Stations (£1,900), COVID-19 Safety Signage (£1,000), sanitiser refills (£500), surface wipes, table top hand gel dispensers (£500), and gloves (£100). The Panel felt that the request for the purchase of 2,000 facemasks was excessive, however, a grant of £500 for the purchase of 1,000 facemasks has been approved, with the suggestion that visitors to the Festival make a small donation if a face mask is given out. Pre-payment conditions: That confirmation is provided that the Festival will proceed in line with any Scottish Government guidelines/legislation on large gatherings in place at the time of the event. That confirmation is received that the Insurance Policy covers cancellation due to COVID-19. That risk assessments are completed and submitted which specifically address COVID-19. That confirmation match funding to run the event has been secured and evidence of this</p>			

provided.

That a copy of the event license issued by South Ayrshire Council is submitted.
That at least one quote is submitted for each item applied for of a cost between £200 and £2,000.

5. Village Development Plan

The Village Development Plan is still to be completed and has been further delayed due to COVID-19. 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. Panel members/Panel Recruitment

Clare confirmed that the current Panel consisted of eight members, with the Terms of Reference allowing for a maximum of 12 Panel members. As the previous Panel meeting was postponed due the quorate figure of five not being achieved, it was noted the importance of attending Panel meetings or if necessary, ensuring apologies are sent to FS in a timely manner.

Since the proposed meeting on 19th October, five people had shown an interest in becoming Panel members. Clare agreed to contact the individuals explaining to them that the next Panel meeting would not be until May 2021 and advising the individuals that she would contact them in March/April.

Clare also agreed to contact Panel members who had not been in regular attendance at the meetings to ensure that they were still available and able to attend Panel members in the future.

ACTION: Clare to contact people who had shown an interest in becoming Panel members, explaining that the next Panel meeting would be in May 2021 and advising the individuals that she would contact them in March/April 2021.

ACTION: Clare to contact Panel members who had not been in regular attendance at the meetings to ensure they were still available and were willing to attend Panel members in the future.

7. Endowment Funds

Clare had distributed a paper on Endowment Funds before the meeting. A discussion followed as to whether this was the right time to set up an Endowment Fund. It was agreed that there were still a number of projects in Ballantrae that would require funding and that this item should continue to remain on the agenda, but no further action was required at this time.

ACTION: Clare to include Endowment Funds on next meeting agenda.

8. Any Other Business

Fund Promotion

The Panel requested that the Fund be promoted nearer to the closing date of the first funding round in 2021. Mhairi to ask the Ballantrae Trust if an article could be included in the Ballantrae News. Additionally, posters to be distributed and details to be posted on social media sites nearer the time.

ACTION: Mhairi to request that the Ballantrae Trust include an article in the Ballantrae News with details of the Fund.

ACTION: Clare to arrange Fund promotional materials January/early February 2021.

9. Date and venue of application deadlines and meetings for 2021

Application Deadline	Panel Meeting
Monday 8 th March 2021	Monday 10 th May 2021
Monday 6 th September 2021	Monday 8 th November 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 May Panel minutes to the Ballantrae Fund webpage.	FS	ASAP
FS to design a number of logos for the Ballantrae Fund, which will be discussed at the next meeting.	FS	May 2021
FS to include Village Development Plan on next meeting agenda.	FS	May 2021
Clare to contact people who had shown an interest in becoming Panel members, explaining that the next Panel meeting would be in May 2021 and advising the individuals that she would contact them in March/April 2021.	FS	ASAP
Clare to contact Panel members who had not been in regular attendance at the meetings to ensure they were still available and were willing to attend Panel meetings in the future.	FS	ASAP
Clare to include Endowment Funds on next meeting agenda.	FS	May 2021

Mhairi to request that the Ballantrae Trust include an article in the Ballantrae News with details of the Fund.	MMcK	ASAP
Clare to arrange Fund promotional materials January/early February 2021.	FS	January/early February 2021