

Cairnryan Community Fund Advisory Panel Meeting

26th August 2020, 7.00 pm
By Zoom

Note of Non Quorate Meeting Minutes approved and Final

1. Welcome and apologies

Panel members present (P), Apologies (AP), Absent (AB)

Ross Hay	P	Stephen Edwards	AP
Chloe Cairnie	P	Jamie Dalrymple Hamilton	P
Andy Cumming	P	Kenny Cairnie	P
Tina Bulmer	AP	Mary McCormack	AP
Tracy Davidson	P		

In attendance: Suzy Mercer, Foundation Scotland

All were welcomed to the meeting, the Panel's first by Zoom. Jamie confirmed that while he couldn't be seen or heard, he could hear proceedings and would email any points to Suzy if needed.

It was noted that the Panel was not quorate and therefore that any decisions made at the meeting would need to be endorsed by absent Panel members.

2. Minutes of last meeting

Formal approval was not possible as the Panel was not quorate however no inaccuracies were noted and Endowment is on the Agenda.

3. Fund Updates

It was noted that no grant applications had been received. It was also noted that Emma Goodlad from Foundation Scotland had moved on while Suzy Mercer has returned from maternity leave. This meeting was an opportunity to check in and update on where all things Cairnryan are.

The current Fund Balance is £71,013.39 as per the Fund Statement and the Community Council currently holds an additional balance of £29,283 which is to be transferred to the Fund, however

due to Covid-19 restrictions the Community Council is not currently meeting and therefore has been unable to action this.

It was noted that SPR have been sending the payment notification to a former Community Councillor and have not updated this despite contact from the Community Council. Suzy Mercer advised that there is a new Community Liaison Officer in post with SPR (Jenny Eaton) and offered to ask Jenny to update the payment system which the Community Council representatives present accepted.

ACTION: Foundation Scotland to contact SPR

There was a discussion relating to the difficulties of Community Council meeting under the current arrangements and it was agreed that Ross Hay as CC Secretary would contact Kerry Menteith the DumGal Ward Worker to seek clarification of the Community Council's options for meeting and decision making and whether the Community Council was at risk of being disestablished if it doesn't meet.

ACTION: Ross Hay to contact Kerry Menteith

Ross also updated that he might not be able to continue as a Community Councillor or Panel member as his personal circumstances had changed.

4. Review of the Fund

It was noted that in accordance with the Agreement between Foundation Scotland and the Community Council, a review of the Fund was due. This discussion formed part of that process.

It was noted that the Fund was not heavily subscribed with grant applications and it was agreed that looking at alternative ways of using the Funds available for community benefit would be helpful. Priorities for the community were revisited:

The Hall remains a priority for the community. It was noted that there had been an attempt to set up a Hall Management Committee to look at taking on the management of the Hall but this had faltered. The Council had previously informed the Community Council that if no community body could be found to take on management of the Hall that the Council would have to consider closure. If a community body existed that was managing the Hall, it would be possible to use

funds to support a programme of activities and potentially a paid role to co-ordinate these. Suzy Mercer offered to contact Kerry to update her on Fund business and seek an update on the status of the potential Hall closure.

ACTION: Foundation Scotland to contact Kerry Menteith

The Playpark or outdoor gym was discussed. The Community Council had progressed this project to a certain stage, including identifying and having a site visit. The local authority had agreed to take on insurance and maintenance of anything installed going forward. However as the Community Council has no legal personality and is unable to enter into large capital contracts it was unclear how this project could be progress with no community body to take it forward. There was discussion of whether another body from another community such as Stranraer might be engaged to assist with the Hall or Playpark on the community's behalf but the representatives present were not sure that would be a viable option.

Foundation Scotland highlighted the use of Education and Training Funds in other areas of Scotland, which gives adults of working age the opportunity to receive a bursary toward education or training which will improve their opportunities. The Panel agreed that this might be something of interest in Cairnryan and asked Foundation Scotland to bring more information to the next meeting.

It was also noted that some other communities make Winter Fuel payments. Foundation Scotland advised that these can be difficult to arrange as blanket payments are not regarded as charitable, but agreed to look into this and bring more information to the next meeting.

ACTION: Foundation Scotland to bring information to the next Panel meeting on E&T Funds and Winter Fuel Payments.

Foundation Scotland noted that the topic of a Community Action Plan had not been revisited in a while and that while the Panel and Community Council had been interested in this early doors, that developing a Plan had been put aside while the Fund bedded in. It was agreed that commissioning an agency to develop a Community Action Plan might help catalyse some action in the community and attract new people to get involved. It was agreed that the process would be that Foundation Scotland would work with the Community Council reps Chloe Cairnie and Ross Hay to make a grant application to the Fund to finance this process, subject to the Community Council being able to meet and agree an application.

ACION: Chloe Cairnie, Ross Hay and Foundation Scotland

5. Endowment

Foundation Scotland set out the Endowment opportunity and shared the Foundation Scotland Endowment brochures. The Panel representatives present felt that given the current Fund balance, an endowment should be pursued and more information how such a fund could be operated would be welcome.

It was noted that the Fund Agreement is silent on the matter of endowment and SPR will be required to give permission for an Endowment Fund to be established. Further, it is the Community Council as the body that holds the Agreement that would have to discuss and agree endowment arrangements but this is currently not possible as the Community Council is not meeting.

ACTION: Foundation Scotland to contact SPR

6. AOB

Quoracy. It was agreed that quoracy was challenging to meet given the Panel size and the level of conflicts of interest and that it would be more flexible and proportionate to set the quorum at 50% of current Panel numbers +1. As the meeting was not quorate this change would need to be agreed by email.

ACTION: Foundation Scotland to seek approval by email from Panel members of the proposed change.

7. Date and venue of next meeting

It was noted that the dates for Panel meetings had become unaligned from those diarised at the start of the year. Foundation Scotland to draft new Fund and Panel meeting dates and circulate.

Summary of actions:

Item	Action	Date	Who
3	Contact SPR to seek an update to payment information	ASAP	Foundation Scotland
3	Contact Kerry Menteith to seek clarity on Community Council decision making options	ASAP	Ross Hay

4	Kerry Menteith to be updated on Fund business and clarification of the status of the Hall closure plans sought.	ASAP	Foundation Scotland
4	Information on Education and Training Funds and Winter Fuel Payments to be shared at next meeting	Next meeting	Foundation Scotland
4	Liaison with the Community Council re a Community Action Plan	For next Fund deadline	Chloe Cairnie, Ross Hay, Foundation Scotland
5	Contact SPR to seek agreement in principle for the CC to set up an Endowment Fund	ASAP	Foundation Scotland
6	Seek approval from Panel members by email of change to quorum	By next meeting	Foundation Scotland
7	Foundation Scotland to revised Fund and Panel dates and circulate	ASAP	Foundation Scotland