

**Cairnryan Fund - Panel Meeting
Minutes - Approved
10th February 2021, 7.30pm
Zoom**

1. Welcome and apologies.

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

| | | | |
|----------------------|---|--------------------------|----|
| Tracy Davidson (C.C) | P | Mary McCormack | P |
| Chloe Cairnie (C.C) | P | Kenny Cairnie | P |
| Andrew Cumming (C.C) | P | Jamie Dalrymple Hamilton | P |
| Tina Bulmer (C.C) | P | Stephen Edwards (C.C) | AP |

In attendance: Foundation Scotland: Suzy Mercer and Karen Slattery

2. Minutes of last meeting

2.1.1. Minutes of the previous meeting were approved.

2.1.2. Matters arising not on agenda:

Payment from the C.C has now been cleared. This will show in the next Fund Statement.

2.1.3. Outstanding actions – None

Update to Actions from last meeting:

- An addendum note has been added to ToR about quorum.
- CAP application from the Community Council has been submitted.
- Endowment documents emailed to Andy. CC happy for these to be circulated to Panel.
- SPR have confirmed that 10% of their funds can be put towards an endowment and have confirmed this can be retrospective. CC can now decide if they want to do this.
- Fund dates are on FS website. FS is launching a new website. Link to be sent to Panel.

Action:

- i. FS to circulate Endowment presentation and documents to the Panel.**
- ii. FS to email link to the Cairnryan Fund Page on the new website when it is live.**

3. Grant making & Fund Strategy.

- Fund statement - Current balance is 67,591.26.

Recent payment of 29,283.62 into Fund, will show on next statement.

4. Grant Application

CoI: Tracy, Chloe, Andrew, Tina (members of C.C) and Kenny (Family of C.C members).

All the above were put into Zoom waiting room and did not take part in the decision.

Only 2 Panel members did not have a CoI. This is not ideal but due to the significance of the work and the lack of personal or indeed organisational benefit it was felt to be appropriate.

| Applicant | Purpose | Amount requested | Amount awarded | Declarations of Interest/ Comments/ Conditions/ Feedback to applicant |
|-----------------------------|---|------------------|----------------|--|
| Cairnryan Community Council | To fund the development of a Community Action Plan for Cairnryan. | £8,000 | £8,000 | <p>Declaration of Interest: Tracy, Chloe, Andrew, Tina, and Kenny</p> <p>Feedback to Applicant: Due to the nature of the tender process the grant will only be paid once a consultant has been identified and an exact price for the work has been agreed. The amount paid from the Fund will be price quoted for the work.</p> <p>Conditions: Pre-payment: That payment of the grant will be made once a consultant has been selected by Cairnryan Community Council and evidence of the fee for the CAP has been received by Foundation Scotland.</p> <p>Post-payment: That the Community Council submits a copy of their most up-to-date constitution to Foundation Scotland.</p> |

5. AOB

The option of an Education and Training Fund was discussed at previous meetings. The Panel was largely supportive of this as an option but agreed to prioritise the CAP. Now that the CAP will be put out to tender, and considering the next panel meeting is in June, FS offered to pull together information about E&T options for the Panel to consider. If education and/or training was identified as a priority in the CAP, the Panel would then have information about what could be offered.

Action:

- iii. **FS to compile an options appraisal for Education and Training Funds**

6. Date and venue of next meeting

Wed 9th June 2021. 19:30, Location TBC

Summary of actions:

| Item | Action | When | Who |
|------|---|-----------|-----|
| i. | Endowment presentation and documents to the Panel | ASAP | FS |
| ii. | Email link to the Cairnryan Fund Page on new website | When live | FS |
| iii. | Education & Training Fund options to be presented at next meeting | June | FS |