



Old Luce Community Fund Advisory Panel Meeting

Monday 11th January 2021 7:30pm

By Zoom

Minutes

1. Welcome & Apologies

Panel members present:

David Ferguson, Fred Murray (Old Luce Community Council),
Marion Muir, Claire Hunter, Lesley Goodchild (Chair), Boyd McIntosh,
Ian Paterson (Old Luce Community Council)

In Attendance:

Clare Graham (Foundation Scotland)

The Chair welcomed everyone.

2. Panel Updates

- **Minutes of meeting dated 12th October 2020**

- i. Outstanding actions**

- It was agreed that the exclusion grant funding for the purpose of Flora and Fauna would be removed from the Fund Factsheet.

- ACTION:** Fund Factsheet to be amended to reflect the change of grant funding exclusions.

- FS advised that a donation of £56 to the Church Hall was being processed. This had been delayed as FS does not have the account details of the Church and payment by

cheque may not be possible. FS to update at the next Panel meeting.

ACTION: FS to process Church Hall booking fee.

All other actions complete.

ii. Matters arising not on agenda

On behalf of the Community Council (CC), it was noted by Fred that the CC would like to increase the profile of the Fund within the community. It was asked if the minutes of the Panel meetings could be distributed. FS advise that all approved minutes are posted on the Old Luce Fund webpage and that any approved minutes could also be printed and displayed at any appropriate venue or as the CC wished eg the CC Facebook page.

iii. Approval

David Ferguson approved and Fred Murray seconded.

• **Minutes of meeting dated 16TH November 2020**

iv. Outstanding actions

All actions complete

v. Matters arising not on agenda

None

vi. Approval

David Ferguson approved and Fred Murray seconded.

3. Fund Updates

• **Income & Expenditure Projection**

The Income & Expenditure Projection had not been distributed before the Panel meeting, with Foundation Scotland stating that the projection was currently being updated and confirmed the document would be forwarded to the Panel members the next day. It was noted that three payments had been received in the previous quarter:

Glenchamber, received 28th October 2020 - £19,732,40

SSE Artfield Fell, received - £13,856.33

SSE Balmurrie Fell, received - £8,462.06

ACTION: FS to distribute Income and Expenditure Projection to the Panel.

- **Grant-making Report**

There was one addition to the Grant-making Report since the last meeting which was the grant for a contribution to purchase of the GP Surgery and associated residential property.

4. Grant Applications

The grant application was discussed, and the decisions and notes are attached as an appendix.

ACTION: FS to send out grant offer pack.

5. Panel Recruitment

A discussion took place regarding potential suitable Panel members, with Claire and Fred both noting that they were aware of individuals who may be interested. It was agreed that Claire and Fred would forward contact details of the individuals and Foundation Scotland would contact them.

ACTION: Claire and Fred to advise FS of potential Panel members details.

ACTION: FS to contact potential Panel members to discuss the role and responsibilities of Panel members and to report back to the Panel.

6. AOB

None.

7. Date of next meeting

Monday 19th April 2021 at 7.30 pm.

Item	Action	Date	Who
2	Fund Factsheet to be amended, to	ASAP	FS

	reflect the change of grant funding exclusions.		
2	Process Church Hall booking fee - £56	ASAP	FS
3	Distribute Income and Expenditure Projection to the Panel.	ASAP	FS
4	Send out offer pack.	ASAP	FS
5	Claire and Fred to advise FS of potential Panel members details.	ASAP	FS
5	FS to contact potential Panel members to discuss the role and responsibilities of Panel members and to report back to the Panel.	Ahead of next closing date	FS

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Old Luce Development Trust	To support the operating costs for Old Luce Development Trust for a period of three years, commencing April 2021	£123,485.05	£118,385.52	<p>No declarations of Interest.</p> <p>Feedback: A grant award has been approved for £118,385.52. The award is offered in three annual allocations of £28,089.71 in year one, £44,351.51 in year two and £45,944.30 in year three. No grant has been awarded for the contingency element of the project cost, as the Panel felt many of the costs are either contracted or fixed costs, with a contingency therefore not being appropriate.</p> <p>Payments in the second and third years are subject to satisfactory monitoring reports on the previous year's activity. The amounts paid may be reduced accordingly if fewer funds are required. To ensure timely payment of year two funding, the Panel has requested that the year one report is for the period April 2021 - December 2021 and is submitted by Friday 7th January 2022.</p> <p>Post Payment condition: That year two and year three of funding is subject to submission of a report, detailing budget v actual spend and that any underspend is returned to the Fund or alternatively the following year of funding is reduced by the underspend amount.</p>

