

**Cairnryan Community Fund Advisory Panel Meeting**  
**9<sup>th</sup> June 2021, 7.30 pm**  
**Via Zoom**

**MINUTES FINAL**

**1. Welcome and apologies**

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

Chloe Cairnie	P	Stephen Edwards	AB
Andrew Cumming	P	Jamie Dalrymple Hamilton	P
Tina Bulmer	P	Mary McCormack	P
Tracy Davidson	P	Kenneth Cairnie	P

In attendance: Karen Slattery (FS), Suzy Mercer (FS), Siobhan Jarvie (Scottish Power)

**2. Minutes of last meeting**

2.1.1. Approval by: Andy Seconded by: Tracy

2.1.2. Matters arising not on agenda

- Community Council update – 4 members have stepped down or given notice to step down. The CC has put in place a ‘casual election’ whereby people can get voted in remotely. The deadline for all forms to be in for this is mid-July.
- Endowment update – a decision about the endowment will be made once the new Community Council is in place.
- Community Action Plan update – the CAP is ready to go to tender once there is certainty that C.C will be in place to move the tender process and actions forward.

2.1.3. Outstanding actions from previous minutes – none

- Endowment presentation and documents emailed to Panel 12.02.20
- Link to Cairnryan Fund Page on new FS website emailed to Panel 31.05.21
- Education & Training Fund options to be presented at this meeting

**Action:** Siobhan noted that the panel minutes were no longer on the website and was concerned that this could be seen as lack of transparency. She has requested that panel minutes for all SPR Funds are available on the relevant pages of the FS’s new website

**3. Grant making & Fund Strategy**

The Fund statement shows a total Income of £118,429.23; total expenditure of £25,978.58; and total funds available as £92,450.65.

**Action:** Siobhan requested the Fund Statements show which grants have been paid for by SPR

#### 4. Education and Training Fund – presentation and discussion

Information about Education and Training Fund was presented. The Panel were supportive of setting up an Education and Training Scheme and agreed it was a good opportunity for the Fund. SPR is keen on this idea and see it as an opportunity that is open to everybody. Siobhan suggested that supporting driving tests could be open and not tied to education.

**Action:** FS to circulate an Education and Training options appraisal so that the Panel can decide on the structure of the Fund that they would like to see established.

#### 5. Grant Application

Applicant	Purpose	Amount requested	Amount awarded	Declarations of Interest/ Comments/ Conditions/ Feedback to applicant
Stranraer Water Sports Association	To contribute to the "Let's Get Wet" programme of activities.	£4,254.00	£3,654.00	<p><b>Declaration of Interest:</b> None</p> <p><b>Panel Comments:</b> The panel had concerns about supporting a group that has a clear focus on Stranraer and limited benefit directly to Cairnryan, and the potential that an award will open the floodgate to similar applications from Stranraer organisations. After some discussion about the group and the project the panel agreed to give some of the requested amount with additional conditions about advertising in Cairnryan and including number of beneficiaries from Cairnryan in the Completion Report.</p> <p><b>Feedback to Applicant:</b> The Panel are supportive of the project but feel that there is likely to be limited benefit to residents of Cairnryan. Panel members have agreed to award some of the funds that have been requested but on condition that the project is advertised specifically in Cairnryan and that information is gathered about how many people from Cairnryan do participate (most children from Cairnryan attend Rephad Primary and Stranraer Academy). This information is to be included in the project Completion Report. See 'Conditions' below for details. The website updates and management element of the project has not been funded, as it was felt to be under-developed at this stage and is unlikely to bring any benefit to the Cairnryan community.</p> <p><b>Conditions:</b>            Pre-payment:            - That evidence of the grant from the D&amp;G Council Coastal Benefit Fund is submitted.            -That the applicant confirms the project can commence in line with Scottish Government COVID-19 guidelines.            -That SWSA agrees to specifically advertise with posters or billboards in Cairnryan, and with flyers delivered to every household in the village.</p>

				-That SWSA agrees to gather information about the number of residents from Cairnryan that take part in the activities, and to include this information in the Completion Report.
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## 6. AOB

- i. 3-yearly Fund Review due up to end of 2020. Documents for this are being finalised and will be circulated to the Panel to read before being sent to the CC. This will include a Fund Review document and Grantmaking report.
- ii. Moving forward, the panel would prefer to meet face-to-face or through a hybrid of face to face and remotely, but currently the Hall is not open for meetings and does not have wifi, so meetings will need to continue remotely for now.
- iii. Tina has agreed to return the two outstanding Completion Reports for the SWI grants.
- iv. Chloe has posted a cheque to Edinburgh, for £29,686.70.
- v. Siobhan fed back that SPR would like to see the profile of Cairnryan Fund raised. Some suggestions were annual event, information newsletter, promotion of Education and Training Fund and CAP, community noticeboard, vouchers, or hampers.  
SPR will be promoting Net Zero projects as part of Cop26 activity.

**Action:** FS to circulate Fund Review documents to Panel for approval.

**Action:** Tina to complete and return Completion Report for two SWI's grants.

**Action:** The Panel is to discuss and agree how best to raise the profile of the Fund.

## 7. Date and venue of next meeting – approved by Panel

Next meeting Wed 13<sup>th</sup> October 2021, 7pm

Next application deadline Mon 16<sup>th</sup> August

**Meeting ended at 21:00**

### Summary of actions:

Item	Action	Date	Who
2.	FS to discuss with its Comms Team the possibility of having minutes available on the new website, for all SPR funds.	asap	FS
3.	Fund Statements to show which grants have been paid for by SPR	By next meeting	FS
4.	Education and Training options to be emailed to the Panel for discussion and agreement.	By next meeting	FS
6.i	Fund review documents to be circulated to Panel for approval.	asap	FS
6.iii	Completion Reports for both SWI grants to be returned.	asap	Tina
6.v	Panel to discuss and agree best way / ways to raise Fund profile	By next meeting	Panel