

**Ballantrae Community Fund  
Panel Meeting  
Monday 10<sup>th</sup> May 2021, 7.00 pm  
Via Zoom Video Conference**

**MINUTES**

**Panel Members Present:**

Mhairi McKenna (Chair)	Paula Sandforth-Marsh
Linden Hunt	Lynn Nield
Jessie Brown	Fiona Roper

**In Attendance:**

Clare Graham	Foundation Scotland
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**Apologies:**

Sharon Robertson	Lynn Young
Fiona Stevenson	Gwen Campbell

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting. Jessie and Paula were introduced to the Panel and FS confirmed that a Panel induction session had been completed.

**2. Panel updates**

- 2.1 Minutes of last meeting. The minutes of the meeting held on Monday 26<sup>th</sup> October 2020 were approved. Proposed by Mhairi McKenna, seconded by Lynn Nield.

Matters arising not on agenda – None.

- 2.2 Outstanding Actions – All actions in hand or completed.  
Policy Updates – None.

**3. Fund updates**

Fund statement. A Foundation Scotland Fund statement was presented, showing funds available on 31<sup>st</sup> March 2021 as £56,030.34. Mhairi noted that the Community Council were processing the annual donation to Foundation Scotland from the Ballantrae Community Council. FS noted that activity on the fund had been lower than usual and this was reflected in many community benefit funds. There was no other comments.

**Action:** Ballantrae Community Council to arrange annual contribution to FS.

#### 4. Grant Applications

Applicant	Purpose	Amount Requested	Amount Awarded
Ballantrae Community Pub	To upgrade the outdoor service area to the rear of the King's Arms.	£10,000.00	£10,000.00
Pre-payment conditions: That a signed copy of the lease is provided to FS. That all the required quotes are submitted to FS. That confirmation is submitted to FS that if required, planning consent has been secured for the shelter. That confirmation is received that funding has been secured to complete the shelter.			
Ballantrae Trust	To purchase equipment for the play-park.	£3,158.40	£3,163.20
No conditions.			

It was noted that there was a higher than usual fund balance and FS proposed that an additional funding round was included in 2021. After discussion, the Panel stated that they were happy with the number of current funding rounds and an extra funding round was not required.

#### 5. Village Development Plan

This item was carried forward from the previous Panel meeting and it was noted that 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 Recruitment

Lynn Nield and Linden Hunt advised the Panel that as they would be moving out of the Fund area of benefit they would be resigning as Panel members. Mhairi noted that Lynn Young was also leaving the area and would therefore be obliged to retire as a Panel member. Mhairi agreed to speak to Lynn and advise of the situation.

FS noted that Sharon Robertson had attended one Panel meeting out of a possible eight and that under the Terms of Reference, Clause 5.5.C that "*The Panel may, at its discretion, remove any individual from membership of the Panel where they fail to attend two or more consecutive meetings without sufficient reason and apologies being submitted*" it was agreed that Sharon would be advised that unfortunately, she would be removed as a Panel member. If circumstances change for Sharon, it was agreed that she would be welcome to re-apply as an active Panel member.

**ACTION:** Mhairi to speak to Lynn and advise FS of the outcome of the decision.

**ACTION:** FS to contact Sharon to advise of decision.

A discussion was held on potential Panel members and it was agreed that Panel members would actively approach people within the community and either pass on the contact details of FS or alternatively advise FS, who will contact the person.

#### Fund Promotion

The Panel requested that the Fund is further promoted, and it was agreed that FS would seek to have articles in the Stinchar Valley Magazine and Ballantrae News. Additionally, posters to be distributed and Fiona informed the Panel that she could arranged for articles to be posted on social media.

It was noted that many groups were currently inactive due to the pandemic, however it was hoped that groups and activities would start up again. FS agreed to contact groups who had previously applied for funding and advise of the next date for the funding round.

**ACTION:** FS to contact Stinchar Valley Magazine and Ballantrae News re placing articles in each publication promoting the Ballantrae Fund.

**ACTION:** FS to arrange Fund promotional materials/social media information.

#### **7. Endowment Funds**

This item was carried forward from the previous Panel meeting. A discussion took place if an Endowment Fund should potentially be established for Ballantrae. There was a concern that any donation to an Endowment Fund would be to the detriment of open grant making. Again, it was agreed that this item should continue to remain on the agenda, but no further action was required at this time.

**ACTION:** FS to include Endowment Funds on next meeting agenda.

#### **8. Fund Logo**

A choice of fund logos had been circulated to the Panel before the meeting. After discussion it was agreed that Option 2 was the preferable choice. FS agreed to include the logo on documentation relating to the Ballantrae Fund.

**ACTION:** FS to update all fund documentation to include logo.

#### **9. SPR Compliance Request/Reporting/Due Diligence**

FS advised the Panel that SPR had requested an audit on a number of grant applications and that under the terms of the contract Foundation Scotland/Ballantrae Community Council were obliged to provide this information. The terms and conditions of the current grant awards do not fully cover the information that SPR may request, and FS informed the Panel that therefore the terms and conditions would be amended on future grant awards.

An annual report on the Ballantrae Fund is required to be submitted to SPR and FS confirmed this had been submitted late April.

**ACTION:** FS to amend the terms and condition of Ballantrae Fund grant awards.

10. **Any other Business**

There was no other business and the meeting closed.

11. **Date and venue of application deadlines and meetings for 2021**

<b>Application Deadline</b>	<b>Panel Meeting</b>
Monday 6 <sup>th</sup> September 2021	<b>Monday 8<sup>th</sup> November 2021</b>

Details of meeting venue/telephone conference/video conference to be agreed nearer the date.

**Summary of Actions:**

<b>Action</b>	<b>By whom</b>	<b>By when</b>
Ballantrae Community Council to arrange annual contribution to FS.	Ballantrae CC	ASAP
FS to include Village Development Plan on next meeting agenda.	FS	Nov 2021
Mhairi to speak to Lynn and advise FS of the outcome of the decision.	Mhairi	ASAP
FS to speak to Sharon to advise of Panel decision.	FS	ASAP
FS to contact Stinchar Valley Magazine and Ballantrae News replacing articles in each publication promoting the Ballantrae Fund.	FS	ASAP
FS to arrange Fund promotional materials/social media information.	FS	ASAP
FS to include Endowment Funds on next meeting agenda.	FS	Nov 2021
FS to update all fund documentation to include logo.	FS	ASAP
FS to amend the terms and condition of Ballantrae Fund grant awards.	FS	ASAP