

**Girvan & District Assel Valley Community Fund Panel  
Advisory Panel Meeting  
Minutes**

Tuesday 22<sup>nd</sup> June 2021  
7.00 pm  
Zoom Video Conference

**Panel members present:**

Ann McGinnis	Sandra Dunn
Jane Willis	Karen McCartney
David Girvan	Rhona Walker (Chair)
Colin Davidson	Ken Johnstone
John McCreath	Wilma Dunlop

**Apologies:**

Cathie Collins	Jane Jardine
Lorraine Villiger-McConnell	

**In attendance:**

Clare Graham	Foundation Scotland
--------------	---------------------

**1. Welcome and apologies**

Rhona welcomed everyone to the meeting, with a special welcome to John on his first Panel meeting. It was confirmed that John had completed an Induction Session.

**2. Panel Updates**

Minutes of last meeting

The minutes of the meeting held on 10<sup>th</sup> November 2020 were previously approved at the Girvan Community Council meeting.

There were no other matters arising and no outstanding actions.

### Policy Update

None

### Foundation Scotland Updates

FS informed the Panel that the FS website had been updated and also advised that an FS e-mail newsletter was now available, containing regular updates and information on funding available. Panel members were welcome to subscribe and FS agreed to distribute the necessary link.

**ACTION:** FS to distribute details on how to subscribe to e-mail newsletter.

### **3. Fund Statement**

The Fund Statement dated to 31<sup>st</sup> May 2021 noted that £17,149.21 was currently available for new grant awards. It was noted that the annual payment from Falck had been received on 7<sup>th</sup> June 2021, with a net payment of approximately £32,000. FS advised that the information would be showing on the next Fund statement.

### **4. Grant Applications**

Five applications had been received and assessed.

<b>Applicant</b>	<b>Purpose of Request</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Girvan Community Sport Hub	To contribute to the costs of staffing in order to continue to hold the youth group "That Friday Thing" which is a FREE multi-sport / physical activity youth group run weekly during term time.	£4,551	£4,551
<b>Conflict of Interest – None</b> <b>Feedback</b> Whilst the Panel are very supportive of the "That Friday Thing" project and a full grant has been awarded, it was noted that this was the third grant award to support the same programme of activities. The Panel would encourage Girvan Community Sport Hub to look to alternative funders for this event in the future. <b>Pre-payment conditions:</b> That the applicant has confirmed that the project can commence in line with Scottish Government COVID-19 guidelines and also associated risk assessments have been completed inline with South Ayrshire Councils policy on using Council venues within the area.			

Age Concern Girvan Branch	To install a new heating system and radiators to the building.	£5,000	£4,823
<p><b>Conflict of Interest</b> – David Girvan, who left the room.</p> <p><b>Pre-payment conditions:</b> That a copy of vulnerable person’s policy is submitted to FS. That the quote for Abacus Heating (Ayr ltd) is provided on headed paper and includes details of warranties and guarantees. That a bank statement is submitted dated within the past three months, which shows the balance of funds.</p> <p><b>Post payment condition:</b> That a reserves policy is submitted in advance of any further applications to the fund.</p>			
Girvan Christmas Street Party	To contribute to the costs of Girvan Christmas Street Party	£5,000	£5,000
<p><b>Conflict of Interest:</b> David Girvan, Colin Davidson and Sandra Dunn who left the room.</p> <p><b>Feedback:</b> Whilst the Panel are very supportive of this event and recognise its importance as a community event, there was a concern that Girvan Christmas Street Party had become reliant on Falck Assel Valley Girvan Fund to fund this event. The group are encouraged to look at other funders and to continue fundraising. Any future grant applications to the Fund will only be considered at a lower level.</p> <p><b>Pre-payment conditions:</b> That confirmation the event will proceed is submitted to Foundation Scotland (FS). That a risk assessment report for the event, including COVID-19 guidelines, is submitted to FS. That evidence of public liability insurance being in place is provided to FS. That up-to-date quotes (for 2021) are submitted to FS for all items over £300. That a recent bank statement, dated within the past three months is submitted to FS.</p>			
Carrick Resilience Team	To purchase radio communicators, lightning equipment, additional uniforms, PPE, training courses and a gazebo.	£5,000	£2,500
<p><b>Conflict of Interest:</b> David Girvan who left the room.</p> <p><b>Feedback:</b> Whilst the Falck Assel Valley Girvan Panel recognise the importance of having a Resilience Team in the area of Carrick, it was felt that there was not sufficient evidence of need for a number of the items requested. However, the Falck Assel Valley Girvan Panel felt it was important to support the Carrick Resilience Team and has awarded a grant of £2,500 which should be used to purchase the network radios, with the remaining £750 to be spent on any other priority item.</p> <p><b>Post payment conditions:</b></p>			

That CRT seek to amend the constitution - removing names of trustees from the document and strengthening the dissolution clause to state that funds would go to a similar charity or community organisation in the event of winding up.  
That the Completion Report provides a breakdown of spend.

Girvan Youth Trust	To support the Volunteer Programme within Girvan Youth Trust including training costs, a celebrant event, travel expenses, volunteer uniform and various other expenses.	£5,000	£3,200
--------------------	--	--------	--------

**Conflict of Interest** – None

**Feedback to applicant:**

The Falck Assel Valley Girvan Panel recognise this valuable project that supports many young people, however it was felt that the Volunteer Celebration was not well planned and enough evidence was not submitted to evidence the need of a £1,000 contribution towards this event. The Assel Valley Girvan Fund supports primarily people within Girvan and the Panel would recommend that any travel costs for people participating in the activities, could be funded from other sources, including the relevant Community Councils. Therefore, a grant of £3,200 has been approved.

**Pre-payment Conditions:**

That a quote for all items over £300 is submitted to Foundation Scotland.  
That the outstanding monitoring report is returned for the award A524139.  
That confirmation of which training courses to be funded are submitted to FS including costs.

**5. Any Other Business**

Funding Round 2021

It was agreed by the Panel that there would be an additional funding round in 2021, which would follow the same timescales as 2020. FS to confirm closing date and Panel meeting date and subsequently update the Panel and Assel Valley Girvan webpage.

**ACTION:** Update Assel Valley Girvan webpage with application closing date and decision date for additional 2021 funding round and also to advise Panel of said dates.

Maximum Grant Award

The Panel agreed that the maximum grant amount should remain at £5,000 for the second funding round of 2021.

## Girvan and District Attractions SCIO

FS noted that Girvan and District Attractions was awarded a grant of £5,000 in June 2020, reference A554155 for the purpose "to support the costs of the 2020 Community Fireworks display". Due to COVID restrictions the event had been postponed and the applicant had requested that this grant is now used for the 2021. The Panel approved the request.

**ACTION:** FS to advise Girvan and District SCIO that the request to amend the grant purpose to support the 2021 display had been approved, with the same conditions.

## Quorum - Terms of Reference

Clause 7.4 of the current Terms of Reference dated September 2016, states that the quorum for Panel meetings will be eight Panel members. It had previously been acknowledged that a number of Panel members were unable to participate in Video/telephone conference and it was agreed by the Panel and FS that this number could be temporarily reduced to five for the June 2021 meeting. After discussion, it was agreed that the Terms of Reference would be amended to a quorum figure of six on a permanent basis, with the ToR to be updated to reflect this change.

**ACTION:** FS to amend ToR and to send to Girvan and District Community Council for approval.

## Potential application

A Panel member raised a question on a potential application to the Fund. It was agreed that should be dealt with outwith the Panel meeting and that the Panel member should approach the relevant group directly, if it was felt there was a gap in services provided in the community.

## **6. Date and Venue of next meeting**

**Date – Tuesday 16<sup>th</sup> November 2021**

**Venue – To be confirmed**

<b>Who</b>	<b>What</b>	<b>By when</b>
FS	FS to distribute details on how to subscribe to the FS e-mail newsletter.	ASAP
FS	Update Assel Valley Girvan webpage with application closing date and decision date for additional 2021 funding round and also to advise Panel of said dates.	ASAP
FS	FS to advise Girvan and District SCIO that the request to amend the grant purpose to support the 2021 display had been approved, with the same conditions.	ASAP

FS	FS to amend ToR and send to Girvan and District Community Council for approval.	ASAP
FS	Ensure Panel members are reminded of meetings.	Ongoing
FS	E-mail draft minutes to the Community Council Chairperson, for approval at the next Community Council meeting.	Ongoing
FS	Organise posters and fliers promoting the fund and liaise with the CC to distribute in Girvan.	Ongoing