

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

Tuesday 10th November 2020
7.00 pm
Zoom Video Conference

Panel members present:

Ann McGinnis (Chair)	Sandra Dunn
Jane Willis (Vice Chair)	Karen McCartney
David Girvan	Rhona Walker
Colin Davidson	Ken Johnstone

Apologies:

Molly McQuade	Cathie Collins
Lorraine Villiger-McConnell	Rebecca Hannah
Jane Jardine	Wilma Dunlop

In attendance:

Clare Graham	Foundation Scotland
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1. Welcome and apologies

Everyone was welcomed to the Zoom Video Conference. It was agreed that Clare would Chair the meeting.

2. Panel Updates

Minutes of last meeting

The minutes of the meeting held on 23rd June 2020 were approved. Proposed by Ann McGinnis, seconded by Karen McCartney.

There were no other matters arising and no outstanding actions.

Policy Update

None

Foundation Scotland Updates

None

3. Fund Statement

The Fund Statement dated to 30th September 2020 noted that £21,807.21 was currently available for new grant awards. It was noted that the Fund Statement had not been distributed with the Panel papers. Clare apologised and confirmed that the Fund Statement would follow on.

ACTION: Clare to distribute Fund Statement.

4. Grant Applications

Four applications had been received and assessed.

Applicant	Purpose of Request	Amount Requested	Amount Awarded
Age Concern Girvan	To improve the Hall by refurbished the toilets.	£2,500	£2,500
Conflict of Interest – David Girvan			
Pre-payment conditions: That a copy of the Hall lease extension, for a period of not less than five years, is submitted to Foundation Scotland. That a date is provided when the Hall will re-open, adhering to any Scottish Government guidelines on COVID-19 in place at the time. That two additional quotes are submitted for refurbishment of the toilet areas. That one quote is submitted for painting of the Hall.			
Post payment conditions: That the constitution is amended to include details on membership of the Group. That the Group develop and adopt a protection of vulnerable person's policy.			

Sacred Heart Primary School	To purchase a pair of wellington boots for each child, to enable them to increase their use of outdoor school space.	£2,500	Declined
<p>Feedback to applicant: Assel Valley Girvan Community Fund has is a limited amount of funding available and the Panel felt that this project was not a strong match with the fund criteria and were therefore unable to award a grant.</p>			
Girvan Football Club	To install cost effective low energy LED floodlights around the full-size grass pitch and running track at Hamilton Park to provide a safe, well-lit environment enabling sports and physical activity throughout the winter month.	£2,500	£2,500
<p>Conflict of Interest – None</p> <p>Pre-payment conditions: That quotes are provided for the actual costs of the work and a revised budget submitted once these are secured. That the Club provides Foundation Scotland with evidence that all other funds for the project to proceed as planned have been secured. That evidence of planning approval is submitted to Foundation Scotland. That signed copy of accounts to the period ending May 2019 are submitted.</p>			
Girvan and District Attractions SCIO	To purchase banners to promote events and shelving.	£2,500	£1,100
<p>Conflict of Interest – David Girvan and Jane Willis</p> <p>Feedback to applicant: The Panel of Assel Valley Girvan has approved a grant of £1,100 to purchase shelving. As there are currently no large scale events allowed and with no timescales in place as to when events may commence, the Panel decided there was little need to purchase the banners.</p> <p>Pre-payment Conditions: That evidence of insurance for the stored equipment is provided.</p>			

5. Any Other Business

Funding Round 2021

As previously, it was agreed by the Panel that one funding round would be scheduled in 2021, following the same timescales as 2020.

ACTION: Update Assel Valley Girvan webpage with application closing date and decision date.

Maximum Grant Award

The Panel agreed that the maximum grant amount should be £5,000 for the first funding round of 2021 and that if there was any funds available for distribution after this first funding round, a second funding round in 2021 would then be considered.

ACTION: Clare to update Fund page, Grant application Form, Fact sheet and any other relevant documentation to reflect amendment

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". The Panel was notified that the event had been cancelled due to the pandemic, however, the Group had requested a payment of £660 as a deposit payment had already been paid to the event organisers. The Panel agreed the payment of £660.

ACTION: Arrange a payment release of £660 to Girvan and District Attraction SCIO.

Girvan Rugby Football Club

FS noted that Girvan Rugby Football Club was awarded a grant of £2,500 in November 2019, reference A523336 for the purpose "to contribute to the costs of providing Easter and Summer holiday rugby training courses in Girvan and bus transport to access the 3G training pitch in Maybole". The Panel was notified that the sessions had been cancelled due to the pandemic and that the Group has requested the grant period be extended to August 2021. The Panel agreed the request.

ACTION: Arrange for the grant period to be extended to August 2021 for Girvan and Rugby Football Club.

Quorum – Terms of Reference

It was noted by FS that the Terms of Reference (ToR) for Assel Valley Girvan Panel state the quorum as eight Panel members. Due to the meetings now been held by Zoom it has been difficult to ensure that the quorum could be achieved. With the approval of Foundation Scotland and the Panel, the ToR state that amendments can be made to the document. It was agreed by both parties that the quorum would be amended on a temporary basis only for the June meeting to six. At the June 2021 meeting, it will be agreed if this figure should revert to eight or remain at six. Any necessary amendments will then be made to the ToR.

ACTION: Include ToR quorum figure on the June 2021 agenda.

6. Date and Venue of next meeting

Date – Tuesday 22nd June 2021

Venue – To be confirmed

Who	What	By when
FS	Distribute Fund Statement.	ASAP
FS	Update Assel Valley Girvan webpage with application closing date and decision date.	ASAP
FS	Update Fund page, Grant application Form, Fact sheet and any other relevant documentation to reflect amendment.	ASAP
FS	Arrange a payment release of £660 to Girvan and District Attraction SCIO.	ASAP
FS	Arrange for the grant period to be extended to August 2021 for Girvan and Rugby Football Club.	ASAP
FS	Include ToR quorum figure on agenda for the June 2021.	June 2021
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