

Cairnryan Community Fund Advisory Panel Meeting

9th February 2022, 7.00 pm Zoom

MINUTES DRAFT

1. Welcome and apologies

Special welcome to Hansa and Nick who have recently joined the Panel.

Chloe Cairnie	Α	Tracy Davidson	P
	Р	Jamie Dalrymple	Α
Andrew Cumming		Hamilton	
Tina Bulmer	Р	Kenny Cairnie	Α
Hansa Gaj	AP	Mary McCormack	Р
Nick Scott	P		

Present (P), Apologies (AP), Absent (AB)

Hansa did try to join the meeting but had issues with Zoom connection and unfortunately was not able to connect to it.

<u>In attendance:</u> Karen Slattery (Foundation Scotland)

2. Minutes of last meeting

2.1.1. Approval by: Andy Seconded by: Tracy

- 2.1.2. Completed Actions from previous minutes:
 - Cairnryan Fund Statement now shows which grants have been paid by SPR.
 - Education and Training Fund has been set up and promoted.
 - Fund review documents have been finalised and circulated to Community Council.
 - Updated ToR has been circulated to Panel.
 - Declaration of Interest has been update.
 - CAP grant has been withdrawn from CC and put out to tender. Panel was updated on decision to appoint Creetown Initiative to carry out the Community Action Plan.

2.1.3. Outstanding actions:

Endowment presentation to be given to Community Council this year

Action 1: Presentation on FS Endowment to be given to Community Council

3. Grant making & Fund Strategy

Fund statement was read out.

4. FS new assessing process

New Organisational Competence scoring sheet was explained. Changes to the assessment layout were discussed.

5. Grant Applications:

Updates to information: Cairnryan in Blooms accounts have now been received. Plants will not be sourced locally as was stated in assessment, as costs are too high.

Applicant	Purpose	Amount	Amount	Declarations of Interest/ Comments/
		requested	awarded	Feedback/ Conditions
Cairnryan In Bloom	To fill existing planters with new plants and compost.	£1,500	Up to £3,500 over three years. (£1,500 paid in Yr1 with up to £1,00 paid in both Yr2 and Yr3.)	DoI : Mary and Tina are on the committee for Cairnryan in Bloom and were moved to a 'waiting room' while the application was discussed, and a decision made. Panel Comments : All agreed for multi-year grant to be awarded, up to the recommended amounts. Feedback to Applicant : The Panel appreciate the work that is sone by Cairnryan in Bloom and are happy to award a multi-year award to assist with the work. Conditions : Pre-payment (for year 1 grant of £1,500): - That quotes, or evidence of cost, are provided for the plants (£600), compost (£500) and paint (£400) that are in-line with the costs on the application. Pre-payment (for year 2 and 3 grants of up to £1,000 per year): - That the second- and third-year grant will be paid on submission of a satisfactory breakdown of costs for the coming year. Only that amount will be paid each year. At the end of the three years any grant money that has not been paid to Cairnryan in Bloom will be returned to the Fund. - That signed annual accounts are submitted to Foundation Scotland each year. - That a policy for safeguarding volunteers is created / adopted. Foundation Scotland can help with this if needed.

E&T Fund applicant: A630825	To assist with all course related costs for a nail	£935	£935	Feedback to Applicant : The Panel have agreed that a grant for the full requested amount is awarded. £699 will be paid by Foundation Scotland directly to the course provider. The remaining £236 will be paid directly to you to cover additional costs.	
	technician course.			Conditions : That the applicant provides an invoice from the course provider for the course fee that Foundation Scotland will pay directly.	

Multi-year awards: The Panel agreed that going forward any community group eligible for funding through the Cairnryan Fund will be able to apply for a multi-year grant up to three years.

Education and Training Fund - confirming eligibility and reiterating confidentiality.

Concerns had been raised by Kenny about checking addresses for individuals applying to E&T Fund. This was discussed. Panel was happy with the current system of checking address given in the application, along with the address on the individuals bank statement.

The importance of confidentiality was raised. And while there are steps taken to ensure confidentiality the panel felt that this should be made clear on the Fund Page / information.

Action 2: Guidelines on the Fund Page to be updated in relation to 1) confidentiality of E&T fund application and decisions 2) Option of multi-year awards for eligible groups going forward.

6. AOB

Discussion about next meeting being in person, in the Hall. The Panel agreed that for some of them this would be preferable but that the best option was to offer a hybrid meeting, in person with option of joining via Zoom. But the hall does not have Wi-Fi, so alternatives would need to be considered.

Action 3: FS to investigate options and confirm how this can be set up.

7. Date and venue of next meeting

Next meeting: Wed 1st June, 19:00. Hopefully in the Hall.

Next application deadline: 11th April 2022.

Tracy requested that flyers are sent out to Cairnryan residents announcing deadlines.

Action 4: Flyers to promote 2022 Fund deadlines to be designed and posted to residents.

Meeting ended 20:30

Summary of actions:

Item	Action	Date	Who
1.	Presentation on FS Endowment to be given to Community Council	By mid- 2022	FS
2.	Guidance on Cairnryan Fund Page to be updated about: 1) the confidentiality of E&T fund applications and decisions 2) Option of multi-year awards for eligible community groups.	ASAP	FS
3.	Research into how a hybrid meeting may work in a hall with no Wi-fi.	By May	FS
4.	Promotional flyers to be designed and posted to Cairnryan residents.	By March	FS

