

Cairnryan Community Fund Panel Meeting
13 October 2021, 7.00 pm
Zoom

MINUTES FINAL

1. Welcome and apologies

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

Chloe Cairnie (CC)	P	Jamie Dalrymple Hamilton	P
Andrew Cumming (CC)	P	Mary McCormack	P
Tina Bulmer (CC)	P	Kenny Cairnie	P
Tracy Davidson (CC)	P		

In attendance: Karen Slattery (Foundation Scotland)

Apologies: Suzy (Foundation Scotland) and Siobhan Jarvie (SPR)

It was agreed to change the agenda so E&T Fund was discussed before the Fund review.

2. Minutes of last meeting

Approval by: Andy

Seconded by: Tracy

Completed actions from previous meeting:

- Minutes of approved meetings now available on the Foundation Scotland website.
- Education and Training options emailed to Panel and will be discussed / agreed tonight.
- Fund review documents (draft) have been circulated for input.
- SWI Completion Reports have been returned.
- Leaflets sent to every house in Cairnryan and posted on relevant website and FB pages.

Action (a) to be carried forward:

- Fund Statement to show grants that have been paid for by SPR. Karen is currently looking into best way to do this on our system. This action will be rolled over to next meeting.

3. Education and Training Fund

- Draft fund documents were discussed, decisions made, and next steps agreed.

Decisions: An options appraisal was sent to the Panel in June 2021. Responses were received from the Panel in July 2021. Based on these responses it was decided by a clear majority that: Cairnryan Education and Training Fund will cover the Cairnryan Community Council area and will be equally open to all applicants. The grant will be offered at a variable rate (depending on the course costs), with a multi-year option, and will tie into the Funds normal application rounds.

During this meeting two option that did not have a clear majority were discussed and agreed:

- Individuals and local businesses could apply to the E&T Fund **but** only residents of Cairnryan can receive funding.

- As this is a new Fund and it is anyway tied to rounds, E&T assessments would be circulated to the Panel for approval. This process can be reviewed after 12 months, as part of a wider review of the E&T Fund, with changes made as / where required.

It was suggested and agreed by the panel that £5,000 would be ringfenced each year to be spent on Education and Training grants. This can be reviewed after 12 months.

Action (a): Finalise Education and Training Fund documents and circulate to the Panel.

Action (b): Set up and promote the Education and Training Fund.

4. Fund Review

- Fund Review draft documents were discussed. No amendments or additions were made. It was agreed that no decision could be made on the Endowment until new members of the Community Council were in place and there was clarity that CC would remain established.

Action (a): Fund review documents are to be finalised and circulated to Community Council.

Action (b): Endowment presentation to be given to CC once it is clear it will be established.

- Terms of Reference updates were accepted with no changes.

Action (c): ToR documents are to be finalised and circulated to Panel.

- Declaration of Interest is up to date for all panel members, with one addition, that Mary is also on the committee of the Cairnryan Old Peoples Welfare group.

Action (d): Update Declaration of Interest for Mary.

5. AOB – Community Action Plan

In order to move the CAP forward it was agreed that the grant was withdrawn from the Community Council and the Panel, with support from Foundation Scotland, would put the CAP out to tender. £8,000 would be held in ringfenced funds to pay the successful organisation to lead the CAP. The Panel would take the lead on this process.

6. Date and venue of next meeting

- Next meeting Wed 9th February 2022
- Next application deadline 13th December 2021

Summary of actions:

Item	Action	Date	Who
2a	Cairnryan Fund Statement to show which grants have been paid by SPR.	By next meeting	Karen
3a	Finalise the Education and Training Fund documents and circulate to the Panel.	ASAP	Karen
3b	Education and Training Fund to be set up and promoted.	ASAP	Karen
4a	Fund review documents to be finalised and circulated to CC.	ASAP	Karen
4b	Endowment presentation to be given to CC	Next year	FS
4c	Updated ToR to be circulated to Panel.	ASAP	Karen
4d	Update Declaration of Interest Update Register of Interest once Mary has updated DoI	ASAP	Mary Karen
5a	Withdraw CAP grant from CC, finalise, and put out to tender	ASAP	Karen