

**Ballantrae Community Fund  
Panel Meeting  
Monday 9<sup>th</sup> May 2022, 7.00 pm  
Ballantrae Village Hall, Ballantrae**

**MINUTES**

**Panel Members Present:**

Mhairi McKenna (Chair)	Paula Sandforth-Marsh
Gwen Campbell	Stuart Green
Jessie Brown	Leonard MacKinnon
Andy McAlpine	Carole Wallace

**In Attendance:**

Clare Graham	Foundation Scotland (FS)
Siobhan Jarvis	Scottish Power Renewables (SPR)

**Apologies:**

Fiona Roper	Fiona Stevenson
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**1. Welcome and apologies**

The Chair welcomed everyone to the meeting. Carole and Andy were introduced to the Panel and FS confirmed that a Panel induction session had been completed. Both Panel members completed the Code of Conduct form and Declaration of Interest form.

**2. Panel Updates**

Minutes of last meeting

Approval - The minutes of the Panel meeting held on Monday 8<sup>th</sup> November 2021 were approved. Proposed by Jessie Brown, seconded by Paula Sandforth-Marsh.

Matters arising not on agenda – None.

Outstanding Actions – All actions in hand or completed, with the exception of "FS to investigate the costs of a banner and advise the Panel", which was outstanding. FS confirmed this would be completed in the coming weeks.

Policy Update - None.

Foundation Scotland Update – The Panel were advised that Foundation Scotland are introducing a new Customer Relationship Management System (CRM). The Panel were advised that the system will help to streamline processes for both applicants and Panel members and that further information would follow in due course. FS confirmed relevant training would be provided.

### 3. Fund Updates

Fund statement. A Ballantrae Fund statement was presented, showing funds available on 31<sup>st</sup> March 2022 as £72,491.44.

FS noted there was currently £49,566.06 of grants which had been awarded by the Panel but not drawn down by the applicants.

Included in this figure, are two grants of £10,000 which had been awarded to BRICC, £10,000 in February 2018 and £10,000 in November 2019. It was noted that grant conditions usually stipulate grants are paid within 12 months of award, however, due to the purpose of the grants, to contribute to the capital costs for a new residential facility, this time scale had been extended. The Panel members agreed that an in-depth progress report should be requested from BRICC, which includes an update on timescales and the progress that is being made on the project. It was noted that the Ballantrae Fund Panel are supportive of the project, however, grant awards cannot be indefinite and definitive timescales of draw down of the grant awards need to be in place.

**ACTION:** FS to contact BRICC to request an update on the new build residential care home.

Mhairi advised that it appeared that the Ballantrae Community Council had received the annual donation from SPR. It was reported that the Ballantrae Community Council were currently amending the authorised signatories on their bank account and that once completed a cheque would be sent to Foundation Scotland.

**ACTION:** Ballantrae Community Council to arrange payment of annual contribution to Foundation Scotland.

### 4. Grant Applications

There were two applications to be considered.

<b>Applicant</b>	<b>Purpose</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Ballantrae Trust	To purchase a slide and grass mats which will support the re-generation of the Ballantrae Playpark.	£8,094.40	£9,431.04
<b>Declaration of Interest:</b> Mhairi McKenna and Jessie Brown declared a Conflict of Interest and left the room. <b>Feedback to the applicant:</b> The Ballantrae Community Fund Panel are pleased to approve a higher grant award than the amount requested in the application, due to the mis-calculation with the original budget. The Panel has requested a copy of the SAC Bond Agreement, as it was noted at the Panel meeting that there is clause in other local authority agreements that enable pieces of equipment to be removed from the Playpark if the local authority state it is not			

cost effective for the local authority to continue to maintain a piece of equipment. If this is the case with the SAC Bond, the Panel has requested that the Ballantrae Trust seek to obtain in writing that pieces of equipment which are funded via the Ballantrae Community Fund are not removed without the prior consent of the Ballantrae Trust and that all effort is made to repair the piece of equipment and not to remove it.

**Conditions**

**Pre-payment**

That confirmation is submitted that the piece of equipment will be covered under the SAC Bond for maintenance of the playground equipment.

That two additional quotes are submitted for the slide.

**Post-payment**

That a copy of the SAC Bond Agreement is submitted to Foundation Scotland.

Ballantrae Trust	To contribute to the costs of the Ballantrae Festival of Food & Drink 2022	£9,157.00	TBC
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**Declaration of Interest:** Mhairi McKenna, Jessie Brown, Leonard MacKinnon, Stuart Green and Paula Sandforth-Marsh declared a Conflict of Interest and left the room.

The quorate number for decision making on applications to the Ballantrae Fund is five, with five declarations of interest, only three Panel members remained in the room. FS advised that a decision could not be made on the application at the meeting due to the quorate figure not been achieved. It was agreed that the three Panel members in the room would discuss the application and come to a decision and that following the Panel meeting, FS would contact the two Panel members who were not in attendance requesting their decision. Once all responses had been received FS would advise the Panel and applicant of the outcome.

**ACTION:** FS to ensure that the decision making on this application is progressed and that the Panel and applicant are advised of the outcome.

**5. Village Development Plan**

This item was carried forward from previous Panel meetings and it was noted that the Village Development Plan was still to be completed. There was a general discussion on the benefits of a Village Development Plan and it was noted that funding could be applied for to cover the cost of the Plan. Paula requested information on the Local Energy Scotland CARES funding and FS agreed to forward details.

**ACTION:** FS to include as an agenda item at the next Panel meeting.

**ACTION:** FS to forward information on the Local Energy Scotland funds to Paula.

**6. Panel Recruitment**

It was noted that there was currently 10 Panel members, with a maximum number of 12 permitted. A member of the community had expressed an interest in becoming a Panel member but FS had been unable to make contact with the individual. Panel members agreed to contact FS with details of any new Panel members and that this item would continue to remain as an agenda item.

**ACTION:** To continue to include Panel Recruitment as an agenda item.

**7. Endowment Funds**

This item was carried forward from previous Panel meetings. Mhairi advised that currently the Ballantrae Community Council had not shown an interest in establishing an Endowment Fund, however, it was agreed that she would raise the matter again and report back at the next Panel meeting.

**ACTION:** Mhairi McKenna to raise the matter of establishment of an Endowment Fund at the next Community Council meeting and report back at the next Panel meeting.

**8. SPR Reporting**

FS advised that the SPR annual report had recently been submitted and that the SPR audit on applications which had been submitted to the Ballantrae Fund had now been completed.

**9. Any other Business**

Grant Award Size

After discussion, it was agreed that the grant award levels would be revised as follows:

Standard Grant - £500 - £15,000

Large Grant - £15,000 - £25,000. This would be a two stage process, with an initial enquiry form (Stage 1) to be submitted. The Panel will review the enquiry and agree as to whether to invite a full application to future funding rounds.

A discussion took place as to whether multi year awards should be permitted but it was agreed that this would be included as an agenda item at the next Panel meeting.

**ACTION:** FS to include multi-year awards as an agenda item at the next Panel meeting.

**ACTION:** FS to update the Ballantrae Fund page and application documentation to reflect the changes to the grant award size.

There was no other business and the meeting closed.

**Details of next meeting: 14<sup>th</sup> November 2022, 7.00 pm**  
**Venue: Ballantrae Community Centre, Ballantrae**

## Summary of Actions:

Action	By whom	By when
FS to contact BRICC to request an update on the new build residential care home.	FS	ASAP
Ballantrae Community Council to arrange payment of annual contribution to Foundation Scotland.	Ballantrae Community Council	ASAP
FS to ensure that the decision making on the grant application from the Ballantrae Trust to support the cost of the Ballantrae Festival of Food and Drink is progressed and that the Panel and applicant are advised of the outcome.	FS	ASAP
FS to include Village Development Plan on next Panel meeting agenda.	FS	14.11.2022
FS to forward information on the Local Energy Scotland funds to Paula.	FS	ASAP
FS to continue to include Panel Recruitment as an agenda item.	FS	14.11.2022
Mhairi McKenna to raise the matter of establishment of an Endowment Fund at the next Community Council meeting and report back at the next Panel meeting.	Mhairi	14.11.2022
FS to include multi-year awards as an agenda item at the next Panel meeting.	FS	14.11.2022
FS to update the Ballantrae Fund page and application documentation to reflect the changes to the grant award size.	FS	ASAP
FS to investigate the costs of a banner and advise the Panel.	FS	ASAP