

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

Tuesday 21st June 2022
7.00 pm
Carrick Buildings, Girvan

Panel members present:

Ann McGinnis	Ken Johnstone
Jane Willis	Karen McCartney
Colin Davidson	Rhona Walker (Chair)
Sconaid Clark	Stephen Galloway

Apologies:

Jane Jardine	David Girvan
John McCreath	Wilma Dunlop

In attendance:

Clare Graham	Foundation Scotland
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1. Welcome and apologies

It was agreed that Clare (FS) would chair the meeting and everyone was welcomed. Apologies were noted. FS confirmed that a Panel Induction session had been completed by Zoom for Stephen and a Panel Induction session had been completed by Sconaid prior to the meeting.

2. Panel Updates

Minutes of last meeting

The minutes of the previous Panel meeting held on 16th November 2021 had been approved at the Community Council meeting in December 2021.

There was no outstanding matters.

As is usual practise FS will forward the draft minutes of the Panel meeting for approval at the next Girvan and District Community Council meeting.

ACTION: FS to forward draft Panel minutes to the Community Council for approval at the next Girvan and District Community Council meeting.

Policy Update

None.

Foundation Scotland Updates

FS advised a new Customer Relationship Management System was being introduced to FS and this would help support applicants as well as Panel members. More detail would follow in the coming months. No action currently required.

3. Fund Statement

A Fund Statement dated to 30th April 2022 had been distributed prior to the meeting, showing a closing balance of £12,620.57. FS advised that the annual donation had been received by Falck on 30th May 2022, with the fund balance now showing as £45,156.32. FS agreed to circulate the uptodate Fund Statement

ACTION: FS to circulate Falck Assel Valley Girvan Fund statement for the period ending May 2022.

There was no questions relating to the fund statement.

4. Grant Applications

Seven applications had been received and assessed.

Applicant	Purpose of Request	Amount Requested	Amount Awarded
Girvan and District Attractions SCIO	To contribute to the costs of the Carrick Community Fireworks Display 2022 as a free event open to all.	£5,000.00	£5,000.00
<p>Declaration of Interest: Jane Willis and Sconaid Clark declared a conflict of interest and left the room.</p> <p>Feedback The Assel Valley Girvan Fund Panel has approved a full award, however there is a concern that Girvan and District Attractions SCIO are becoming wholly reliant on the Assel Valley Girvan Fund to support this event. It would encourage the committee, to look at other funding sources and would also advise that any future grant applications will only be considered at a lower amount.</p> <p>Conditions:</p> <p>Pre-payment That appropriate risks assessments are undertaken and approved by the relevant bodies. That evidence of public liability insurance is provided. That a final budget is submitted and confirmation is received that match funding has been secured to proceed with the event. That three costs are submitted for the cost of the fireworks. That promotion of the event states funding has been provided by the Falck Assel Valley Girvan Fund.</p> <p>Post-payment That future accounts include a written statement noting that they have been independently inspected and are consistent with the organisation's financial records.</p>			

Girvan and District Men's Shed	To purchase two sheds and accessories, which will increase the capacity of the Men's Shed.	£2,317.38	£2,355.37
<p>Declaration of Interest: Ken Johnstone declared a conflict of interest and left the room.</p> <p>Feedback A grant has been approved at a slightly higher value than the grant requested, due to the miscalculation in the budget.</p> <p>Condition: Post Payment That as per the grant award terms and conditions, the accounts of GDMS recognise that a grant has been awarded by the Falck Assel Valley Girvan Fund.</p>			
Girvan Christmas Street Party	To contribute to the cost of the Girvan Christmas Street Party 2022 celebration.	£5,000.00	£5,000.00
<p>Declaration of Interest: Colin Davidson declared a conflict of interest and left the room.</p> <p>Feedback: The Assel Valley Girvan Fund Panel has approved a full award, however there is a concern that Girvan Christmas Street Party are becoming wholly reliant on the Assel Valley Girvan Fund to support this event. It would encourage the committee to look at other funding sources and would also advise that any future grant applications will only be considered at a lower amount.</p> <p>Conditions: Pre-payment That confirmation the event will proceed is submitted. That a risk assessment report for the event is submitted. That evidence of public liability insurance being in place is provided. Those quotes are submitted to FS for all items over £300 (Children/teenager funfair rides, Insurance, Entertainers, Gifts from Santa and GAB Audio). That promotion of the event states funding has been provided by the Falck Assel Valley Girvan Fund.</p> <p>Post-payment That future accounts include a written statement noting that they have been independently inspected and are consistent with the organisation's financial records.</p>			
Girvan Football Club	To purchase a new environmentally friendly ride-on lawn mower/tractor to improve the grass playing and training surfaces and reduce environmental impact.	£5,000.00	£5,000.00
<p>Declaration of Interest: Stephen Galloway declared a conflict of interest and left the room.</p> <p>Condition: Pre-payment</p>			

That evidence funding has been secured to complete the purchase is submitted to Foundation Scotland.

Girvan Pop Up Events	To fund a Christmas event at the Community Garden in 2022.	£1,000.00	£1,000.00
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Declaration of Interest: Ann McGinnis and Karen McCartney declared a conflict of interest and left the room.

Conditions:

Post Payment

That the group either recruit two further committee members in line with the constitution or amend its constitution to allow for a minimum of three committee members. Also, that the group introduces a quorum in relation to committee meetings, of minimum three unrelated members.

That the group amend its safeguarding policy such that those reporting abuse or suspected abuse to the group provide this in writing (covering what, who, where, when), and that the response procedures include for contact with the Police and other relevant authorities should an allegation of serious abuse be received.

That accounts are provided for the groups' first year of operation, independently inspected and signed as such.

Girvan Traditional Folk Festival	To contribute to the costs of the Girvan Traditional Folk Festival 2023.	£5,000.00	£3,000.00
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Feedback:

The Assel Valley Girvan Fund Panel is pleased to offer a grant award of £3,000 to support the costs of marketing, artists fees, technical support, venue hire, rural transport and the Carrick Light Festival. The Panel has not approved the grant request for the artists accommodation cost of £2,000 and more information has been requested on this element of the project cost.

There is an additional funding round for the Falck Assel Valley Girvan Fund in 2022, with the closing date being 9th September 2022 and a decision being advised mid-November and the applicant is invited to submit a grant application to this funding round. Please note invitation to submit an application does not indicate a commitment to provide funding, simply that the Panel would consider another application. The Panel wish to understand if the accommodation is based in the local area, how many artists are catered for, how funds are allocated to each artist and the average cost of accommodation.

Conditions:

Pre-payment

That confirmation match funding has been secured is submitted to Foundation Scotland.

That a final budget is submitted to Foundation Scotland.

That one quote is submitted for items costing between £300 and £3,000.

That completion report for grant reference A522896 is submitted.			
Nursery Court Day Service User Group	To fund garden furniture and a variety of equipment to establish a community garden and install a wall mural.	£2,900.00	£2,900.00
<p>Condition:</p> <p>Pre-payment That at least one reference to a catalogue or website is provided to Foundation Scotland for items over £300.</p> <p>Post-payment That the applicant increases the number of bank signatories to three, as per the group's constitution. That the mural contains recognition that it has been funded by Falck Assel Valley Girvan.</p>			

Completion Reports

Six completion reports had been circulated prior to the meeting:

- Girvan Football Club
- Girvan Men's Shed
- Girvan Town Team
- Girvan and District Attractions SCIO
- Opportunities in Retirement Girvan
- South Carrick Club Diamonds

There was no questions on the completion reports.

A thank you note from Ayrshire Cancer Support was also circulated.

5. Terms of Reference

A revised Terms of Reference had been approved at the Community Council meeting of December 2021. No further action required.

6. Declaration of Interest

FS advised that a Declaration of Interest Form should be updated 12 months and that a new form should be completed by each Panel member.

ACTION: FS to distribute the Code of Conduct form, with Panel members to complete and return to FS.

7. Any other Business

Funding Round

It was agreed that an additional funding round would take place in 2022. The Panel meeting date was agreed as 15th November 2022 and FS agreed to advise the Panel of the application deadline.

ACTION: FS to advise the Panel of the application closing date for the additional funding round later in 2022.

New Applicants

It was noted that many of the applications were received from repeat applicants and the Panel agreed that in the additional funding round in 2022, first time applicants would be given priority.

Ken agreed that at the Panel meeting of November 2022, a list of groups that had applied to the Community Council for a small grant would be passed to FS, who would contact the groups to see if they would be interested in applying to the Falck Assel Valley Girvan main fund.

ACTION: KJ to pass details of groups who had submitted small grant applications to the Girvan and District Community Council and once received, FS to contact said groups to discuss if it would be beneficial to apply to the main Falck Assel Valley Girvan Fund.

8. Date and Venue of next meeting

Date – 15th November 2022
Venue – Carrick Buildings, Girvan

ACTIONS

Who	What	By when
FS	FS to forward draft Panel minutes to the Community Council for approval at the next Girvan and District Community Council meeting.	Ongoing
FS	FS to circulate Falck Assel Valley Girvan Fund statement for the period ending May 2022.	ASAP
FS	FS to distribute the Code of Conduct form, with Panel members to complete and return to FS.	ASAP
FS	FS to advise the Panel of the application closing date for the additional funding round later in 2022.	ASAP
FS	Ensure Panel members are reminded of meetings.	Ongoing
FS	To promote the second funding round of the Assel Valley Girvan Fund.	August 2022
KJ	KJ to pass details of groups who had submitted small grant applications to the Girvan and District Community Council and once received, FS to contact said groups to discuss if it would be beneficial to apply to the main Falck Assel Valley Girvan Fund.	November 2022