

Cairnryan Community Fund Advisory Panel Meeting

27th October 2022, 7.00pm

Village Hall, Cairnryan

MINUTES DRAFT

1. Welcome and apologies

Present: Nick Scott, Jamie Dalrymple-Hamilton, Tracy Davidson, Kenny Cairnie, Tina Bulmer, Mary McCormack

In attendance: Suzy Mercer (Foundation Scotland) and Siobhan Jarvie (ScottishPower Renewables, until 8.30pm)

Apologies from Hansa Gajjar, Chloe Cairnie and Ben Wallace.

The meeting was effectively a continuation of the meeting of the 10th October with items from the previous Agenda carried over. The primary purpose of the meeting however was to sign off the design draft of the Community Action Plan as this was time bound because of the planned community event.

2. Updated Panel Terms of Reference, Code of Conduct and Third Party Anti Bullying and Harassment Policy

It was noted that Foundation Scotland had been updating some of its Panel policies and procedures and had circulated these documents by email. Panel members present signed their Codes of Conduct and returned them.

ACTION: Foundation Scotland to collect signed Codes of Conduct from those not present.

3. Draft Cairnryan Community Action Plan

The design draft was discussed by the Panel and final points of feedback noted for Creetown Initiative by Foundation Scotland.

ACTION: Foundation Scotland to collate and send final feedback to Creetown Initiative to make revisions and send the Plan to print

4. Draft Community Fund Newsletter

Some minor revisions and amendments were suggested, including ensuring Celia Coyle was included in thanks, that the correct SPR logo was used and the Household Energy Grants scheme was agreed to be renamed the Community Energy Grants scheme to be consistent with other SPR supported similar schemes. The CAP information would be enhanced to take away the need for a separate executive summary and there would also be a tear out page for the Energy Grant application form.

ACTION: Mary McCormack to send Foundation Scotland some Cairnryan in Bloom images and Foundation Scotland to finalise the newsletter and send to print.

5. Community Fund Event

This was proposed as taking place on the 3rd December with catering to be supplied, along with vegan options with the main aim of promoting the Fund energy grants scheme and the publication of the Community Action Plan.

ACTION: Foundation Scotland to continue to prepare community Fund event

6. Future Fund Panel Dates

As part of the newsletter discussion it was noted that it would be useful to return the Panel meeting frequency to four times per year to maintain the current momentum.

ACTION: Foundation Scotland to finalise Panel dates for 2023 and circulate

7. Small Grants

It was noted that Small Grants were mentioned in the newsletter and it would be helpful to have a refresher on Small Grants process so everyone was clear on how this operates. Also known as 'microgrants' these are sums of under £500 which are administered by the Community Council.

8. Windfarm developments

There was a brief discussion of pipeline developments which included EDF's Mid Maule, High Mark, Labrax which was consented but still to be constructed and Strannoch Wind Farm.

9. Fund Statements

Foundation Scotland talked the Panel through the new format of the Fund statements, which were the SPR sub fund, the Greencoat sub fund and the Education and Training sub fund. It was noted that there were available fund balances of £125,557.87 in the SPR fund, £11,470.49 in the Greencoat sub fund and £2,065.00 in the Education and Training sub fund.

10. Approval of Minutes

It was noted that time had run short again for approval of minutes and these could be circulated by email.

11. Any other business

There was no other competent business.

12. Date and venue of the next meeting

To be circulated by email.

ACTION LOG

Item	Action	Date	Who
2	Foundation Scotland to collect signed Codes of Conduct from those not present.	ASAP	Foundation Scotland
3	Foundation Scotland to collate and send final feedback to Creetown Initiative	ASAP	Foundation Scotland
3	Creetown Initiative to make revisions and send the Plan to print	ASAP	Creetown Initiative
4	Mary McCormack to send Foundation Scotland some Cairnryan in Bloom images for newsletter	ASAP	Mary McCormack
4	Foundation Scotland to finalise newsletter and send to print once Community Action plan content signed off	Mid November	Foundation Scotland
5	Foundation Scotland to prepare community Fund event	Early December	Foundation Scotland
6	Foundation Scotland to circulate dates for next year's Panel meetings	ASAP	Foundation Scotland
10.	Minutes to be approved by email	ASAP	Foundation Scotland