

Cairnryan Community Fund Advisory Panel Meeting

19th January 2023, 7.00pm

Village Hall, Cairnryan & By Zoom

MINUTES DRAFT

1. Welcome and apologies

Present: Debbie Gallon, Margaret Hope, Nick Scott, Hansa Gajjar, Tracy Davidson, Kenny Cairnie, Tina Bulmer, Mary McCormack in person; Jamie Dalrymple-Hamilton and Ben Wallace by Zoom

In attendance: Suzy Mercer (Foundation Scotland)

Apologies from Siobhan Jarvie (ScottishPower Renewables) and Chloe Cairnie.

Ben, Debbie and Margaret were welcomed to their first Panel meeting having just completed their induction. It was noted that Jamie and Ben were joining remotely via a hotspot organised by Nick Scott/the Cairnryan Group. This was welcomed.

Chairing the Panel meetings was discussed and it was agreed that the Panel would continue to rotate the chair between the Panel members. Debbie Gallon agreed to chair this meeting and Andy Cumming agreed to chair the next one.

2. Declarations of Interest

It was noted that Nick Scott had a conflict of interest with the later grant application and would leave the room at that point. Nick asked if could say a few words in relation to the application and it was agreed that this would be dealt with at that point on the agenda.

3. Panel Updates

The minute of the June and two October meetings were approved, all actions were complete. Matters arising not on the Agenda: Foundation Scotland apologised for leaving the remaining hard copies of the Community Action Plan. It was agreed that an Executive Summary was still required.

ACTION: Foundation Scotland to bring the CAPs to the next meeting and organise the executive summary.

4. Financial Report

The Fund Statements for the SPR, Greencoat and Education and Training Sub Funds were received.

It was noted that the SPR available balance was £113,827.87, the Greencoat available balance was £11,470.49 and the Education and Training Sub Fund was £2,065.00.

5. Terms of Reference, Codes of Conduct and Conflicts of Interest

These papers had been circulated by email previously and Panel members had been asked to sign and return their Codes of Conduct.

There was discussed of the updated Terms of Reference and in particular three points, who the Community Council nominated representatives are, quoracy and the term served.

It was noted that there had previously been a number of serving Community Councillors on the Panel and that this had kept the Panel steady while volunteers were thin on the ground but it could now also create an issue with quorum. It was noted that previously nominees would have been Andy Cumming and Ross Hay, former Secretary. It was noted that Andy Cumming and Tracy Davidson would be the Community Council representatives but it was noted that Tracy may step back from the Community Council in due course.

Quorum remains 50% + 1. The Panel is now at full capacity, with 12 members which may help relieve pressure on quorum which has been an issue in the past. Currently quoracy is set at 7¹; there have also been some changes as to which groups Panel members are involved in with the creation of the Cairnryan Hall, Welfare and Facilities Group. It was noted that with a community as small as Cairnryan, that the likelihood of conflicts of interest at Panel meeting arising were always going to be present and although it was helpful to try and recruit Panel members who are not involved in other groups this is not always practically possible. The Conflict of Interests policy highlighted when Panel members would have to step out of a decision and SPR's due diligence requirements also require Panel members with a conflict of interest not to be in the room when decisions about funding are taken. Family relationships to grant applicants are regarded as a conflict of interest, as is being on the Committee or Board of a group; but membership of a body is not regarded as a COI.

It was noted that the Terms of Reference (ToR) now set the maximum term served as three years. Some Panel members had already been on for a number of years but the original ToR

¹ Note to Panel members. In reviewing this minute, quorum is felt to be high in comparison to other Panels. I will add this to Matters Arising for April meeting.

did not cap the number of years served. Therefore, pragmatically it was agreed that all Panel Members as at the January date would be considered to be at the start of a three year term.

6. Funding Requests

a) Bursary Application

Bursary application FR0067854 was considered and the Panel agreed a full award at the recommended amount of £990 and with the conditions recommended.

There was some discussion of how the E&T Fund can be used including driving lessons. Kenny Cairnie reminded FS and the Panel that when the E&T Fund was set up, it was agreed that how it was running should be reviewed after a year or so. It was agreed to look at this at the next Panel meeting.

It was also agreed that Foundation Scotland could present E&T applications to the Panel by email rather than waiting to the next Panel meeting and this would speed the process up for applicants.

ACTION: Foundation Scotland to put review of the E&T Fund on the next meeting Agenda.

b) Cairnryan Hall, Welfare and Facilities Group

Grant application FR67968 was considered. Nick Scott declared an interest as Chair of the applying body. There was a brief preliminary discussion with Nick providing an update on the Group's progress to date. Foundation Scotland clarified process was that the detail of an assessment and recommendations would not take place with the applicant in the room. Nick left the room.

The Panel agreed the award at the recommended amount of £10,000 and requested that some conditions were added to those recommended, including asking the applicant to provide a copy of a Privacy Notice and to clarify the position in relation to advice taken on certification related to Food Hygiene and whether the group needed to address the matter of PVGs. The feedback was agreed as recommended.

Nick Scott returned to the room.

ACTION: Foundation Scotland to process the award within five working days.

7. Small Grants Process

Foundation Scotland noted that the guidance for small grants of up to £500 or 'micro grants' had been updated, but that this was a Community Council administered process rather than a Panel process. It was agreed that this guidance should be sent directly to the Community

Council in the first instance and a Foundation Scotland could provide a refresher if that was helpful.

ACTION: Foundation Scotland to send the guidance over to the Community Council

8. Any other business

There was no other competent business.

9. Date and venue of the next meeting

Wednesday April 26th in the Village Hall.

ACTION LOG

Item	Action	Date	Who
			Foundation Scotland
			Foundation Scotland
			Foundation Scotland
			Foundation Scotland