

## **Cairnryan Community Fund Advisory Panel Meeting**

**26<sup>th</sup> April 2023, 7.00pm**

**Village Hall, Cairnryan & By Zoom**

### **MINUTES DRAFT**

#### **1. Welcome and apologies**

Present: Debbie Gallon, Nick Scott, Hansa Gajjar, Tracy Davidson, Kenny Cairnie, Chloe Cairnie, Mary McCormack in person and Jamie Dalrymple-Hamilton by Zoom.

In attendance: Suzy Mercer (Foundation Scotland)

Apologies from Siobhan Jarvie (ScottishPower Renewables), Andy Cumming, Margaret Hope, Tina Bulmer. Not present: Ben Wallace.

Kenny Cairnie agreed to chair the meeting.

#### **2. Declarations of Interest**

It was noted that Nick Scott and Hansa Gajjar had a conflict of interest with the later grant application and would leave the room at that point.

#### **3. Panel Updates**

The minute of the January meeting was approved with an amendment to include Hansa as being out of the room for the Group funding application. It was requested that the minute be adjusted to add the conditions of award. Andy Cumming should also be on the attendance list.

Matters arising: It was noted that Foundation Scotland had brought the hard copy CAPs and organised the executive summary.

Matters arising: It was noted that the quorum remains 50% + 1 in the written Terms of Reference. It was agreed the Terms of Reference should be updated to simply be 5.

**ACTION:** Foundation Scotland to update the Terms of Reference.

It was noted that the Panel was a full capacity and the Community Council had new members which is a great development.

Small Grants process – it was agreed that refresher training for the Community Council would be helpful but the election has to happen first. Community Council signatories also need to be updated. Jane Bryson will be in touch with Community Council updates.

**ACTION:** Foundation Scotland and Community Council to liaise.

It was reported that the Community Council needs a release of microgrants money to top up the balance – Jane Bryson will send an email and Foundation Scotland will check what the usual sum released is.

#### **4. Fund Updates**

**Fund Statements:** Fund statements for the SPR, Greencoat and Education and Training Sub Funds were received.

It was noted that the SPR available balance was £95,178.64, the Greencoat available balance was £11,387.45 and the Education and Training Sub Fund was £200.

**Annual Report:** It was noted that the Annual Report had been provided to SPR subject to confirmation of approval from Cairnryan Community Council. Tracy Davidson will nudge Jane Bryson to confirm this.

**Review of the Education & Training sub fund and the Energy Grants:** The paper previously circulated was discussed and the Panel approved the adjustment to the driving eligibility to include both types of test.

The thresholds were raised to £2,000 in year one and for one year grants; for years 2 and 3 £1,500 and £1,000 to be implemented, with a review in one year.

It was agreed to top the fund up with a transfer of £10,000 from SPR's fund. It was noted that the attribution for E&T bursaries should be checked and acknowledge SPR.

Energy Grants – the Panel agreed in principle that they might want to run again but would review later in the year.

**ACTION:** Foundation Scotland to amend Education and Training bursary guidance.

#### **5. Funding Requests**

##### **Cairnryan Hall, Welfare and Facilities Group**

Request for an award to install a defibrillator:

Grant application FR-0070825 from Cairnryan Hall, Welfare & Facilities Group was considered, which had the offer statement: *To fund the purchase and installation of a single community defibrillator to increase community and visitor safety in the Cairnryan Community Council area.*

Nick Scott and Hansa Gajjar declared an interest and left the room.

The Panel agreed an award of up to £2,000.00 to include a cost for installation if required, with the following conditions:

- That written permission is received from Dumfries and Galloway Council, as the owner of the building, for the installation of the defibrillator at Cairnryan Village Hall, and a copy of this is submitted to Foundation Scotland.
- If the Cairnryan Group requires the balance of the award (£214.40) towards the cost of installing the defibrillator, then please upload an invoice showing the cost of installation by a Dumfries & Galloway Council approved contractor and this will release the balance of the award.

The Panel discussed Emergency First Aid Training which it was felt would have some value and might be something that the Community Council takes up.

The Panel was keen to ensure the support of the Fund for the project was acknowledged on social media.

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

## **6. Draft Newsletter**

Nick Scott and Hansa Gajjar returned to the room.

The content for the draft Fund Newsletter was discussed. It was agreed to add an item on the Coronation event and on Cairnryan in Bloom.

On the Community Action Plan there was some discussion of next steps. It was noted that the Community Council was in discussion meeting with the A77 Action Group at its next meeting. It was agreed to reframe the CAP section as an update, to include Cairnryan in Bloom having completed the coastal path improvements to access Wildlife Interpretation – it was noted the Community Council and Cairnryan in Bloom were working together on this.

It was agreed to use traffic lights and pick out the themes.

It was suggested that for a future edition - a Who's Who of groups might be useful, along with an E&T grant case study.

It was noted that the Community Council election should be mentioned which was also being advertised on the social media and noticeboards.

ScottishPower Renewables requested that their logo was on the front.

It was noted the quote from Andy could stand out more and some colours could be brighter.

It was agreed that although there were updates on groups, the CAP and CC elections that the fund news should lead on the front page.

**ACTION:** Reframe the CAP section and make it diagrammatic

**ACTION:** Foundation Scotland to produce newsletter as soon as possible.

## **7. AOB**

It was noted that there was a community event coming up and it would be helpful to produce the pop-up banner for the Fund in time for use at this and for all community events funded by the Fund. The agreed strapline was 'Funded by Supported by ScottishPower Renewables and Schrodgers Greencoat'. The Panel agreed that this expenditure could go ahead and Foundation Scotland would pass the final design past the Panel and ScottishPower Renewables for approval.

A question was raised about use of the SPR logo on the letterhead of the Cairnryan Hall Welfare and Facilities Group. SPR noted that they would not normally put their logo on to a group's letterhead as a standard inclusion and would expect grant funded organisations to use the logo for specific agreed purposes. Any SPR logo use needs to be permitted by the donor, for each and every use. It was noted that all grant holders received information about 'Acknowledging Your Grant' with their offer of grant and this should be referred to and that a pop-up banner could be a useful tool for the Group to promote that it was funded by the Cairnryan Community Fund.

**ACTION:** Foundation Scotland to prepare and produce a pop-up banner

## **8. Any other business**

There was no other competent business.

## **9. Date and venue of the next meeting**

Wednesday 26th July in the Village Hall.

## **ACTION LOG**

<b>Item</b>	<b>Action</b>	<b>Date</b>	<b>Who</b>
3	Foundation Scotland to update the Terms of Reference.	ASAP	Foundation Scotland
3	Foundation Scotland and Community Council to liaise on microgrants training	When suits CC	Foundation Scotland
4	Foundation Scotland to amend Education and Training bursary guidance.	ASAP	Foundation Scotland
5	Foundation Scotland to process the grant award	Within 5 working days	Foundation Scotland
6	Fund Newsletter: Reframe the CAP section and make it diagrammatic. Foundation Scotland to produce newsletter as soon as possible.	ASAP	Foundation Scotland
7	Foundation Scotland to prepare and produce a pop-up banner	ASAP	Foundation Scotland