

Cairnryan Community Fund Advisory Panel Meeting

**February 1st 2024, 7.00 pm
Village Hall, Cairnryan**

MINUTES

1. Welcome and apologies

Present: Kenny Cairnie, Chloe Cairnie, Nick Scott, Marc Houghton, Maggs Hope, Jane Bryson, Mary McCormack, Hansa Gajjar

Apologies: Jamie Dalrymple-Hamilton, Ben Wallace

In attendance: Siobhan Jarvie, ScottishPower Renewables (by Zoom), Suzy Mercer, Foundation Scotland

Kenny Cairnie agreed to chair the meeting. Introductions were made for the benefit of Siobhan, who was joining online, with two new Panel members joining as the Community Council representatives, Marc Houghton and Jane Bryson.

2. Minutes of last meeting

2.1.1 Chloe Cairnie moved to approve the minute of the April Panel meeting, seconded by Nick Scott.

2.1. Matters arising not on agenda: None

2.2. Outstanding actions: None

3. Fund Statements

The Fund Statements were presented for Greencoat North Rhins, ScottishPower Renewables Glen App which have live balances of £11,205.47 and £94,983.60 and £5,700 on education and training fund.

It was clarified that the balances were moving because the Energy Grants were continuing to be paid out. It was noted that around 60% of those people on the system from last year had already had their grants paid out. Letters were only received recently and there would be a second chase on anyone not responding. It was agreed that Foundation Scotland should cross check the known addresses with take up as well as using people on the system from last year. It was suggested that a flyer should be sent to every household or to those that haven't claimed.

ACTION: Foundation Scotland to send a flyer and contact individuals who have not yet claimed their grant.

It was noted that three Education and Training awards had been released since the Panel last met, all second awards with the first relating to an individual who completed HNC and has now moved to an HND: the second relating to an individual completing an MSc at distance (occasional study) and the third relating to individual completing a BSc away from home.

4. Grant making

a) Funding Requests

The funding request from Cairnryan Hall, Welfare and Facilities Group was considered. Nick Scott declared an interest and left the room. It was noted that Hansa Gajjar no longer had a conflict of interest as her husband was no longer a Director of the Group.

The Panel considered the application and deferred making a final decision.

They were supportive in principle of a second defibrillator installation in the north end of the village and agreed that the case for this was clear and it was a modest grant request.

However, the Panel collectively agreed that an installation involving permissions from and access to a private residence was not supportable, due to multiple concerns about the complications that could arise from that. It was noted that in other communities, public sites such as disused phone boxes, lamp posts and bus stops had been used for defibrillator installation which might be possible to explore in Cairnryan, however, it was agreed that it was beyond the scope of the role the Panel to suggest alternative options. It was agreed that the award should be deferred, and the Group asked to explore whether there were any acceptable options to site the defibrillator in a public space at the north end of the village. This approach was also supported by the donor representative.

ACTION: Foundation Scotland to contact the applicant with information about the deferral.

Nick Scott returned to the room.

b) Updates on currently funded projects

Cairnryan in Bloom: It was noted that Mary McCormack is the main applicant in relation to Cairnryan in Bloom. It was noted that Cairnryan in Bloom is at the end of a three-year award and that the group intends to apply for a further three-year award for running costs. This was noted but not further discussed.

Clarification was sought about the coastal path project and whether this was likely to be within CIB's scope. Mary clarified that this project had been passed to the Community Council and the CC would be taking this forward. Foundation Scotland noted that Paths for All also has funding available for path projects specifically which may be of interest.

Cairnryan Hall, Welfare and Facilities Group: It was noted that Panel members had requested an update on the Cairnryan Hall, Welfare and Facilities Group's interim report. Foundation Scotland noted that Nick Scott was the main applicant in relation to this project and asked the Panel how they wanted to approach discussing the interim report, given Nick was present. Nick noted he was happy to stay in the room or to leave. Foundation Scotland proposed that to avoid any discussion potentially turning into lots of impromptu questions for Nick, that the report was discussed with Nick sitting out and if there were any points of clarification needed, these could be resolved with Nick back in the room. This was agreed and Nick Scott stepped out of the room.

The Panel discussed the interim report. It was noted that there was increasing use of the Hall but that some information requested under the report headings could benefit from more detail. Foundation Scotland was asked to seek further information from the Group on specific points under each of the headings at the next interim report, so the Panel had a fuller picture of the Group's costs and hall use.

It was noted that Dumfries and Galloway Council (DGC) was putting the Group in a slightly difficult position with grant use by not invoicing for the rates or electricity costs as expected. It was agreed to clarify with Nick Scott whether or not the Group had been provided with a timeframe for this by DGC and whether they know if DGC was going to backdate these costs. It was noted that the Community Council could potentially offer support.

Nick Scott returned to the room and the electricity costs were discussed. Nick explained that there was complexity created by DGC's block arrangement for power. The electricity costs were averaged out across all village halls, and then a payment was agreed between DGC and the supplier, and that amount was charged rather than an amount based on the actual meter reading. It was noted that the management agreement may have something within it that helped clarify how DGC would charge and whether it could backdate costs Nick confirmed that the Group did not know when they might be invoiced or whether costs would be backdated. Nick felt the Group did not require the support of the Community Council or Elected Members in clarifying the situation with the bills at this time but thanked representatives for the offer.

Nick Scott stated that a staff member at DGC had reported to him that a Foundation Scotland staff or Panel member had been in touch with DGC regarding the Hall's electricity costs in relation to the use of the grant. Foundation Scotland clarified that no member of staff had been in touch with DGC on this matter nor to the best of their knowledge had any individual acting in their role as a Panel member, and that the Panel exists only when in session. There has not been any contact from the named staff member at DGC to Foundation Scotland in relation to this. It was noted that the whole community had been made aware that the Group received a grant for the running costs of the Hall so there may be some confusion about who has been in contact.

It was noted that in the meantime the Group continues to take meter readings and to ringfence the grant for these costs so that should they arise, they can be met. It was noted that it would be frustrating for the Group to get to the end of the grant period and find it did

not need to meet the electricity costs and could have been using the grant to meet other running costs, any funds allocated for awards that aren't utilised for grant purposes are returned to the fund.

ACTION: Foundation Scotland to seek clarifications for the next interim report from the Cairnryan Hall, Welfare and Facilities Group under the headers provided within the report and bring this information back to the Panel when the report is received.

5. Next Steps for the Fund

It was noted that there had been one to one conversations between Panel members and Linda West and Rachel Searle at Foundation Scotland. From this discussion (about how the fund mechanisms were working) there was a general feeling that the Panel wanted to plan forward for spend, but there were fewer concrete ideas about how this could be taken forward.

With this in mind, Foundation Scotland proposed to the Panel that the projects in the Community Action Plan were reviewed to get a sense of where progress was or wasn't being made, where there are priorities not progressing and whether the Panel could take a role in reigniting action for these projects.

It was also noted that the meeting was running short of time, so the discussion was necessarily very tightly focused.

On the installation of defibrillators, it was noted that training had also been a priority. Nick Scott stated that the Cairnryan Group would take forward first aid training open to the village to include CPR training, to complement the defibrillator installation and that they would aim to do this within three months.

ACTION: Nick Scott to update Panel on progress at the next meeting

Youth activities: It was noted that the Group had made a connection with Youth Scotland. It was noted that some other communities will provide transport for their young people to get to the nearest town with youth provision. Nick Scott observed that the feedback the Group had received was that it was good for the activities in the Hall to be in Cairnryan. It was also agreed that age monitoring would be helpful with the activities being delivered in the Hall to understand what take up there was amongst the young people.

ACTION: Foundation Scotland to liaise with the Group in inclusion of age data in grant reporting.

The Panel reviewed the Environment and Outdoor Pursuits and Facilities and Heritage actions and noted that the Community Council was taking up the coastal path project.

The Panel discussed the interpretation boards for both wildlife and heritage actions and it was noted that these were short term priorities in the Plan that could be combined. It was agreed

that the Panel was comfortable with the idea of using commissioning to take this project forward, which is a tangible project where the community can see the results of the funding. It was noted that there are potential complexities with the land ownership and siting issues so the tender should be for a full life cycle project, from consulting on the content with the community, siting and permissions, production and installation of the boards and handing over on what maintenance might be required. Foundation Scotland could help draft a tender and budget based on other similar projects and circulate to the Panel for discussion and approval, to ensure the tender aligns with members' understanding of what the community was looking for via the CAP.

It was agreed that a small and discrete project would be a good way of restarting some activity under the Plan and so as not to delay, the tender draft would be circulated by email rather than waiting until the next Panel meeting.

ACTION: Foundation Scotland to draft a tender and circulate to the Panel as soon as possible.

Finally, the Panel briefly discussed various ideas about upgrading the playpark and an outdoor gym. It was noted that both the Community Council and Group had ideas about how this could be taken forward, and so would need to ensure that they were having joint discussions about this to avoid any conflicting initiatives.

ACTION: Group and Community Council representatives to feed this back to their respective organisations to ensure dialogue on this project stays open.

6. Panel Recruitment

It was noted that there were two community representative vacancies on the Panel. Nick reported that Andy Cummings was under the impression that he had lost his place on the Panel when he stepped back as a Community Councillor and expressed the view that Andy was a loss to the Panel and could rejoin through the community route. Foundation Scotland confirmed that when Community Councillors resign from the Community Council, they do therefore automatically come off the Panel if they are Community Council representatives and that this had already been communicated to Andy, along with a note that there remained community vacancies on the Panel should he wish to rejoin.

In terms of recruiting to the Panel, it was agreed that this should be promoted on Facebook and Hansa Gajjar proposed also advertising on the energy flyer. This was agreed as an excellent idea.

ACTION: Foundation Scotland to promote the vacancies with a social media post to be shared and on the flyer.

7. Content for next Fund newsletter

It was noted that ultimately there was an aspiration for a Cairnryan newsletter rather than entities such as the Fund having individual newsletters. Clarification was sought as to whether

content had to be entirely fund related. Foundation Scotland noted that content usually linked back to the fund through one route or another but had included for example a report on the Group's activities and the Community Council elections. Foundation Scotland observed that a community wide generic newsletter would be better produced by the village given that Foundation Scotland is not resident.

It was agreed that the newsletter needs to have news and that aiming for quarterly was probably unrealistic. A draft should be produced for the next meeting, the timing of which would enable positive reporting of the energy grants scheme, micro grants, a case study from the E&T awards, the tendering of the interpretation boards and seeking views on these, an update from the Group in relation to their awards and a link to online first aid training.

ACTION: Foundation Scotland to prepare a draft for consideration at the next Panel meeting.

8. Any other business

It was noted that a standing item of matters to be reported to the Community Council should be added to the forward agenda for the Panel to keep the communication channels open and that Foundation Scotland should summarise the minute into a short report that the representatives could provide to the Community Council in the public meeting. It was noted the Panel meeting goes into the public domain but there is a significant lag of three months.

ACTION: Foundation Scotland to summarise the minute into a short report and circulate.

9. Date and venue of next meeting

Foundation Scotland to confirm by email.

Summary of actions:

Item	Action	Date	Who
3	Foundation Scotland to send a flyer and contact individuals who have not yet claimed their energy grant.	Within 2 weeks	FS
4a	Foundation Scotland to contact the applicant with outcome of grant application	Within 5 working days	FS
4b	Foundation Scotland to seek clarifications for the next interim report from the Cairnryan Hall, Welfare and Facilities Group under the headers provided within the report and bring this information back to Panel when the report is received.	Discussion with Group ASAP; report back to Panel when next report received	FS
5	Nick Scott to update Panel on progress with first aid training for the village at the next meeting	At next meeting	NS
5	Foundation Scotland to liaise with the Group in inclusion of age data in grant reporting.	ASAP	FS
5	Foundation Scotland to draft a tender for the wildlife and heritage boards and circulate to the Panel as soon as possible.	Within 3 weeks	FS
5	Group and Community Council representatives to feedback to their respective organisations regarding the outdoor gym.	On-going	CCC & CHWFG
6	Foundation Scotland to promote Panel recruitment via social media and on a flyer	Within 2 weeks	FS
7	Foundation Scotland to prepare a draft newsletter for consideration at the next meeting	For next meeting	FS
8	Foundation Scotland to summarise the minute into a short report for the Community Council and circulate	ASAP	FS
9	Foundation Scotland to confirm date of next meeting	ASAP	FS