

Gargunnoch Community Trust

Gargunnoch Windfarm Fund Panel Meeting

To be held on 30th March 2020, at 7.30pm via Zoom

MINUTES

- 1) Apologies: None
- 2) Attending: Alison Younger, Geoff Peart, Mark Evans, Chloe Bruce, Julie Cole, Charlie Fitches, Jackie Campbell, Jill Patrick, Ian Young, Fiona McCartney, Carol MacGregor-Administrator
- 3) Minutes - Approved
- 4) Panel members – Kirsty Baird and Kimberley Hay stepped down, Ian Young and Fiona McCartney were confirmed as new panel members bringing the panel member numbers to the maximum cohort number of 10.
- 5) Applications:

GWF 40-20 GASC Financial Support, £3600 – Paul Smith

GASC is a key service to the village providing after school child-care within the community. The application for financial support is to cover fixed salary costs during a period of government mandated enforced closure due to the coronavirus, so that the staff can remain employed during the interruption to the business and so that the play manager may work on crucial business development and improvement activity, as well as ensure the continuation of GASC post the closure.. Since the application was submitted, there is now the potential option for GASC to access furlough from the government and this is still to be confirmed. The panel feel that it is important to put the message across to the community that the wind farm fund is there to support and assist during the covid-19 situation.

Recommendation

Having spoken to GASC the panel understand that the playleader could be furloughed however if this is not the case or if the furlough support is short of what is required then they are welcome to come back and request assistance. Should GASC wish to proceed with application for windfarm fund support, the panel would request that a copy of the care commission report is also submitted.

The panel agreed in principle that they could provide financial assistance if the furlough option is not viable for staff. An interim Panel meeting could be arranged prior to June if this is required to be actioned.

- 6) Trust Amendments and feedback to panel recommendations from last meeting (Geoff provided).

In order to provide a quick turnaround in funding feedback for applicants, the Trust convened an extraordinary meeting of 3 Trust members (Sub-Group) to review the Panel's recommendations. There was one application which required further information and 2 applications where the Sub-Group amended the Panel's recommendation. The details of those are as follows:

GWF 33-20 Gargunnoch Curling Club, £2783 - further information required

Partial approval in principle given to cover the Club pins, Coaching, Ice Fees – Coaching, Sliders, Delivery Stabilisers and Brushes. 3 quotes were requested to be provided for this meeting however they arrived too late to be circulated to the panel members. Clarification regarding the clothing portion of the application is still required.

Recommendation

Defer final decision to give time to look at the quotes. The panel also require further clarification over what the costs attribution is regarding the clothing, and the self-purchase figure detailed in the application. Further explanation and cost breakdown required for the next meeting in June.

GWF 34-20 Gargunnoch Cricket Club, £3730 – recommendation amended

The Panel's recommendation was to approve 100% of the amount requested in the application. The Trust has agreed to fund 50% of the amount with a view to the cricket club raising the funds elsewhere as the Trust noted that no attempt had been made to obtain grants from other sources. If they cannot access additional funds, then the Trust would be open to assisting with the deficit. It was not considered practical for the Trust to take ownership of the tractor/mower as a mechanism for saving VAT given that it would be an asset that was available to only one group.

GWF 39-20 Playgroup Transition, £7500 – recommendation amended

The Panel had made the following recommendation:

1. Agree to £3000 for phase 1a subject to a fixed price agreement with the business consultant so that there was no risk of overspend in delivering outputs. A copy of the contract with the business consultant would be required to be submitted to the panel.
2. Note that there was interest from the Panel in agreeing the £1000 for phase 1b but request that further information on this be supplied at the next meeting on the 30th March.
3. Prior to the release of any funds that an agreement is in place from the Cambusbarron Village Nursery board that they are aware of the project and are happy to support phase one in principle.

While very supportive of the concept of putting the playgroup on a more sustainable long-term basis, the Trust shared the concerns of the Panel that the process of moving to the new status and the financial details associated with that move were not clear. Prior to the release of any funds the Trust would need to be satisfied that:

- The Board of Cambusbarron Community Nursery agree in principle to the proposed merger.
- There is a note of an initial meeting with the Care Commission indicating that they are prepared to consider the proposed joint arrangements.
- There is a brief setting out in detail the work required to take the proposal forward, including the clear identification of deliverables.
- There are 3 quotes for the work set out in the brief.

Trust agreed that the value of the consultancy fee was not clear and that the care commission aspect position had not been clarified. Clear identification for the deliverables is required.

In light of the above amendments there was considerable discussion about the role and remit of the Trust in dealing with the Panel's recommendations and how and when they could legitimately alter these. It was noted that the overarching MOU at 2.4 says "decision on fund distribution will be the responsibility of an independent Panel... The Panel will be serviced by the Trust and report to the Trust Board which is required to review award recommendations to confirm they fall within the permitted purposes, policies, procedure and guidelines for the Fund and legal and fiscal requirements". Concern was expressed that the amendments made by the Trust had gone beyond that remit.

Action The Panel have made a formal request of the Trust that if Panel decisions are amended then the Panel would wish to receive an extract of the formal Trust minute (or sub group minute) in an appropriate time frame with the reasons given so that we can ensure discipline between both the Panel and Trust in our approach to governance of funds.

Panel minutes should also consistently reflect the reason given by the Panel as to why the Panel came to a decision to assist the Trust in understanding their decision-making process. Consistency and clarity are vital moving forward to justify the funding items. The Panel also agreed to seek clarification regarding the Trust MOU in terms of the minimum quorate required to approve Panel recommendations.

7) Review of Terms of Reference and Funding Guidelines

Papers attached for this item:

- Review report
- Windfarm Panel Terms of Reference
- Windfarm Fund Guidelines
- Foundation Scotland MOU
- Awards by project type

Windfarm Panel Terms of Reference – Review and amendments

The panel discussed the document and the following inclusions and amendments were agreed:

- **3 Distribution of Funds** The 4% administration charge would remain the same as the small and large grant allocation would not change.
- **3 Distribution of Funds** The medium and large grants would amalgamate to become one large/major grant as it was agreed that there was no operational distinction between the two whilst ensuring consistency in terms rules and clarity ensuring a good mix of protecting community assets and supporting community projects as per the fund guidelines.
- **3 Distribution of Funds** Retain the sinking fund to protect community assets
- **3 Distribution of Funds** - The Trust proposal is to consider having a Strategic Projects Fund to set aside finance for major legacy projects. This would be different to the existing ability of the Panel to direct funds to a long term Endowment Fund which is something we can do through Foundation Scotland.
Action point - The panel had reservations as to whether this is needed as evidence shows that strategic projects to date have already benefitted from 50% of the funds and therefore current system would seem to be working effectively. It was felt that putting monies aside to any Strategic Project fund should not be at the detriment of other projects. The panel asked that if the Trust wished to develop such a fund that they be provided with more information and guidelines fund would be managed, how this would be different from the current system and who would decide upon the strategic projects.
- **4 Virement Between Programmes** – remove in total
- **7.1 Number of Panel Members Required** – amend to up to 10 members
- **7.2 Panel Profile** – amend to up to 6 residents
- **8.1 Frequency** – remove first 12 months as not applicable anymore
- **9.1 Chairperson** – amend as per Trust comment to follow recruitment protocol
- **9.4 Decision-Making** – agree Chair should not have casting vote
- **9.5 Conflict of Interest** – **action point** - still to be reviewed, carry forward to next meeting
- **10.2 Expenses** – remove provision for external Chairpersons
- **10.3 Communications with the Panel** – **action point for Trust** - clarification required from the Trust as to who the designated contacts are within the Trust and agreed timescales to be adhered to for provision of information to the Administrator/Panel.
- **10.4 Communication with the Trust** – **action point** – administrator to provide list of panel members and their declared interests
- **10.7 Flowchart for Process** - formally report back to the panel if recommendation modified, flowchart to be amended to reflect this.

Windfarm Fund Guidelines – Review and amendments

The panel discussed the document and the following inclusions and amendments were agreed:

1.1 **Background** – amendments actioned for residents and large/major grant terminology

1.1 **Background** – remove Strategic Projects Fund as per amendment to Terms of Reference

1.2 **Permitted Purposes**

Remove -‘no more than 3 grants in any 5 year period’ – remove as too restrictive, Panel will assess on a case by case basis and this guideline to be reviewed annually

Insert – Small and Large/Major applications must follow the same fund guidelines.

Insert – Unallocated funds can be carried forward into the next financial period if it does not conflict with the 2-year rule

1.2 **Prohibited Purposes** – remove ‘payments covering the rental of the Community Centre’ as Panel will assess on a case by case basis

Actions – Due to the meeting running out of time, Fiona and Jackie going to flag back further suggested amendments within the documents to the administrator by email. Administrator to amend the documents and then send to Chair for checking. Due to work commitments for the Chair, Mark and Fiona will check the documents in the first instance, before the Chair circulates back to Panel members for final comments before being formally approved by the Panel and sent back to the Trust.

8) Development Trust Strategic Plan. Stuart may provide a summary paper. Panel needs to look at that and be happy that it reflects the type of applications the panel wishes to encourage.

Action – carry forward to next meeting

9) Conflict of Interest draft policy

Action – carry forward to next meeting

10) Monitoring / feedback report

Action – carry forward to next meeting

11) Dates of 2020 Meetings - 22nd June (Trust 25th June), 5th Oct (Trust 22nd Oct)

12) AOB - **Action** – carry forward to next meeting