

ENCOMM

MINUTES OF TRUSTEE MEETING THURSDAY 22 October 2020 6.30pm, Fornightly Hall

PRESENT: Linda Henderson (LH), Peter Arris (PA), Brian Mountjoy (BM), Aileen Asher (AA)

APOLOGIES: Martine Scott (MS), Oliver Stone (OS)

1. Minutes of 31 July 2020 were approved. Minutes of Grant Meeting of 21 September were approved.
2. Chair report: LH congratulated the Trustees on what was being achieved in very difficult times. We have undertaken our first grant meeting, received two applications and determined one as a 'No' and the other after due consideration and further enquiry, a 'Yes'. This has now been paid. A further approach was made and discussed with the Chair but no application resulted, so far. Two further informal approaches have been made.
As the Treasurer's Report will show a further payment has been made by Nanclach Limited with the last instalment and compensation due by the end of November. The year-end date and appointment of auditors must be formally confirmed and the AGM set. Once the calendar is in place ways of upping our profile should be undertaken and the AGM, even in a rather limited, digital format, is the jumping off point for this.
3. Treasurer report: PA reported that the Bank of Scotland funds at this morning stood at £108834. The sum of £145,000 had been lodged with Foundation Scotland and invested by them in the Newton Growth Fund for Charities on 21 August 2020. While we live in such uncertain times with much variation in performance between sectors, the long term view kept under review is our only realistic option.
PA proposed that a year end of 30 November would best suit us. Seconded by the Chair.
PA had contacted Ritson Young and established that they can offer a full service to OSCR requirements for around £700. This year is unusual in that with a T/O in excess of £250,000 full accounts and report are required by OSCR. Future years should fall within the simpler guidelines, although the investment as a balance sheet item may need more than income/expenditure accounts. PA proposed adoption of RY as auditors, seconded by BM.
It was agreed to delay making any further investment until the final payments had been received.

ACTION: PA to follow up 'meet your match" possible funding from FS. **PA** to confirm appointment to RY.
4. Membership Report – BM reported that while we have a list of 73 members. 31 from before establishment had not confirmed their membership. Chair emphasised that membership offered the only way of getting individual residents' views aired, was free and expressed support for the area. For AGM only those satisfactorily registered will be able to vote even if that means a diminished number.
ACTION: BM to circulate list of 31 to see if they can be brought on board. Also **all Trustees** - any other work like dropping newsletter copies into newly occupied properties. **LH** to pass original Trustee docs to BM for filing in constitutional register.
5. Grant meeting review. The failure of either of the grant applicants to fully comply with the website guidelines gave the Trustees cause for concern and a discussion looked at whether further simplification would help. It was decided that a flow chart may aid clarity especially between the two levels of support. BM had adapted the layout of the Trustees check list, which seems to cover the job but two changes to the guidelines and the list are required:
There is nothing in our governing documents that require the applicant to be resident in East Nairnshire so long as the charitable benefit for the area test is satisfied. The Nanclach contract uses the term 'operating within' but the Chair felt that this was unhelpful for guidance purposes. Also

there is no requirement to be a member to apply.

PA confirmed that he had a collated pack of each application with all forms, emails and decisions. It was agreed to be firmer with regard to failure to comply with guidelines after initial requests and enquiries had been made. If by the date of the grant meeting there was still a failure the consideration would be held over one meeting. If the failure continued the application would fail.

New dates for the grant cycle were set, being:

Thursday 21 January 2021 [closing date for applications - Friday 8 January 2021]

Thursday 22 April 2021 [closing date for applications – Friday 9 April 2021]

Thursday 22 July 2021 [closing date for applications – Friday 9 July 2021]

Thursday 21 October 2021 [closing date for applications – Friday 8 October 2021]

ACTION: BM to remove the residence requirement on the website and the first two entries on the checklist. **BM** to design a flow chart for the website. **BM** to enter next application dates on website on one on/one off basis.

6. AGM. LH had circulated emails with her thinking aloud. A summary is that we have until 20 February 2021 under the OSCR rules and our own constitution to hold our first one. A date in early February would enable time for the accounts to be done. It is unlikely that even by then a physical meeting could be had which even if few turn up must be able to accommodate the entire membership without prejudice. Given the poor broadband connectivity throughout the area LH had looked at the use of email and the website and had taken part in one herself. This offered the only way forward as things stand. The overriding requirement of the Trustees is to act in the best interests of the Charity and holding an AGM of this type was much more compliant than holding none at all. It was to be hoped that the business could be kept to the minimum of reports and accounts, nominations and voting. To this end she hoped that all the current Trustees would, at least for this year, put themselves forward for re-election.
ACTION: LH and BM to put together a brief for achieving an web-based + email AGM for start of February and this to be considered by the Trustees via email discussion.

7. AOCB – LH mentioned the other informal approaches received, which are as yet, confidential. Guidance was given in both cases.
BM felt the website was needing refreshed.
ACTION: LH to send word format minutes for adding to site.
LH and AA had exchanged emails regarding communication with The Nairnshire Telegraph. AA offered to contact the editor, Ian Bain, with a view to an informal chat followed up by a press release when we are fully funded.
AA to arrange. **LH** to draft PR in due course.

8. Next Trustee management meeting date to be set in early January if required.