



## Cairnryan Community Fund Advisory Panel Meeting

22<sup>nd</sup> April 2024, 6.30 pm

Village Hall, Cairnryan & By Teams

### MINUTES DRAFT

#### 1. Welcome and apologies

##### Present:

Kenny Cairnie	Chloe Cairnie	Marc Houghton
Maggs Hope	Jane Bryson	Mary McCormack
Ben Wallace	Jamie Dalrymple -Hamilton	

##### Apologies:

Hansa Gajjar

##### In attendance:

Linda West, Foundation Scotland (FS)

Everyone was welcomed to the meeting and introductions were made for the benefit of Linda since this was her first Cairnryan Panel meeting. The meeting was chaired by Jane Bryson.

#### 2. Panel Updates

##### Minutes of previous meeting

The minutes of the last meeting were not agreed for approval due to amendments not yet agreed. The amended minutes will be agreed by email. Amendments were noted: some were minor corrections, while others included clarifications of specific wording used at the meeting.

**ACTION:** Foundation Scotland (FS) to recirculate the amended minute by email for approval.

##### Matters arising not on agenda:

Governance had been scheduled to be discussed at tonight's meeting, including the Terms of Reference, Confidentiality, Code of Conduct, along with a written description of the Chair and Community Council representative role on the Panel (to clarify what can be reported back). However, due to time constraints, other items on the agenda had been prioritised.

**ACTION:** FS will resend the documents so everyone can re-read and provide any feedback and this will be picked up at the next meeting.

### Outstanding actions:

It was noted that the discussion at the previous meeting regarding outdoor gym equipment was not included in the actions list. This amendment will now be included in the action items from this meeting.

**ACTION:** Add action to pick up gym equipment conversation at next meeting.

It was noted that there was an outstanding action relating to an update on first aid training from the Cairnryan Group. The Group has reported to FS that the Group had prioritised using its funds to install a second defibrillator, this has meant training would likely not be taken forward within the three-month deadline previously stated. The Group also updated that training regarding the use of the defibrillator would not be required as the defibrillator installed has interactive instructions when in use.

**ACTION:** Group to be contacted for an update on when the first aid training will occur.

It was clarified that the outstanding action for FS to seek clarifications for the next interim report from the Cairnryan Hall, Welfare and Facilities Group will be taken forward to the next meeting as the next interim report is not due until 25<sup>th</sup> April.

**ACTION:** FS to add Group interim reporting to the next meeting Agenda.

### **3. Fund updates**

#### Fund Statements

Fund Statements were circulated prior to the meeting with confirmation of sums available for distribution as of 31<sup>st</sup> March 2024 as:

- Greencoat North Rhins - £15,697.47
- ScottishPower Renewables Glen App - £92,809.72
- Cairnryan Education & Training Fund - £5,400.00

It was clarified that the balances were moving because the Energy Grants were continuing to be paid out. It was noted that around 70% of those people on the system from last year had had their grants paid out. There is an estimated uptake of around 88% of eligible households who have received the grant for 2023/24.

A discussion took place around the value of the Energy Grant awards, it was requested that FS provide an average amount of funding offered by other energy awards from community benefit funds to the next meeting to compare with the amount offered from this Fund.

**ACTION:** FS to provide an average amount of awards offered by other communities at next meeting.

It was agreed that energy grants are to be included on the next agenda, Marc Haughton in his role as Community Council representative agreed to take back the discussion to the

Community Council regarding their view on future energy awards and report back to the next meeting.

**ACTION:** Marc Houghton to update at the next meeting the Community Council views on the energy grant awards.

Since the Panel's last meeting, it was noted that two Education and Training awards have been granted. These support an individual undergoing training for lifeguard certification and supporting another individual in purchasing a laptop for a third-year Honours Degree.

The Panel discussed having access to information on awards and fund statements. FS explained that the FS portal allows members to view meeting information without the need to access emails and Panel members can access fund statements live. FS agreed to add using the portal at the next meeting and generate access for each Panel member. FS will provide an overview and demonstrate other benefits of using the portal at the next meeting.

**ACTIONS:**

FS to generate portal access for all Panel members

FS to demonstrate using the portal at the next meeting.

#### **4. Grant making**

##### Funding Requests

No Funding requests had been received since the last meeting.

#### **5. Panel Recruitment**

A Panel Recruitment poster was distributed prior to the meeting. FS confirmed that interest had been received by two individuals, this had been shared with the Panel since the last meeting where FS sought guidance from the Panel on how to proceed with recruiting new members. Responses to emails varied: some suggested recruiting the two interested individuals without further advertising, while others proposed circulating their statements for approval. Some members wanted the matter discussed at the meeting. With no clear consensus, FS brought the issue to the meeting for further discussion.

FS clarified that the Panel can have up to twelve members, Panel members agreed that all Panel members should be residents of Cairnryan. It was suggested to share the recruitment poster, preferably in the upcoming Newsletter, to inform all community residents of the Panel's recruitment efforts. The Panel agreed that the current two interested individuals should be included in the wider recruitment drive, and their details be retained and added to any potential applicant list. FS will provide updates at the next meeting regarding any additional interest received and the subsequent steps.

**ACTIONS:**

FS to include the recruitment poster in the upcoming Newsletter, reaching all residents of Cairnryan.

FS will provide an update at the next meeting regarding any additional interest received.

## **6. Content for Fund Newsletter**

A draft copy of the Newsletter had been circulated prior to the meeting. Points needing amending were noted. It was agreed that the newsletter should include a brief statement regarding the decision made on the previous application from the Group for the second north defibrillator clarifying that this had been deferred and then self-funded by the Group. The Panel felt it important that the community know that while they are pleased the Group were able to source funding, the funding request to the Fund had not been rejected.

ACTION: FS will circulate an updated Newsletter for approval.

## **7. Invitation to Tender**

A draft copy of the proposed Invitation to Tender (ITT) to commission interpretation boards focusing on Cairnryan's heritage and wildlife was circulated prior to the meeting. The Panel agreed the paper with minor changes. FS would update the paper and circulate it for approval by email to minimise delay in the Tender being advertised.

Action: FS to update ITT and circulate for agreement before being advertised.

## **8. Any other business**

### Transparency of funding outcomes

A discussion took place on the transparency of outcome letters to grantees and the process in place. It was noted that the time gap between each Panel meeting, typically eight to ten weeks, hinders the Panel's ability to refer to and share panel information and updates effectively. To address this, it was suggested that the minutes be approved as a draft via email and shared on the Fund's webpage in a draft version (with a note indicating they are pending approval). However, any significant amendments would only be addressed at the next meeting, and once approved, the finalised version would replace the draft on the Fund's webpage. This would also eliminate the need to produce a summary version for Community Council reporting purposes.

Action: FS to agree process with management and share minutes on the Fund web page.

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

### Future meeting locations

A discussion took place regarding the limited availability of the hall and its usage, as booking availability now ends at 8:30 pm. Previous Panel meetings had concluded at 9 pm. Given that this meeting began at 6:30 pm and there was a tight schedule to vacate the building on time, concerns were raised about the suitability of this arrangement for Panel members going forward. One suggestion proposed conducting meetings in a private residence where time

restrictions wouldn't apply. However, FS clarified that this would require a risk assessment to comply with the lone working policy. To address the issue, it was agreed to trial an earlier meeting time from 6 pm to 8 pm, allowing for a more efficient schedule to vacate the building by 8.30 pm.

Action: FS to arrange and confirm the date of the next meeting by email.

**Summary of actions:**

<b>Item</b>	<b>Action</b>	<b>When</b>	<b>Who</b>
2	Amend minutes and send to Panel for approval.	ASAP	FS
2	FS to add gym equipment to the action list and as an agenda item at the next meeting.	For next meeting	FS
2	FS to resend governing documents.	Before next meeting	FS
2	Group to be contacted for an update on when the first aid training will occur.	Before next meeting	FS
2	FS to add Group interim reporting to the next meeting.	For next meeting	FS
3	Energy grants to be included on the next meeting agenda.	For next meeting	FS
3	FS to provide an average amount of awards offered by other communities at next meeting.	For next meeting	FS
3	FS to generate portal access for all Panel members.	Before next meeting	FS
3	FS to demonstrate using the portal at the next meeting.	At next meeting	FS
5	FS to include the recruitment poster in the upcoming Newsletter.	ASAP	FS
5	FS will provide an update at the next meeting regarding any additional interest received.	At next meeting	FS
6	FS will circulate an updated Newsletter for approval.	ASAP	FS
7	FS to update ITT and circulate for agreement before being advertised.	ASAP	FS
8	FS to agree process with management and share minutes on the Fund web page.	ASAP	FS
9	FS to arrange and confirm the date of the next meeting by email.	ASAP	FS