

**Cairnryan Community Fund Advisory Panel Meeting**

**19<sup>th</sup> November 2024, 6 pm  
Village Hall, Cairnryan**

**MINUTES DRAFT**

**1. Welcome and apologies**

**Present:**

Kenny Cairnie	Chloe Cairnie	Marc Houghton	Hansa Gajjar
Maggs Hope	Jamie Dalrymple - Hamilton	Mary McCormack	

**Apologies:**

Ben Wallace
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**In attendance:**

Suzy Mercer, Foundation Scotland
Katie Barnwell, Foundation Scotland

Suzy Mercer for Foundation Scotland (FS) welcomed everyone to the meeting, which was quorate.

**2. Panel Updates**

• **Minutes of previous meeting (Paper 1)**

The minutes of the Cairnryan Community Fund Panel meeting held on 1<sup>st</sup> July 2024 were approved as an accurate representation of the meeting with one amendment:

- Item 6 from minutes to be expanded upon – the reason for the removal of the item to be added.

ACTION: FS to update July 2024 minutes.

• **Matters arising not on agenda:**

**SEN assessment**

Marc Houghton reported that Ben Wallace had received a query regarding whether an SEN assessment for a child would be an eligible use of Education and Training (E&T) funding. The response was that E&T funding is only for those aged 16+ and is for improving employability and career development.

ACTION: FS to call Ben Wallace to discuss the details of the grants available.

## **Japanese Knotweed**

Marc Houghton reported that the Community Council (CC) has considered different options for treatment of Japanese Knotweed throughout the village. For year 1 (Summer 2025) the Community Council's preference was to tender for company to treat knotweed. There was discussion of designating funds for a long-term project such as invasive species control. It was noted that the Panel could create a budget for the year which included designating funding for specific purposes, in the same way it does for E&T funds. This would just be a designation and not the same as making a grant, ie it's not committing the funds

It is estimated that it will take up to ten years for full eradication of the species, and that the maximum cost would be £20k over ten years. CC have drawn up a permission form and is working with Galloway Fisheries Trust on mapping the locations. FS advised that the map would need to be included in any application to the fund. It was noted that the Community Council would be the applicant and would hold the contract with the company doing the spraying. The panel agreed to consider an application from the CC for Knotweed removal throughout the area which would be assessed as with any other application.

## **Spending on non-charitable purposes**

It is proposed to split some funding off and retain some, which can be used for non-charitable purposes. Foundation Scotland emphasised the importance of clarity around what was being retained and why, and what non-charitable work will be funded/done, as very few things are considered non-charitable.

## **Ownership of Funded Equipment**

It was noted that a grant had been provided for the purchase of equipment. Usually, in accordance with the terms and conditions of grant, equipment stays with the funded organisation unless prior approval for alternative arrangements has been sought. It was noted that a new company had been formed and there was some language in the publicity material that suggested that the equipment might be being passed to this group. The Panel requested that FS check whether this was the intention of the groups involved and to report back to the Panel for clarity.

ACTION: FS to confirm intentions in relation to ownership and report back to the Panel.

## **Funding eligibility**

A query was raised regarding what can and cannot be funded. The lack of fund framework was discussed and FS raised that it might be helpful to capture the fund priorities, and what can and can't be funded into one document.

ACTION: FS to draft paper on fund priorities and what can be funded before next panel meeting.

## **Panel recruitment**

It was noted that one Expression of Interest to become a panel member was received and there had been no further response to the recruitment promotion in the fund newsletter.

It was noted that the Community Council was hoping to appoint a further representative to the Panel in the light of Jane Bryson’s resignation and Marc Houghton would provide contact details.

**ACTIONS:**

- FS to follow up and circulate EOI which was submitted.
- Marc Houghton to provide contact details for the new CC representative.
- FS to contact bursary recipients to enquire if there is interest in becoming a panel member.
- FS to bring flyers on panel recruitment to event on 30<sup>th</sup> of November.

- **Outstanding actions:**

Portal access for panel members – all those present confirmed they could access the Foundation Scotland panel portal. In the future, papers for decision making will be issued on the portal.

**3. Fund updates**

- **Fund Statements (Paper 2,3,4)**

The Fund Statements were presented for Greencoat North Rhins, ScottishPower Renewables Glen App which have live balances of £15,353.12 and £109,333.86 and £1,224.00 on the education and training fund. The Panel agreed that £10,000 from the ScottishPower Renewables fund could be transferred to the E&T fund.

**ACTIONS:**

- FS to transfer £10,000 from the SPR fund to the Education and Training Fund.
- FS to confirm if the panel can access impact data on Education and Training Fund awards.
- FS to investigate options to allow panel sight of specific awards.

**4. Grant making**

- **Funding Requests**

There was one funding request for consideration:

<b>Applicant</b>	<b>Purpose of Request</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>
Cairnryan in Bloom	For village improvement works including maintenance of planters, planting, and petrol and maintenance for the water bowser over three years.	£3,560	£3,560

Mary McCormack declared a conflict of interest in the application from Cairnryan in Bloom and left the room during the decision making. The award was made with conditions proposed. Feedback to the applicant to include a request that the applicant takes a photo and gives a summary of the celebration event, to be used for promotion of the fund.

ACTION: FS to process the grant offer within 5 working days.

ACTION: FS to investigate plaques to promote the fund and bring this information to the next Panel meeting.

- **Updates on funded projects**

**The Group**

A grant to Cairnryan Hall Welfare & Facilities Group Ltd (FR-0067968) was discussed. Further monitoring had been provided which was discussed. One more report is expected which will be the final report on the award.

- **Household Energy 2024-2025 launch**

Foundation Scotland had emailed the panel providing an update on the household energy scheme for 2024-2025. A drop in event will be held on the 30<sup>th</sup> of November, allowing people to apply to the scheme in person.

Applicants who received a grant last year will be able to follow a streamlined application process for this year. It is planned to email all previous applicants on 20/11/2024 inviting them to reapply. Letters will also go to residents without an email address.

## **5. Community Action Plan**

The Panel reviewed the CAP to assess progress and whether any projects could be identified that the fund could proactively invest in.

- **Information Boards Progress Update**

The Solway First Partnership will also attend the event on the 30<sup>th</sup> of November and will be carrying out community consultation regarding the information boards. It has not yet been discussed whether the existing boards will be removed/replaced.

### **Coastal Path**

There was a discussion about improving the coastal path accessibility (a community priority). The CC is working with the Local Authority on this project. The CC is not expecting to apply to the Cairnryan Community Fund for funding for the project unless match is required, instead an application will be made to the Coastal Community Benefit Fund.

### **Play Park**

The CC is named lead in the CAP for the play park and has held initial discussions with the Local Authority. It was highlighted that it would be possible to use the fund to appoint a contracted development officer to manage the playpark redevelopment.

Foundation Scotland asked if the Community Council discussed the CAP regularly – it was suggested this could be revisited once a year by the CC.

## 6. Any Other Business

Fund banner – ACTION: Marc to organise with another Panel member for the Fund banner to be brought to the drop in on the 30<sup>th</sup> November.

## 7. Date and venue of next meeting

ACTION: Foundation Scotland to confirm by email.

It was noted that proposed new panel member has requested that meetings will not be held on a Tuesday as she is unavailable.

Summary of actions:

Item	Action	Date	Who
2	FS to amend July 2024 minutes and update status to approved on website.	ASAP	FS
2	FS to call Ben to discuss the details of the grants available regarding SEN assessments.	ASAP	FS
2	FS to confirm intentions in relation to ownership of equipment and report back to the Panel.	ASAP	FS
2	FS to draft paper on fund priorities and what can be funded.	Before next meeting	FS
2	FS to follow up and circulate EOI from perspective new panel member which was submitted.	ASAP	FS
2	FS to contact bursary recipients to enquire if there is interest in becoming a panel member.	ASAP	FS
2	FS to bring flyers on panel recruitment to event in Cairnryan on 30 <sup>th</sup> of November.	30/11/2024	FS
3	E&T funds: <ul style="list-style-type: none"> <li>FS to transfer £10,000 from the SPR fund to the Education and Training Fund.</li> <li>FS to confirm if the panel can access impact data on Education and Training Fund awards.</li> <li>FS to investigate options to allow panel oversight of specific awards.</li> </ul>	ASAP	FS
4	FS to send the grant request decision to the applicant and request that the applicant takes a photo and gives a summary of the celebration event, to be used for promotion of the fund.	ASAP	FS

4	FS to investigate plaques to promote the fund.	ASAP	FS
6	Marc to organise with another Panel member for the Fund banner to be brought to the drop in on the 30 <sup>th</sup> November.	ASAP	MH
7	FS to confirm the date of next meeting.	Before next meeting	FS

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