



Email: secretary@lochluichartcommunitytrust.co.uk
Mobile: 07582 896653
Address: Lochluichart Community Trust
C/o George Street Law LLP
4 George Street
Dingwall
Ross-shire
IV15 9SA

**Final Minutes of the Annual General Meeting of the Lochluichart Community Trust
23 August 2017 at Garve Hall**

Present :

LCT Directors/Company Secretary:

Sharon Wright (Chair) Jean Bailey Karen Grant David Raeburn
Jeanette Fenwick Carol Smith (Company Secretary)

Members:

Alan Illingworth Bob Moir Jackie Moore Jacqueline West
Jennifer Haslam John Bedwell John Fenwick Dorothy Tarr
Phil Moore S E Tarr Susan Tarr

Chris Hamilton and Tricia Hamilton arrived after the election of directors

Proxy received:

Moira Stewart Steve Jones

Guests: Alpin Stewart (George Street Law)

Apologies: None

1. Welcome

SW opened the meeting and welcome the members and guests

2. Minutes of last AGM – 28 July 2016

The minutes of the last AGM were proposed by JB and seconded by David Raeburn and were adopted

3. Matters Arising

There were no matters arising

4. Director Resignation

SW formally accepted the resignation of John Bedwell and Christopher Hamilton as LCT Directors. Under clauses 47, 48 and 49 of the LCT Articles of Association 2 directors have to resign each year. Being the longest serving directors John and Chris have resigned as directors. However, as they have served only a 2 year term they have put themselves up to be considered for re-election for a further year, after which they will have to resign having served the maximum three year term

5. Ordinary Resolution to receive the accounts

The ordinary resolution to receive the accounts was passed with 16 votes for and none against

6. Ordinary Resolution to elect directors

Following the retiral of Christopher Hamilton and John Bedwell they have reapplied to be reappointed as directors. There were no other candidates. Following a secret ballot and independent count of the votes by Carol Smith (LCT) and Alpin Stewart (George Street Law) Christopher Hamilton and John Bedwell were elected to be reappointed as directors of LCT

7. Chair's Report

SW presented the Chair's report detailing the following:

SLIDE 1 – HOW LCT HAS MOVED FORWARD

- **Community Meetings** – LCT has held 3 community meetings since the last AGM
- **Increase in number of funding rounds** – Funding rounds are now quarterly and where necessary applications are reviewed outwith the dealines as per the GDCC Ceilidh where the funds were needed to book the band
- **Meetings with local groups to support applications** – Carol has met with Strathgarve Primary school to support them with the information required to support their application. The Board has met with the Broadband Group and GDCE
- **Improved communication through facebook, website, email and posters** – the website contains project feedback, information from community meetings, all minutes of meetings, photos from grant awardees
- **Revision of grant application process to allow for more informed decision making** – CS has a pre application checklist to ensure all information is available prior to review of the application by the Board. An example of this is the application from Torridon Mountain rescue team where there was insufficient financial information. The applications then undergo a detailed review by the Board utilising the revised scoring matrix which takes priorities stated community need and also locality

SLIDE 2 – GRANT SUMMARY

| Grant | Value of grants | Number of grants |
|------------------------|-----------------|---------------------------|
| Total grants requested | £184,713 | 16 |
| Total grants awarded | £134,918 | 11 |
| Total grants rejected | £28,719 | 4 (2 grants part awarded) |
| Total grants postponed | £21,076 | 3 |

SLIDE 3 – EDF / FOUNDATION SCOTLAND

- **EDF requested FS to conduct a full audit of LCT governance and processes** – Interviews were undertaken by FS with current and previous directors, previous successful and unsuccessful applicants, GDCC. A review of LCT legal, governance, financial and grant making process was also undertaken. FS also attended an LCT Board and grant funding meeting
- **As a result of the audit EDF wishes to award the Corriemoillie windfarm funds to LCT to be distributed to the community** – EDF and Eneco have met this week on Monday 21 August to discuss the way forward and it is anticipated that the changes will be made as soon as possible
- **Although FS have recommended a number of legal and administrative changes it concluded that LCT has good practice in relation to administration and grant making** - For example, unique reference number, improved project feedback form, director induction

programme, strategy day for the Board. Rejected recommendations included ringfencing 20% of the fund to go outwith the community and for FS to be assessing the application rather than directors.

CLOSE OF MEETING: The AGM was closed at 7.20pm and was followed by a questions and answers session.

Questions and Answers

What are LCT's plans for the coming year?

LCT will be looking to engage with the development company and work with the community on new projects being applied for. It is hoped that with the establishment of the development company there will be more applications from the community.

LCT will also be working with EDF to ensure the agreed changes are implemented and the Corriemoillie funds passed to LCT

What is happening about the GDCE Rebate Scheme?

John Fenwick of GDCE explained that GDCE had required clarification from LCT regarding the recent award as GDCE saw it as one application with different streams of work. LCT regarded it as separate applications. GDCE has now met with the LCT Board and can now progress with the rebate scheme. GDCE would like to meet with the Development Company to ascertain the best way to ensure uptake by all members of the community. During the discussion it was noted that flyers are a good method of communication and John Fenwick stated that a number of communication mediums would be used. It is hoped that the grant will start to be paid out by the end of the year.

Is it just one director who meets with the community groups to discuss applications?

When LCT has met with the Broadband group and GDCE it has been the whole Board who have attended the meetings. At the meeting with GDCE John Bedwell attended as a member of GDCE and did not participate in the discussion that followed during the Board meeting

There is a need to review the conflict of interest regulations

The conflict of interest is clearly stated in the Articles of Association. Alpin Stewart, LCT Solicitor, explained that it is OSCR and Charity law that states the requirement of conflict of interest and whilst it is difficult, as within a small community there will always be a conflict, it has to be adhered to. It was clarified that an interested party may take part in an information meeting or discussion but they cannot participate in a grant making and award discussion. A suggestion was made that there should be a meeting with all applicants before an award making meeting but Alpin Stewart advised that in most cases a meeting would not be required. Alpin further explained that the idea behind OSCR's regulations is to ensure that all decisions are seen to be made in a way that is clear and there can be no accusation at a later date. It was agreed that where there were complex applications there should be more pre meetings and not a simple reliance on the application form.

Under the new banding structure projects over £100,000 may require additional expert help. Should the Board set guidelines for this?

It was generally agreed that the Board should seek additional expert help required. The review of applications is time consuming for directors and this may alleviate this. However, directors have the local knowledge which can aid the review of applications.

Improved Community Engagement

LCT has spent considerable time trying to engage with the community and whilst the first 2 community meetings were well attended there were only 7 members at the last meeting. A suggestion was then made that whilst LCT had made improvements in its communication some members would like to see more, though there were no ideas as to how this could be achieved. It was suggested that to encourage the community to become members of LCT there needs to be more grants that are awarded and have a visible benefit to the community now, such as the Energy rebate.

Members' input is important to LCT and the directors would like to encourage more members to participate in our general meetings. Queries may also be raised with the Company Secretary at any time

Ed Tarr explained, in his role as the Chair of the Development Company, the first priority of the Development Company is to improve communication with the whole community and to set up communication channels.