

**SRA RESIDENTS ASSOCIATION**

**APPROVED MINUTES FOR MEETING WEDNESDAY, 13TH JANUARY 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>AGENDA ITEM</b>	<b>ACTION</b>
1	<p><b>Welcome &amp; apologies</b>  Present: Val Moffat, Tim Dawson, Clara Hickey, Ryan MacAskill, Posy Piper, David Genney, Trina Wombell.  Apologies: Andy Moffat, Ann Sant, Sandra and Walter Fleming, Heather Crockett, Mandy MacLeman (email just read at 21.30)</p>	
2	<p><b>Minutes of previous meeting</b> Proposed TD, seconded VM.</p>	
3	<p><b>Treasurer's Report – No change from December</b></p>	<b>CH</b>
4	<p><b>Men's shed progress report</b>  - VM is pursuing membership of <b>SMA</b>  - Possible use of old tasting pavilion in square. VM to find a SMS'er to speak with Mark who SRA believe holds the lease.  - Maybe a SMA road show in Inverness – VM is finding out. If too late then maybe a trip to Westhill</p>	<b>VM</b>
5	<p><b>Duke of Edinburgh – Project not going forward</b></p>	
6	<p><b>Funding</b>  Ideas – we need to fund legal fees..... SSE ?  1. Curry night at the Richmond/quiz - Val  2. Bring and buy in the Square –13<sup>th</sup> Feb 9.30am  Posy will put plea for stuff on Facebook and draw up a poster which she will send to Clara. Helpers on the day - Trina, Ryan, Clara, Posy  3. Bingo – SCC - to be arranged  4. Write to Marco (Vict.Comm) re what is happening to all equipment. Perhaps SRA could have some of it or donation from sale of it?  5. Trina and Clara will look at possibility of organising an open garden event in the Spring. Posy will help. To be arranged  6. Garden Hit Squad. To be arranged  7. Strathpuffer possibility of getting some merchandise to auction. eg Puffer T shirt - Posy</p>	<p><b>VM</b>  <b>PP</b>  <b>PP, CH, TW, RM</b>    <b>VM</b>    <b>TW, CH</b>  <b>PP</b>    <b>PP</b></p>

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7	<b>New natural play policy</b> - Doug Miles – Any news? No Mandy – emails to her have been bouncing back.	<b>MM</b>
8	<b>SCIO</b> – Application received by OSCR and acknowledged	
9	<b>Business Plan</b> – Progress – Draft gone to Robbie. Diane Campbell and David Graham have given helpful advice. D.Genney to help with spread sheets. Figures for beneficiaries of Community Park – CH. CH to ring Robbie to check SRA business plan is on the agenda at end of the month. Add grid ref to business detail. Any other edits – email to TD	<b>TD</b> <b>D.genney</b> <b>CH</b> <b>CH</b> <b>ALL</b>
10	<b>SRA web page</b> Tim had a meeting with Hamish who is developing the website in such a way as anyone can access it. Short demo of how to access members side. More info to follow. Send Tim photos and information about anything else that should go on website. <b>Twitter account</b> – VM to send password to PP and CH <b>Facebook</b> – PP to update	<b>TD</b> <b>ALL</b> <b>VM, PP, CH</b> <b>PP</b>
13	<b>Correspondence</b> - Opportunities for funding but not until we have control of the site.	
14	<b>AOB</b> - Job descriptors for trustees needed for next meeting	<b>VM</b>

Meeting closed 21.00

Next meeting Wednesday 10<sup>th</sup> February, 2016 at 7.30pm

**SRA RESIDENTS ASSOCIATION**

**APPROVED MINUTES MEETING - WEDNESDAY 10TH FEBRUARY 2016 19.30**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>AGENDA ITEM</b>	<b>ACTION</b>
1	<b>Welcome &amp; apologies</b> Present: Clara Hickey, Tim Dawson, Walter Fleming, Ryan Macaskill, Trina Wombell, Sandra Fleming, Andy Moffat, Val Moffat, Dave Genney, Apologies: Phoenix Dawn, Ann Sant,	
2	<b>Minutes of previous meeting</b> Proposed VM, seconded DG	
3	<b>Treasurer's Report</b> – £255.31 £31.00 cash in hand	<b>CH</b>
4	<b>Men's shed progress report</b> Meeting Mon – group members completed forms to join Scottish Men's Shed Morrison's Well / Sampling Pavilion Frank Scott is the HC contact - VM chasing VM to contact TS to establish other local groups	<b>VM</b>
5	<b>Fundraising</b> Sunday Quiz night - £60 raised Bring and Buy Saturday 13/2 9.30am set up Gazebo / bring items for sale No Victorian Day 2016 Open Garden event – late spring / early summer Garden tidy up – via silent auction Tree tour of Strathpeffer Hill race – add to March agenda  Money raised will cover cost of SRA meetings / room hire / printing until formal grant applications  Merchandise – await Posy	<b>ALL</b>  <b>CH / TW CH – advice from CoSc on silent auction organisation and TW on cost of organising tree tour</b>  <b>PP</b>
6	<b>New natural play policy</b> – to next meeting when MM able to advise	<b>MM</b>
7	<b>SCIO</b> – guide read by VM and TD Note SCIO number to be on ALL SRA documentation (legal requirement) SCIO number – SC046287	<b>VM</b> to circulate roles and responsibilities of trustees, draw up member application form and Excel data base for same.

<p>8</p>	<p><b>Business Plan</b> – SRA Committee disappointed as yet no response for Robbie Bain following Asset Management Board meeting end Jan re sale / lease of land.</p> <p>Completed business plan to be sent to RB to formally present at next Asset Management meeting in April. Version 4 - TD and DG to complete by end of Feb</p> <p>Email to local and Dingwall Counsellors to highlight stage of project – “middle of discussion with HC regarding asset management transfer and committee members happy to meet to discuss plans further”</p>	<p><b>DG and TD</b></p> <p><b>VM</b></p>
<p>9</p>	<p><b>SRA web page</b> Need to include SCIO number TD able now to add documents to web page AM and TD to meet to share workload</p> <p><b>Facebook</b> Include SCIO number Explore name change to Community Park to make public search more accessible</p>	<p><b>TD /AM</b></p> <p><b>CH</b></p>
<p>10</p>	<p><b>Correspondence</b> From RVA – Trustee training courses Trustee selection course 19/2 + 15/4</p> <p><b>Roles and responsibilities of trustees (document)</b> CH has copies of basic trustee application forms TD will search and share job descriptions CH to share google search</p> <p><b>VM shared email – Federation of City Farms</b> Financial benefit for future <b>Tesco bag scheme</b> not successful</p>	<p><b>All interested</b></p> <p><b>VM to email</b></p> <p><b>CH / TD</b></p>
<p>11</p>	<p><b>Membership</b> SCIO trustees – VM AS TD CH</p> <ol style="list-style-type: none"> <li>1. Need to recruit SRA members (approx 40 - 50) / complete membership form / possibly make a donation to SRA</li> <li>2. Invite to a meeting where members can be co-opted as a trustee</li> <li>3. Membership list under SCIO rules needs to</li> </ol>	<p><b>VM to develop membership form</b></p>

	be updated and dates added when join / leave	
12	<p><b>Development Trust Association of Scotland (DTAS)</b></p> <p>CH keen for SRA to join as provisional member (free for first year), committee agreed</p> <p>Membership allows access to relevant documentation / resources / help and guidance</p>	<b>CH</b>

Meeting closed: 21.00hrs

Next meeting: Wednesday 9<sup>th</sup> March 2016 at 7.30pm



7	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>- Bring and Buy – successful and cold!</li> <li>- No Victorian Day 2016, but 11<sup>th</sup> June – Queen's official 90<sup>th</sup> birthday event – Pavilion and Community</li> <li>- Open Garden event – late spring / early summer</li> <li>- Tree tour of Strathpeffer (Johnny Miller)</li> <li>- Hill race (?2017)</li> </ul> <p>Merchandise – await Posy</p> <ul style="list-style-type: none"> <li>- 100 club for members register with HC for small lottery license (£30/year)</li> <li>- SMP sponsorship to climb Ben Wyvis 18/6</li> <li>- McColls local support – bag fund</li> <li>- BT donate opportunity</li> </ul> <p>Staff costs – possible grants through TSB, Postcode lottery, Santander</p>	<p><b>VM</b></p> <p><b>TW to contact Johnny Millar</b></p> <p><b>VM</b></p>
9	<p><b>SCIO</b></p> <ul style="list-style-type: none"> <li>– Roles and responsibilities of trustees</li> <li>- Membership application form - full members / associate members (don't live in local area)</li> </ul> <p>MM suggested info leaflet (with photos) plus tear off membership form (funding may be available through MM)</p> <ul style="list-style-type: none"> <li>- Excel data base for supporters, members</li> </ul>	<p><b>VM</b> to circulate roles and responsibilities of trustees, member application form</p> <p><b>VM</b> to send forms to Val Cameron for comment</p> <p><b>CH</b> to design SRA leaflet</p> <p><b>VM</b> – done ready for adding data</p>
10	<p><b>Business Plan – Response from RB</b></p> <ul style="list-style-type: none"> <li>- VM - telephone conversation with RB</li> <li>- Progress with version 5 for April Asset Management meeting. Thanks to Dave Genney for contribution. (downloaded onto SRA website). Meet with Hamish MacKenzie re progress with website. Clara will add s additional detail to plan and email TD and MM</li> <li>- Councillor response to email sent to RB. Invitation to committee members happy to meet to discuss plans further not yet sent.</li> </ul> <p><b>VM</b> to email Dianne Campbell DTAS re Robbie Bain response</p> <p>Explore Community Asset transfer with Pablo as recommended (payment legal fees only) <b>MM</b> to forward email from Robbie Bain to Pablo / Community Empowerment Bill</p> <p>Robbie Bain indicated letter of intent from HC is possible</p> <ul style="list-style-type: none"> <li>- Formal letter to RB to have item added to Asset Management Board meeting: Agenda items by 24/3</li> </ul> <p>Submit Report 14/4 for meeting 19/4</p>	<p><b>TD/VM</b></p> <p><b>TD/DG</b></p> <p><b>TD / CH meeting with HM</b></p> <p><b>VM</b></p> <p><b>MM</b></p> <p><b>TD to write / send letter</b></p>





**SRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 0468  
APPROVED MINUTES FOR MEETING WEDNESDAY 13<sup>th</sup> APRIL 2016 19.30  
STRATHPEFFER COMMUNITY CENTRE**

	<b>AGENDA ITEM</b>	<b>ACTION</b>
1	<p><b>Welcome &amp; apologies</b> Present: Ann Sant, Tim Dawson, Ryan MacAskill, Val Moffat, Clara Hickey, Sandra and Walter Fleming, Claire Munro. H &amp; I enterprise. Apologies: Phoenix Dawn, Andy Moffat, Gail Coburn, Heather Crocket.</p>	
2	<p><b>Minutes of previous meeting</b> Proposed VM, seconded SF.</p>	
3	<p><b>Claire Munro</b> - from HI Enterprise, on behalf of Scottish land fund. Has been liasing with Diane Campbell and has seen the draft business plan. Scottish Land fund - Government money to help communities own land etc. (Slf). Two stages to fund:</p> <ol style="list-style-type: none"> <li>1. Registering for the fund – can do that now. 95% funding is max. 100% grant for valuation? Minimum amount to be applied for is between £5K - £10K.</li> <li>2. Application for funding. Has to be made within 6 weeks of stage 1 money granted (is this correct?). Earliest decision will be made will be after June/August. Look for match funding if we are looking for money for a Project Officer. Claire can help with a brief.</li> </ol> <p>Eligibility – The land fund wants the area to be geographically defined – e.g., Community Council area and perhaps Jamestown or list of post codes.</p> <p>Quorum of three is low but not crucial to change.</p> <p>Co-opting members – can bring someone on to the board who isn't a trustee but only if our catchment area is left undefined but community fund may wish it to be more definitive.</p> <p>Valuation of the land asset. Need to get a valuation asap. It will only be valid for six months. Don't have to use the District Valuer for our valuation. Ask Council if we can have a joint valuation. Claire offered to speak with RB about a joint valuation and</p>	

	<p>also check with Diane Campbell. Look on local plan to check if ground is earmarked for something.</p> <p>Need to have a survey for where the drainage is through the land.</p> <p>Business Plan - Have to make a very strong case for buying rather than leasing. Proving our track record – CVs important here*. Need to include short report about visit to Plantation, Fort William. Good idea to visit The Fife Ecology Centre and put in Business study. Both visits will show that SRA have done their research.</p> <p>Maybe need to scope revenue stream for courses for business plan.</p> <p>Consultant to look over business plan, water survey, consulting engineer – who would do this? Clair could share Colonsay's Island Project brief for survey. Discussed if David Graham might tweak our plan – nobody appointed to contact him....</p> <p>Claire will send us her feedback on the discussion.</p>	
<b>4</b>	<p><b>Treasurer's Report</b></p> <p>Accounts for AGM in May? <b>£327.72</b>. Do we need to have a meeting to approve the accounts before the AGM?</p>	<p><b>CH</b></p> <p><b>VM</b> has looked at last year's AGM minutes and it appears that "The chair accepted and signed the treasurer's report"</p>
<b>5</b>	<p><b>Men's shed progress report</b> – Sampling Pavilion</p> <p>Press release about lack of premises awaiting news about Sampling Pavilion.</p>	<p><b>VM</b></p>
<b>6</b>	<p><b>Fundraising</b></p> <p>11<sup>th</sup> June – Queen's official 90<sup>th</sup> birthday event – Pavilion and Community. SRA do not require a presence.</p> <p>Open Garden event – late spring / early summer <b>NOTHING TO REPORT</b></p> <p>Tree tour of Strathpeffer (Johnny Miller) <b>NOTHING TO REPORT</b></p> <p>Any progress with</p> <p>100 club for members, register with HC for small lottery license (£30 per year) <b>WAIT AND SEE AFTER MEMBERS LEAFLET GOES OUT ASKING FOR DONATIONS.</b></p> <p><b>AUTUMN EARLY ENOUGH</b></p> <p>Strathpeffer Medical Practice sponsorship to</p>	<p><b>VM</b></p> <p><b>TW</b></p> <p><b>TW to contact JM</b></p>

	<p>climb Ben Wyvis 18/6 – need to set up Just Giving account... Did Clara say she would look at this?</p> <p>McColls local support – plastic carrier bag fund WALTER WILL ASK HELEN</p> <p>BT donate opportunity KEEP ON HOLD.</p> <p>Staff costs – possible grants through TSB, Postcode lottery, Santander SLf.</p>	<p><b>CH?</b></p> <p><b>WF</b></p>
7	<p><b>SCIO</b></p> <p>Comments about documents sent with agenda mailing.</p> <p>Role description; Guidelines for board of charity trustees – Easy Read version; Conflict of interest policy – VM version;</p> <p>Membership applications in Clara’s leaflet.</p> <p>Excel data base for full and associate members is ready.</p>	
8	<p><b>Business Plan – Progress</b></p> <p>As in item 3 investigate professional tweaking. Community Empowerment – need to get Pablo onside – Claire Munro is going to put out some feelers.</p>	
9	<p><b>SRA web page</b></p> <p>email and Paypal for donations. Ian Seale might be able to help with this.</p>	<p><b>TD</b></p>

Are Sandra and Walter’s CVs in the business plan?

Meeting closed: 9.35pm

Next meeting: 7pm Wednesday 11<sup>th</sup> May 2016 for ordinary meeting and AGM – wait until Mandy has let us know about procedure re financial report.

**STRAPEFFER RESIDENTS ASSOCIATION – SCIO No: SC04687**

**DRAFT AGENDA FOR AGM ON 11<sup>th</sup> MAY 2016 AT 7.30**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>ITEM</b>	<b>ACTION</b>
<b>1</b>	<b>Welcome and apologies</b>	
<b>2</b>	<b>Minutes of last meeting</b> <b>Proposed, seconded</b>	
<b>3</b>	<b>Chair's report</b>	<b>AS</b>
<b>4</b>	<b>Treasurer's report</b>	<b>CH</b>
<b>5</b>	<b>Elections</b>	
<b>6</b>	<b>AOB</b> <b>Appointment of Trustees</b>	
<b>7</b>	<b>Next AGM</b>	
<b>8</b>	<b>Meeting closed</b>	

**SRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 04687  
APPROVED MINUTES FOR MEETING WEDNESDAY 11<sup>th</sup> MAY 2016  
STRATHPEFFER COMMUNITY CENTRE**

	ITEM	ACTION
1	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Clara Hickey(Treasurer), Mandy MacLeman (HC), Andy Moffat, Walter Fleming, Sandra Fleming, Tim Dawson(Vice Chair), Val Moffat (Secretary)  <b>Apologies</b> Ann Sant, Phoenix Dawn, David Genney</p>	
2	<p><b>Minutes of previous meeting</b> Proposed CH Seconded VM</p>	
3	<p><b>Treasurer's report</b>            £327.72. in account, plus £80 recently donated by Relax at the Richmond Hotel – our thanks to them for their generosity</p>	<p><b>CH</b></p>
4	<p><b>Feedback from Claire Munro</b></p> <p>Registration with Slf. Already registered with them</p> <p>Geographical definition of catchment area – keep it as it is at least until next AGM. REVISIT DEFINITION OF AREA IN SIX MONTHS NOVEMBER</p> <p>Co-opting members from outside the local area is a possibility if SRA wishes to access skills which can't be fulfilled by a local trustee.</p> <p>Need to look at another layer of membership for trustees co-opted from outside the area.</p> <p>Scottish Land Fund application, stage 1 – CH has made a start. - Valuation, business plan, web design and website, fact finding – Fife Ecology Centre visit ?Earth ship. Land survey to find out where culvert/drainage is, new funding opportunities.  <b>DO WE ONLY HAVE SIX WEEKS TO GET STAGE 2 APPLICATION IN? CLARA WILL GET CLARIFICATION</b></p> <p>Quorum of three trustees is low but not crucial to change. There can be a maximum of nine trustees.</p> <p>Local plan – Community Park area appears to be zoned as amenity but date of plan 2012.</p>	<p><b>NOVEMBER</b></p> <p><b>CH</b></p> <p><b>CH</b></p>
5	<p><b>Men's Shed</b></p> <p>Sampling Pavilion is on the Care and Learning Account.</p> <p>Val MacGregor (Strathpeffer Community Council) remembers that the premises was given to the community some time in the 1980s/90s. VM to contact SCC formally and ask them to look into this.</p> <p>VM to contact Kit Bowen to see if he remembers this</p>	<p><b>VM</b></p> <p><b>SCC – VM</b></p> <p><b>VM</b></p>

	<p>hand over.</p> <p>Margaret Scott might remember about this. SF told the meeting that when the Pavilion was being refurbished the community used the Sampling Pavilion for photographs etc.</p> <p>Prior to the premises being used as a fast food carry out it was used for teas on Victorian Day and at Christmas for the tree and Santa. MM advised that if the premises had been given to the community then any revenue raised from leasing it would belong to the community....</p>	<p><b>MS – SF</b></p> <p><b>MM</b></p>
<b>6</b>	<p><b>Fundraising</b></p> <p>Open Garden event HOLD OVER</p> <p>Tree tour HOLD OVER</p> <p>SRA leaflet and membership form is almost ready for printing. Cost will be in region of £200.</p> <p>McColls – plastic carrier bag fund. WF and SF reported that the manageress asked how much SRA wanted so perhaps this could fund the leaflets? SF/WF to follow up.</p> <p>Just giving account for medical practice – just giving too expensive - £15 per month. CH setting up BT donation account and it free!</p> <p>Staff costs – TSB, Postcode lottery, Santander, Slf. - <b>hold over</b>- Helen Houston of Kyle of Sutherland Trust, (was Alness dev. Officer) could perhaps tell us where to go for funding. CH will investigate.</p>	<p><b>TW</b></p> <p><b>TW</b></p> <p><b>CH</b></p> <p><b>SF/WF</b></p> <p><b>CH</b></p> <p><b>CH</b></p>
<b>7</b>	<p><b>SCIO – trustees</b></p> <p>Sf, WF and VM were at Governance RVA training this morning</p> <p>SF, WF and AM were appointed as trustees. SRA now has 7 trustees leaving vacancies for two more.</p> <p>There are membership forms in new leaflet to go out in June/July StrathTimes.</p> <p>WF and SF volunteered to help put the leaflets into the news letters.</p>	<p><b>WF/SF</b></p>
<b>8</b>	<p><b>Business Plan – progress</b></p> <p>Sandra and Walter's cvs need to be added. VM to send them copy of the Business Plan so they can see the format.</p> <p>Raising case for buying rather than leasing in business plan?</p> <p>Tweaking business plan – Visits, courses attended etc. need to be added to cvs.</p>	<p><b>VM</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p>

	<p>Claire Munro will help with identifying a price for the business plan</p> <p>Pablo – process of community ownership. MM pointed out that DTAS are partners with HC. MM has sent an email from him for circulation. However, this appears to refer to 2012. MM to check that correct document was sent.</p>	<b>MM</b>
<b>9</b>	<p><b>SRA web page</b></p> <p>Email and Paypal for donations – feedback from Ian Searle? <b>TD</b> to email response from him to <b>CH</b>.</p>	<b>TD</b>
<b>10</b>	<p><b>Correspondence</b></p> <p>RVA trustee training opportunities – nobody was keen to do any during the summer months.</p> <p>RVS and ASDA have a fund to help set up Men's Sheds - £5000 on offer and money can be used for rent/lease payments. First need the shed premises!</p>	<b>VM</b> <b>VM</b>
<b>11</b>	<p><b>Any other business</b></p> <p>TD requested that any member unable to attend a meeting should try, where possible, to give at least one week's notice so that committee members could prepare to act in their place.</p>	
<b>12</b>	<p><b>Next meeting – 8<sup>th</sup> June 2015. Advance apologies from MM.</b> <b>PROVISIONALLY NO MEETING IN JULY</b></p>	
<b>13</b>	<p><b>Close – 21.15</b></p>	



**SRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 04687  
AGENDA FOR MEETING WEDNESDAY 8TH JUNE 2016  
STRATHPEFFER COMMUNITY CENTRE**

	ITEM	ACTION
1	<b>Welcome &amp; apologies</b> <b>Present</b> <b>Apologies</b> Mandy MacLeman	
2	<b>Minutes of previous meeting</b> Proposed    Seconded	
3	<b>Treasurer's report</b>	<b>CH</b>
4	<b>Scottish Land Fund</b>  Scottish Land Fund application, stage 1 – Progress Clarification from Claire Munro re time between receiving stage 1 funding and submitting stage 2 application  Quorum of three trustees is low but not crucial to change. There can be a maximum of nine trustees.  Local plan – Community Park area appears to be zoned as amenity but date of plan 2012. Is there a later one?  Possibility of having joint valuation with HC?	<b>CH</b>
5	<b>Men's Shed</b>  Sampling Pavilion  Possible use of land behind St Anne's Church	<b>VM</b>  <b>VM</b>
6	<b>Fundraising</b>  McColls – plastic carrier bag fund. BT donation account and it free!  Staff costs – TSB, Postcode lottery, Santander, Slf. - Helen Houston of Kyle of Sutherland Trust, (was Alness dev. Officer) could perhaps tell us where to go for funding. CH will investigate.	<b>SF/WF</b> <b>CH</b>  <b>CH</b>
7	<b>Business Plan – progress</b>  Sandra and Walter's cvs  Tweaking business plan – Visits, courses attended etc.  Business plan consultant?before appointing a consultant to do this?  Pablo – process of community ownership document – 2012 – was there a later one?	<b>ALL</b>  <b>ALL</b> <b>MM</b>
9	<b>SRA web page</b>	

	Email and Paypal for donations – feedback from Ian Searle?	<b>TD</b>
<b>10</b>	<b>Correspondence</b>	
<b>11</b>	<b>Any other business</b>	
<b>12</b>	<b>Next meeting –</b>	
<b>13</b>	<b>Close –</b>	

**STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287**

**APPROVED MINUTES FOR MEETING 7.30PM WEDNESDAY 8TH JUNE 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>ITEM</b>	<b>ACTION</b>
1	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Andy and Val Moffat (Sec), Walter Fleming, Tim Dawson (VC), Ann Sant (Ch), Clara Hickey (Tr) and Peter (SCC)  <b>Apologies</b> Mandy MacLeman, Phoenix Dawn, Heather Crockett, Maureen McLuskie and Shirley Stephenson, Sandra Fleming.</p>	
2	<p><b>Minutes of previous meeting</b>  Proposed CH                      Seconded WF</p>	
3	<p><b>Treasurer's report</b> - £327.72 in bank. After £80 cheque and room hire payment now £392.72. Haven't received HC grant yet. CH to contact MM</p>	<b>CH</b>
4	<p><b>Scottish Land Fund</b></p> <p>Scottish Land Fund application, stage 1 – Progress Clarification from Claire Munro re time between receiving stage 1 funding and submitting stage 2 application. No progress. Application not submitted. It was thought at the meeting that Slf has 6 weeks to make their decision.</p> <p>TD will check with planning official what the green on the local plan means.</p> <p>CH to ask Robbie Bain about a joint valuation.</p>	<p><b>CH</b></p> <p><b>TD</b></p> <p><b>CH</b></p>
5	<p><b>Men's Shed</b></p> <p>Sampling Pavilion – Feed back from Michael Dolan (Project Manager, Care &amp; Learning Estate Team) and or Robbie Bain. Dr Ian Cockburn has asked for a description of what will be done in the shed. This is being worked on by shedders. Dr Cockburn said if we sell it to him he will fight our corner with the council</p> <p>Another possible, semi derelict premises has been</p>	<b>VM</b>

	<p>offered – free of charge to Sheddars. In process of trying to contact inheritor for formal permission to use. Premises most suitable for storage of materials/equipment. It was wondered if Old Victorian Committee equipment could be stored in this building?</p> <p>Possible use of land behind St Anne's Church – not followed up at present.</p>	<b>VM</b>
<b>6</b>	<p><b>Fundraising</b></p> <p>McColls – plastic carrier bag fund. VM to write letter to Helen to ask for £200 for cost of printing membership leaflets and towards running cost of SRA.</p> <p>BT donation account and it free! - Application is in.</p> <p>Staff costs (project officer) – TSB, Postcode lottery, Santander, Slf. - Helen Houston of Kyle of Sutherland Trust, (was Alness dev. Officer) could perhaps tell us where to go for funding. CH will investigate. No progress yet.</p>	<b>VM</b> <b>CH</b> <b>CH</b>
<b>7</b>	<p><b>Business Plan – progress</b></p> <p>Business plan consultant? TD will check DG's original tender to see if he has done this sort of thing before.</p> <p>Pablo – process of community ownership document – 2012 – was there a later one? VM going to RVA AGM and there is to be a workshop on Community Ownership – might find out more then.</p>	<b>TD</b> <b>MM</b> <b>VM</b>
<b>8</b>	<p><b>SRA web page</b></p> <p>Email and Paypal for donations – feedback from Ian Searle now irrelevant as BT account being set up.</p> <p>Maintenance. HM hasn't responded to several emails from AM. Seems to be something wrong with website – AM will ring him and see if we can sort things out.</p>	<b>AM</b>
<b>9</b>	<p><b>Correspondence</b></p> <p>Age Scotland North Network Meeting – Tuesday, 21<sup>st</sup> June 2016 at the Capstone Centre, Obsdale Road, Alness 2pm – 3.30pm. Included in session will be Early Stage Dementia Training Taster. AS might be</p>	<b>AS</b>

	<p>able to attend - given invitation letter.</p> <p>RVA invitation to AGM and other information – 9<sup>th</sup> June 11 – 3pm. AGM 1.15 – 1.45pm, other information – Employment law, local reports on GWT. 2.15pm Community Employment Act update. Victoria Suite Ross County Football Club. RSVP 2/6/16. Social Enterprise Academy – Leadership training for trustees – Tain, 23/6/16 10 – 4pm Free. No takers.</p> <p>FCFCG – April bulletin with consultation re Asset transfer (closing date for consultation 20/6/16) 97 pages of what could be useful information! Also consultation about secondary legislation about abandoned, neglected land – only 26 pages! Forward to TD, CH.</p> <p>OSCR updated Guidance and good practice for charity trustees. Fully updated pdf will be available to download in June, but not yet....</p> <p>DTAS – Confirmation of our application to be a member. Free for first year then £30 next year.</p>	<p><b>VM</b></p> <p><b>VM</b></p>
<b>10</b>	<p><b>Any other business</b></p> <p>It was agreed that there be time limits for discussion about each item and there just be headings for agenda items.</p> <p>Membership – Our thanks to Clara for producing and printing of SRA flyer with membership forms. Flyers have been put in every copy of the June/July edition of StrathTimes. Dates of becoming member should be date of meeting they are approved. First four trustees January 25<sup>th</sup>. AM, SF and WF - 11<sup>th</sup> May.</p> <p>Need to check OSCR guidelines to see if we need to let them know that we have 3 new trustees.</p> <p>Matters arising need to be included in minutes after item 3.</p>	<p><b>VM</b></p> <p><b>VM</b></p> <p><b>VM, CH, TD</b></p>
<b>11</b>	<b>Next meeting – 10<sup>th</sup> August if Slf money through.</b>	
<b>12</b>	<b>Close – 20.45</b>	

STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287

APPROVED MINUTES FOR MEETING 7.30PM WEDNESDAY 14TH SEPTEMBER  
2016

STRATHPEFFER COMMUNITY CENTRE

	ITEM	ACTION
1	<p>Welcome &amp; apologies Present Val and Andy Moffat, Tim Dawson, Clara Hickey, Heather Crockett, Mandy McLeman (HC), John Swanson, Rory Dutton (DTAS) Apologies Sandra and Walter Fleming, Maureen McCluskie, Shirley Stephenson</p>	
2	<p>Minutes of previous meeting (June) – with following changes  Header Insert T in Strathpeffer, correct SCIO No.046287  Item 10 Membership joining should read, “Date of becoming a member should be when approved at SRA meeting”.  Proposed CH                      Seconded AM</p>	
2a	<p>Rory Dutton – DTAS Our project is suitable for registration with DTAS</p> <ul style="list-style-type: none"> <li>a. SRA needs to make changes to its SCIO as a matter of urgency – our objects do not include everything we plan to do. Also need to include post code areas for membership. Changes should be submitted to OSCR and once they are approved by them we have to have a special meeting with members to accept the new constitution. RD will send us the DTAS template.</li> <li>b. DTAS strongly advise ownership rather than lease DTAS will give help with Community asset transfer. Might be better if we have to pay for the land. Time is on our side as we don't have a time limited offer of funding. Could go down the route of right to buy.</li> <li>c. Land value – HC will save money because they won't have to do maintenance.</li> <li>d. SLf – assets acquired by communities.</li> <li>e. RD is going to send us the DTAS toolkit.</li> <li>f. Other benefits of belonging to DTAS – Community Share Scotland – possibility of getting discount on oil and electricity. Anyone can apply for this but if SRA organise it commission could be got. DTAS also offer pension advice.</li> </ul>	<p>RD</p> <p>Trustees to complete new constitution</p> <p>RD</p>

3	<p>Treasurer's report – £270.00 received from HC and £320 donations with membership applications. Gives us total of £996.72 (including Men's Shed fund of £300)</p>	CH
4	<p>Matters Arising</p> <p>Scottish Land Fund</p> <p>Application progress – started but not completed. How much is it going to cost to finish the Business plan. We will need to quotes for Business Plan.</p> <p>Joint valuation – Not done</p> <p>Men's Shed – HC are considering allowing it in the Water Sampling Pavilion but want a Business Plan. VM is working on this. VM has applied on line for membership to SMSA. Our Men's Shed can get insurance through them.</p> <p>VM has had a couple of new enquiries</p> <p>Telephone call from speak and language therapist in Invergordon enquiring about our shed. She has two clients recovering from strokes who would benefit from a shed. She is going to email me explaining how beneficial a shed would be – I will include this with the business plan.</p> <p>Fund Raising</p> <p>Plastic bag fund – No response from McColls – VM will email McColls direct.</p> <p>BT donation account progress – all set up, just need the website to support it</p> <p>Funding for staff costs (project officer) progress - None</p> <p>BIG VM has spoken to a Stephen at BIG who has taken down the details of our grant needs. He is passing this information on to a colleague in the Community Assets team who will get back to us soon. This fund does grants up to £1m. He has accessed our webpage and found the feasibility study. The next step will be a phone call from BIG, then a visit to see us and the site. After that it will no doubt be paperwork and a decision!</p> <p>Business Plan</p> <ol style="list-style-type: none"> <li>a. Consultant - DG doesn't appear to have done any business plans. Will need to go out to tender</li> <li>b. Community Ownership – RVA feedback. The presentation was cancelled</li> <li>c. Alness Business Gateway – TD, AM and VM met with Kenny MacKay of the BG this morning to discuss our business plan. He said we had all the information needed in the plan but suggested we <ol style="list-style-type: none"> <li>i)write a digest of the intro,</li> </ol> </li> </ol>	<p>CH</p> <p>TD</p> <p>CH</p> <p>VM</p> <p>VM</p> <p>CH</p> <p>VM</p> <p>VM</p> <p>TD, AM, VM</p>

	<p>ii) list the names of the trustees stressing all their relevant skills,  iii) Emphasise the success of the clean ups, 39% return of questionnaires and enquiries about the Men's Shed,  iv) summarise the costs so it is clear how much the project needs each year  v) Indicate degree of support of BIG, DTAS and HISEZ  He also pointed out that we have a Social Enterprise project. He recommended contacting Highlands and Islands Social Enterprise Zone for help with identifying possible funding. Breaking news - They will only help support operating social enterprises. Was advised we need to speak to 3<sup>rd</sup> Sector Interface as we are an emerging social enterprise.</p> <p>d. Keeping our councillors up to date with developments – Email Audrey Sinclair, Ian Cockburn. Isabelle Cambell and Richard Green. Should we also include Robbie Bain and Mike Dolan?</p> <p>SRA web page</p> <p>Maintenance – sra.strathpeffer.eu still not working properly. HM not responding to emails. Tim willing to take on updating our entries on the village website. Waiting for Kevin Munro to mend the village website.</p>	<p>VM</p> <p>AM/TD</p>
<p>5</p>	<p><b>Correspondence</b></p> <p>RVA – employment law – Gill Shaw (Buchanan legal services) plus info on pension regulations. Gill offers reduced rates for charities. For info only  We need to pay our annual subscription - £12. VM will donate this cost.</p> <p>Email from Australian visitor about scruffy state of village including weed growth and poor floral displays – Copied my reply to CC, Ian Cockburn, Robbie Bain and Janet Bowen.</p> <p><b>FCFCG/Trellis Highland and Island Networking Event  Tuesday, 15th November, Highland Council, Inverness</b>  A day of networking and sharing good practice. Any takers?</p> <p><b>Land for Community Growing- 7th December Edinburgh  Growing Together in partnership with the Community Land Advisory Service (CLAS) Scotland</b>  A day to share information and explore possibilities to access and secure land for sustainable community growing. This day is for aspiring community growers looking to find a site, existing groups looking to expand activity, landowners who want to engage with the local community and networks that support local growers. In line with Scotland's new Community Empowerment Act, this event aims to enable more communities to use land for the many benefits of community growing.  For aspiring community growers trying to obtain a site £20</p>	<p>VM</p> <p>VM</p>



6	<p><b>Any other Business</b></p> <p><b>Membership</b> – 24 members to be approved. Thank you emails to be sent. £230 in donations received – three donors to get a special thank you.  VM to contact all original SRA supporters and remind them to complete their membership forms.  Recruiting campaign in the Square with information about the Community Park. Date ??  Extra forms needed. It was decided not to have a prize draw for returned forms. Short item in StrathTimes - VM</p> <p><b>OSCR</b> – We don't need to inform them about our new trustees but perhaps they should be added to our SCIO section on the web page? See above</p>	<p><b>VM</b></p> <p><b>VM</b></p> <p><b>VM</b></p>
7	<p><b>Next meeting</b> Wednesday 12<sup>th</sup> October</p>	
12	<p><b>Close 21.05</b></p>	

Community Learning exchange fund Rory will forward information

No time to include these items at meeting so sent out to trustees by email with copy of these draft minutes.

**STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287**

**DRAFT MINUTES FOR MEETING 7.30PM WEDNESDAY 12TH OCTOBER 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	ITEM	ACTION
1	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Val and Andy Moffat, Ann Sant, Walter Fleming, Tim Dawson, Clara Hickey  <b>Apologies</b> Mandy McLeman, Maureen McCluskie, Shirley Stevenson, Heather Crockett, Sandra Fleming</p>	
2	<p><b>Minutes of previous meeting</b> Last account didn't seem to balance but total was correct.  Proposed VM                      Seconded TD</p>	
3	<p><b>Treasurer's report</b> - £190.00 received from Strathpeffer Medical Practice. means a total of £1,186.72</p>	CH
4	<p><b>Matters Arising</b></p> <p><b>DTAS</b> – Email from Rory Dutton. He says there is no panic to change our SCIO objects. So long as we do it before we start work on the site etc. Resend DTAS SCIO and toolkit.</p> <p><b>SLf</b> – No progress with application for funding to finish the business plan, website, valuation, updating funding opportunities, identify where the culvert is.</p> <p><b>Men's Shed</b> – Meeting with men's shed last night. 6 men present. Almost got a constitution sorted out. Men agreed it would be a good idea to open a bank account for the group – VM is progressing this with Clydesdale Bank. Visited Water Sampling Pavilion – big enough space. Business plan for HC still a work in progress. Funding – rotary – Peter Bowen, George Spark may be able to help with names to contact.</p> <p><b>Fund raising</b>  – The Co-op are offering 1% bonus on member's spend to local causes plus a share of their carrier bag charges. Visit <a href="http://www.coop.co.uk/membership">www.coop.co.uk/membership</a> Need to get SRA recognised. VM will write to them. Tell your friends and get them to join/register for us.  - McColls give all their carrier bag charges to their chosen charity but they have a just giving scheme to which we can apply. VM should be</p>	<p>VM</p> <p>VM</p> <p>VM</p> <p>VM</p>

	<p>able to get an application form from the shop next week.</p> <p><b>Business Plan</b> – No progress. TD could fix the summary but finance side is a problem so leave for a consultant when we have funding.</p> <p><b>Web page-</b> needs to be updated before we can access the bt giving account. What about through Facebook? CH to investigate. AM will ring HM. Defer decision about long term future of website until November</p> <p><b>Membership</b> – 13 new members and 1 associate approved. Total membership is now 50 full members, 5 associate members and 7 trustees (62 in total). At our May meeting we said we would revisit the geographical area for membership in November.</p>	<p>TD</p> <p>CH</p> <p>AM</p>
5	<p><b>Correspondence</b> – SCIO – Email from OSCAR about new declaration forms. Not clear if we have to do them. Have emailed them to find out and waiting for their reply.</p>	
6	<p><b>Any Other Business</b> – A display about the Community Park is being placed in the windows of the Water Sampling Pavilion and membership forms will be left at McColls, The hairdressers and the Pump Room. – Can we get some new people to come along to our meetings? We need more support and people with skills we are lacking. What skills do we need? Bring ideas/names to next meeting. VM will lift info from version 6 of business plan. TD will forward this to VM.</p>	<p>VM</p> <p>VM</p> <p>TD</p>
7	<p><b>Next meeting</b> – Wednesday, 9<sup>th</sup> November 2016</p>	

Meeting closed at 21.16

New members – Bob and Ann Cross, Freya MacKenzie, Janet Bowen, Dorothy Burr, Victoria Hutcheson, Catrina Hutcheson, Alastair Grantham, Ishbel and Richard MacDonald, Posy Piper, Heather and Kevin Crockett.

Associate member – Pam Bradley

**STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287**

**DRAFT MINUTES - MEETING 7.30PM WEDNESDAY 9TH NOVEMBER 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	ITEM	ACTION
1	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Ann Sant, Clara Hickey, Mandy MacLeman, Val Moffat, Walter Fleming, Sandra Fleming, Tim Dawson, Heather Crockett</p> <p><b>Apologies</b> Andy Moffat</p>	
2	<p><b>Minutes of previous meeting</b> Accepted and seconded by CH and AS</p>	
3	<p><b>Treasurer's report</b> Total balance £1188.72, yet to pay Community Centre bill</p>	CH
4	<p><b>Matters Arising</b></p> <p><b>SLf</b></p> <p>Issues around IT compatibility and completion of document. CH and VM to meet - date set  Once completed, share with Robbie Bain (Highland Council HC) before Asset Management Meeting</p> <p><b>Men's Shed.</b></p> <p>Still pursuing use of Sampling Pavilion as a base. Business Plan has been sent to HC. Exploring possible project for group – paint village telephone box (Community Council owned). Shared info that Linda Cambell (NHS Stroke Co-ord) supportive of project. StrokeNESS is involved in other local men's shed projects. Other possible sources of funding SSE / Global / New York Villa Trust. The committee proposed option of group to offer small maintenance jobs for a donation to project.</p> <p><b>Fund raising</b> - Response from BIG Lottery fund application. Veronica Heatherington phoned VM to inform that SRA application declined. BIG lottery supporting projects with evidence of significant deprivation.</p> <p><b>Business Plan</b></p> <p>Latest version with Giles Makins(Square Wheels) for comment. Thanks to Richard Sant for detailed</p>	CH VM

	<p>feedback, parts to be integrated. Ideas to link SRA Project and Peffery Way – email to TD.</p> <p><b>Web page</b></p> <p>AM unable to contact Hamish MacKenzie for handover. VM to email members highlighting updated facebook page. CH has attached link to access past 6 months of minutes to facebook page.</p> <p><b>Membership</b></p> <p>Current total 82 (need all trustees and associates to complete membership form). £210 raised in membership donations. Short update for StrathTimes / village noticeboard / VM to email to members.</p>	VM
5	<p><b>Correspondence</b></p> <p>OSCR changes require SRA to include wider geographical area + objectives. Pre planning advice – Community Council needs to be on document as applicant / organisation to benefit from 50% of cost SRA now member of Federation of City Farms and Community Gardens. Training available through Greenspace Scotland (central belt)</p>	MM CH
6	<p><b>Any Other Business</b></p> <p>CH propose event / session to include children to promote project. ? reptile SEAR event. Reconsider / plan in 2017. Add to Jan agenda. Counsellors to be updated with current project position. Await the final business plan. Date needed for asset management meeting (HC)</p>	
7	<p><b>Next meeting</b></p> <p>11th January, 2017 19.30 Community Centre</p>	

Meeting closed at 21.00

Dear Val,

I can understand your disappointment.

I don't think any of our other open funding programmes would fund your whole project. However, you might like to have a look at our community led grants programme (please see <https://www.biglotteryfund.org.uk/communityled> for more information and a sample application form). It can provide up to £150,000 (with a maximum of £50,000 for capital costs) for periods between 3 and 5 years. It us focuses on supporting the delivery of activities that are open to everyone in a geographic community and which benefit the entire community. Perhaps there may be some potential for it to fund some elements of what you wish to do.

If you'd like to have a chat about the community led programme, please feel free to contact me on 0141 242 1586.

Kind regards,

Gordon Morton

Communications Officer

7	<b>New natural play policy</b> - Doug Miles – Any news? No Mandy – emails to her have been bouncing back.	<b>MM</b>
8	<b>SCIO</b> – Application received by OSCR and acknowledged	
9	<b>Business Plan</b> – Progress – Draft gone to Robbie. Diane Campbell and David Graham have given helpful advice. D.Genney to help with spread sheets. Figures for beneficiaries of Community Park – CH. CH to ring Robbie to check SRA business plan is on the agenda at end of the month. Add grid ref to business detail. Any other edits – email to TD	<b>TD</b> <b>D.genney</b> <b>CH</b> <b>CH</b> <b>ALL</b>
10	<b>SRA web page</b> Tim had a meeting with Hamish who is developing the website in such a way as anyone can access it. Short demo of how to access members side. More info to follow. Send Tim photos and information about anything else that should go on website. <b>Twitter account</b> – VM to send password to PP and CH <b>Facebook</b> – PP to update	<b>TD</b> <b>ALL</b> <b>VM, PP, CH</b> <b>PP</b>
13	<b>Correspondence</b> - Opportunities for funding but not until we have control of the site.	
14	<b>AOB</b> - Job descriptors for trustees needed for next meeting	<b>VM</b>

Meeting closed 21.00

Next meeting Wednesday 10<sup>th</sup> February, 2016 at 7.30pm

**SRA RESIDENTS ASSOCIATION**

**APPROVED MINUTES MEETING - WEDNESDAY 10TH FEBRUARY 2016 19.30**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>AGENDA ITEM</b>	<b>ACTION</b>
1	<b>Welcome &amp; apologies</b> Present: Clara Hickey, Tim Dawson, Walter Fleming, Ryan Macaskill, Trina Wombell, Sandra Fleming, Andy Moffat, Val Moffat, Dave Genney, Apologies: Phoenix Dawn, Ann Sant,	
2	<b>Minutes of previous meeting</b> Proposed VM, seconded DG	
3	<b>Treasurer's Report</b> – £255.31 £31.00 cash in hand	<b>CH</b>
4	<b>Men's shed progress report</b> Meeting Mon – group members completed forms to join Scottish Men's Shed Morrison's Well / Sampling Pavilion Frank Scott is the HC contact - VM chasing VM to contact TS to establish other local groups	<b>VM</b>
5	<b>Fundraising</b> Sunday Quiz night - £60 raised Bring and Buy Saturday 13/2 9.30am set up Gazebo / bring items for sale No Victorian Day 2016 Open Garden event – late spring / early summer Garden tidy up – via silent auction Tree tour of Strathpeffer Hill race – add to March agenda  Money raised will cover cost of SRA meetings / room hire / printing until formal grant applications  Merchandise – await Posy	<b>ALL</b>  <b>CH / TW CH – advice from CoSc on silent auction organisation and TW on cost of organising tree tour</b>  <b>PP</b>
6	<b>New natural play policy</b> – to next meeting when MM able to advise	<b>MM</b>
7	<b>SCIO</b> – guide read by VM and TD Note SCIO number to be on ALL SRA documentation (legal requirement) SCIO number – SC046287	<b>VM</b> to circulate roles and responsibilities of trustees, draw up member application form and Excel data base for same.



8	<p><b>Business Plan</b> – SRA Committee disappointed as yet no response for Robbie Bain following Asset Management Board meeting end Jan re sale / lease of land.</p> <p>Completed business plan to be sent to RB to formally present at next Asset Management meeting in April. Version 4 - TD and DG to complete by end of Feb</p> <p>Email to local and Dingwall Counsellors to highlight stage of project – “middle of discussion with HC regarding asset management transfer and committee members happy to meet to discuss plans further”</p>	<p><b>DG and TD</b></p> <p><b>VM</b></p>
9	<p><b>SRA web page</b> Need to include SCIO number TD able now to add documents to web page AM and TD to meet to share workload</p> <p><b>Facebook</b> Include SCIO number Explore name change to Community Park to make public search more accessible</p>	<p><b>TD /AM</b></p> <p><b>CH</b></p>
10	<p><b>Correspondence</b> From RVA – Trustee training courses Trustee selection course 19/2 + 15/4</p> <p><b>Roles and responsibilities of trustees (document)</b> CH has copies of basic trustee application forms TD will search and share job descriptions CH to share google search</p> <p><b>VM shared email – Federation of City Farms</b> Financial benefit for future <b>Tesco bag scheme</b> not successful</p>	<p><b>All interested</b></p> <p><b>VM to email</b></p> <p><b>CH / TD</b></p>
11	<p><b>Membership</b> SCIO trustees – VM AS TD CH</p> <ol style="list-style-type: none"> <li>1. Need to recruit SRA members (approx 40 - 50) / complete membership form / possibly make a donation to SRA</li> <li>2. Invite to a meeting where members can be co-opted as a trustee</li> <li>3. Membership list under SCIO rules needs to</li> </ol>	<p><b>VM to develop membership form</b></p>

	be updated and dates added when join / leave	
12	<p><b>Development Trust Association of Scotland (DTAS)</b></p> <p>CH keen for SRA to join as provisional member (free for first year), committee agreed</p> <p>Membership allows access to relevant documentation / resources / help and guidance</p>	<b>CH</b>

Meeting closed: 21.00hrs

Next meeting: Wednesday 9<sup>th</sup> March 2016 at 7.30pm



7	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>- Bring and Buy – successful and cold!</li> <li>- No Victorian Day 2016, but 11<sup>th</sup> June – Queen's official 90<sup>th</sup> birthday event – Pavilion and Community</li> <li>- Open Garden event – late spring / early summer</li> <li>- Tree tour of Strathpeffer (Johnny Miller)</li> <li>- Hill race (?2017)</li> </ul> <p>Merchandise – await Posy</p> <ul style="list-style-type: none"> <li>- 100 club for members register with HC for small lottery license (£30/year)</li> <li>- SMP sponsorship to climb Ben Wyvis 18/6</li> <li>- McColls local support – bag fund</li> <li>- BT donate opportunity</li> </ul> <p>Staff costs – possible grants through TSB, Postcode lottery, Santander</p>	<p><b>VM</b></p> <p><b>TW to contact Johnny Millar</b></p> <p><b>VM</b></p>
9	<p><b>SCIO</b></p> <ul style="list-style-type: none"> <li>– Roles and responsibilities of trustees</li> <li>- Membership application form - full members / associate members (don't live in local area)</li> </ul> <p>MM suggested info leaflet (with photos) plus tear off membership form (funding may be available through MM)</p> <ul style="list-style-type: none"> <li>- Excel data base for supporters, members</li> </ul>	<p><b>VM</b> to circulate roles and responsibilities of trustees, member application form</p> <p><b>VM</b> to send forms to Val Cameron for comment</p> <p><b>CH</b> to design SRA leaflet</p> <p><b>VM</b> – done ready for adding data</p>
10	<p><b>Business Plan – Response from RB</b></p> <ul style="list-style-type: none"> <li>- VM - telephone conversation with RB</li> <li>- Progress with version 5 for April Asset Management meeting. Thanks to Dave Genney for contribution. (downloaded onto SRA website). Meet with Hamish MacKenzie re progress with website. Clara will add s additional detail to plan and email TD and MM</li> <li>- Councillor response to email sent to RB. Invitation to committee members happy to meet to discuss plans further not yet sent.</li> </ul> <p><b>VM</b> to email Dianne Campbell DTAS re Robbie Bain response</p> <p>Explore Community Asset transfer with Pablo as recommended (payment legal fees only) <b>MM</b> to forward email from Robbie Bain to Pablo / Community Empowerment Bill</p> <p>Robbie Bain indicated letter of intent from HC is possible</p> <ul style="list-style-type: none"> <li>- Formal letter to RB to have item added to Asset Management Board meeting: Agenda items by 24/3</li> </ul> <p>Submit Report 14/4 for meeting 19/4</p>	<p><b>TD/VM</b></p> <p><b>TD/DG</b></p> <p><b>TD / CH meeting with HM</b></p> <p><b>VM</b></p> <p><b>MM</b></p> <p><b>TD to write / send letter</b></p>



**SRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 0468  
APPROVED MINUTES FOR MEETING WEDNESDAY 13<sup>th</sup> APRIL 2016 19.30  
STRATHPEFFER COMMUNITY CENTRE**

	<b>AGENDA ITEM</b>	<b>ACTION</b>
1	<p><b>Welcome &amp; apologies</b> Present: Ann Sant, Tim Dawson, Ryan MacAskill, Val Moffat, Clara Hickey, Sandra and Walter Fleming, Claire Munro. H &amp; I enterprise. Apologies: Phoenix Dawn, Andy Moffat, Gail Coburn, Heather Crocket.</p>	
2	<p><b>Minutes of previous meeting</b> Proposed VM, seconded SF.</p>	
3	<p><b>Claire Munro</b> - from HI Enterprise, on behalf of Scottish land fund. Has been liasing with Diane Campbell and has seen the draft business plan. Scottish Land fund - Government money to help communities own land etc. (Slf). Two stages to fund:</p> <ol style="list-style-type: none"> <li>1. Registering for the fund – can do that now. 95% funding is max. 100% grant for valuation? Minimum amount to be applied for is between £5K - £10K.</li> <li>2. Application for funding. Has to be made within 6 weeks of stage 1 money granted (is this correct?). Earliest decision will be made will be after June/August. Look for match funding if we are looking for money for a Project Officer. Claire can help with a brief.</li> </ol> <p>Eligibility – The land fund wants the area to be geographically defined – e.g., Community Council area and perhaps Jamestown or list of post codes.</p> <p>Quorum of three is low but not crucial to change.</p> <p>Co-opting members – can bring someone on to the board who isn't a trustee but only if our catchment area is left undefined but community fund may wish it to be more definitive.</p> <p>Valuation of the land asset. Need to get a valuation asap. It will only be valid for six months. Don't have to use the District Valuer for our valuation. Ask Council if we can have a joint valuation. Claire offered to speak with RB about a joint valuation and</p>	

	<p>also check with Diane Campbell. Look on local plan to check if ground is earmarked for something.</p> <p>Need to have a survey for where the drainage is through the land.</p> <p>Business Plan - Have to make a very strong case for buying rather than leasing. Proving our track record – CVs important here*. Need to include short report about visit to Plantation, Fort William. Good idea to visit The Fife Ecology Centre and put in Business study. Both visits will show that SRA have done their research.</p> <p>Maybe need to scope revenue stream for courses for business plan.</p> <p>Consultant to look over business plan, water survey, consulting engineer – who would do this? Clair could share Colonsay's Island Project brief for survey. Discussed if David Graham might tweak our plan – nobody appointed to contact him....</p> <p>Claire will send us her feedback on the discussion.</p>	
<b>4</b>	<p><b>Treasurer's Report</b></p> <p>Accounts for AGM in May? <b>£327.72</b>. Do we need to have a meeting to approve the accounts before the AGM?</p>	<p><b>CH</b></p> <p><b>VM</b> has looked at last year's AGM minutes and it appears that "The chair accepted and signed the treasurer's report"</p>
<b>5</b>	<p><b>Men's shed progress report</b> – Sampling Pavilion</p> <p>Press release about lack of premises awaiting news about Sampling Pavilion.</p>	<p><b>VM</b></p>
<b>6</b>	<p><b>Fundraising</b></p> <p>11<sup>th</sup> June – Queen's official 90<sup>th</sup> birthday event – Pavilion and Community. SRA do not require a presence.</p> <p>Open Garden event – late spring / early summer <b>NOTHING TO REPORT</b></p> <p>Tree tour of Strathpeffer (Johnny Miller) <b>NOTHING TO REPORT</b></p> <p>Any progress with</p> <p>100 club for members, register with HC for small lottery license (£30 per year) <b>WAIT AND SEE AFTER MEMBERS LEAFLET GOES OUT ASKING FOR DONATIONS.</b></p> <p><b>AUTUMN EARLY ENOUGH</b></p> <p>Strathpeffer Medical Practice sponsorship to</p>	<p><b>VM</b></p> <p><b>TW</b></p> <p><b>TW to contact JM</b></p>

	<p>climb Ben Wyvis 18/6 – need to set up Just Giving account... Did Clara say she would look at this?</p> <p>McColls local support – plastic carrier bag fund WALTER WILL ASK HELEN</p> <p>BT donate opportunity KEEP ON HOLD.</p> <p>Staff costs – possible grants through TSB, Postcode lottery, Santander SLf.</p>	<p><b>CH?</b></p> <p><b>WF</b></p>
7	<p><b>SCIO</b></p> <p>Comments about documents sent with agenda mailing.</p> <p>Role description; Guidelines for board of charity trustees – Easy Read version; Conflict of interest policy – VM version;</p> <p>Membership applications in Clara’s leaflet.</p> <p>Excel data base for full and associate members is ready.</p>	
8	<p><b>Business Plan – Progress</b></p> <p>As in item 3 investigate professional tweaking. Community Empowerment – need to get Pablo onside – Claire Munro is going to put out some feelers.</p>	
9	<p><b>SRA web page</b></p> <p>email and Paypal for donations. Ian Seale might be able to help with this.</p>	<p><b>TD</b></p>

Are Sandra and Walter’s CVs in the business plan?

Meeting closed: 9.35pm

Next meeting: 7pm Wednesday 11<sup>th</sup> May 2016 for ordinary meeting and AGM – wait until Mandy has let us know about procedure re financial report.



**STRAPEFFER RESIDENTS ASSOCIATION – SCIO No: SC04687**

**DRAFT AGENDA FOR AGM ON 11<sup>th</sup> MAY 2016 AT 7.30**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>ITEM</b>	<b>ACTION</b>
<b>1</b>	<b>Welcome and apologies</b>	
<b>2</b>	<b>Minutes of last meeting</b> <b>Proposed, seconded</b>	
<b>3</b>	<b>Chair's report</b>	<b>AS</b>
<b>4</b>	<b>Treasurer's report</b>	<b>CH</b>
<b>5</b>	<b>Elections</b>	
<b>6</b>	<b>AOB</b> <b>Appointment of Trustees</b>	
<b>7</b>	<b>Next AGM</b>	
<b>8</b>	<b>Meeting closed</b>	

**STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287**

**APPROVED MINUTES FOR MEETING 7.30PM WEDNESDAY 8TH JUNE 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	<b>ITEM</b>	<b>ACTION</b>
<b>1</b>	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Andy and Val Moffat (Sec), Walter Fleming, Tim Dawson (VC), Ann Sant (Ch), Clara Hickey (Tr) and Peter (SCC)  <b>Apologies</b> Mandy MacLeman, Phoenix Dawn, Heather Crockett, Maureen McLuskie and Shirley Stephenson, Sandra Fleming.</p>	
<b>2</b>	<p><b>Minutes of previous meeting</b>  Proposed CH                      Seconded WF</p>	
<b>3</b>	<p><b>Treasurer's report</b> - £327.72 in bank. After £80 cheque and room hire payment now £392.72. Haven't received HC grant yet. CH to contact MM</p>	<b>CH</b>
<b>4</b>	<p><b>Scottish Land Fund</b></p> <p>Scottish Land Fund application, stage 1 – Progress Clarification from Claire Munro re time between receiving stage 1 funding and submitting stage 2 application. No progress. Application not submitted. It was thought at the meeting that Slf has 6 weeks to make their decision.</p> <p>TD will check with planning official what the green on the local plan means.</p> <p>CH to ask Robbie Bain about a joint valuation.</p>	<p><b>CH</b></p> <p><b>TD</b></p> <p><b>CH</b></p>
<b>5</b>	<p><b>Men's Shed</b></p> <p>Sampling Pavilion – Feed back from Michael Dolan (Project Manager, Care &amp; Learning Estate Team) and or Robbie Bain. Dr Ian Cockburn has asked for a description of what will be done in the shed. This is being worked on by shedders. Dr Cockburn said if we sell it to him he will fight our corner with the council</p> <p>Another possible, semi derelict premises has been</p>	<b>VM</b>

	<p>offered – free of charge to Sheddars. In process of trying to contact inheritor for formal permission to use. Premises most suitable for storage of materials/equipment. It was wondered if Old Victorian Committee equipment could be stored in this building?</p> <p>Possible use of land behind St Anne's Church – not followed up at present.</p>	<p><b>VM</b></p>
<b>6</b>	<p><b>Fundraising</b></p> <p>McColls – plastic carrier bag fund. VM to write letter to Helen to ask for £200 for cost of printing membership leaflets and towards running cost of SRA.</p> <p>BT donation account and it free! - Application is in.</p> <p>Staff costs (project officer) – TSB, Postcode lottery, Santander, Slf. - Helen Houston of Kyle of Sutherland Trust, (was Alness dev. Officer) could perhaps tell us where to go for funding. CH will investigate. No progress yet.</p>	<p><b>VM</b></p> <p><b>CH</b></p> <p><b>CH</b></p>
<b>7</b>	<p><b>Business Plan – progress</b></p> <p>Business plan consultant? TD will check DG's original tender to see if he has done this sort of thing before.</p> <p>Pablo – process of community ownership document – 2012 – was there a later one? VM going to RVA AGM and there is to be a workshop on Community Ownership – might find out more then.</p>	<p><b>TD</b></p> <p><b>MM</b></p> <p><b>VM</b></p>
<b>8</b>	<p><b>SRA web page</b></p> <p>Email and Paypal for donations – feedback from Ian Searle now irrelevant as BT account being set up.</p> <p>Maintenance. HM hasn't responded to several emails from AM. Seems to be something wrong with website – AM will ring him and see if we can sort things out.</p>	<p><b>AM</b></p>
<b>9</b>	<p><b>Correspondence</b></p> <p>Age Scotland North Network Meeting – Tuesday, 21<sup>st</sup> June 2016 at the Capstone Centre, Obsdale Road, Alness 2pm – 3.30pm. Included in session will be Early Stage Dementia Training Taster. AS might be</p>	<p><b>AS</b></p>

	<p>able to attend - given invitation letter.</p> <p>RVA invitation to AGM and other information – 9<sup>th</sup> June 11 – 3pm. AGM 1.15 – 1.45pm, other information – Employment law, local reports on GWT. 2.15pm Community Employment Act update. Victoria Suite Ross County Football Club. RSVP 2/6/16. Social Enterprise Academy – Leadership training for trustees – Tain, 23/6/16 10 – 4pm Free. No takers.</p> <p>FCFCG – April bulletin with consultation re Asset transfer (closing date for consultation 20/6/16) 97 pages of what could be useful information! Also consultation about secondary legislation about abandoned, neglected land – only 26 pages! Forward to TD, CH.</p> <p>OSCR updated Guidance and good practice for charity trustees. Fully updated pdf will be available to download in June, but not yet....</p> <p>DTAS – Confirmation of our application to be a member. Free for first year then £30 next year.</p>	<p><b>VM</b></p> <p><b>VM</b></p>
<b>10</b>	<p><b>Any other business</b></p> <p>It was agreed that there be time limits for discussion about each item and there just be headings for agenda items.</p> <p>Membership – Our thanks to Clara for producing and printing of SRA flyer with membership forms. Flyers have been put in every copy of the June/July edition of StrathTimes. Dates of becoming member should be date of meeting they are approved. First four trustees January 25<sup>th</sup>. AM, SF and WF - 11<sup>th</sup> May.</p> <p>Need to check OSCR guidelines to see if we need to let them know that we have 3 new trustees.</p> <p>Matters arising need to be included in minutes after item 3.</p>	<p><b>VM</b></p> <p><b>VM</b></p> <p><b>VM, CH, TD</b></p>
<b>11</b>	<b>Next meeting</b> – 10 <sup>th</sup> August if Slf money through.	
<b>12</b>	<b>Close – 20.45</b>	

STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287

APPROVED MINUTES FOR MEETING 7.30PM WEDNESDAY 14TH SEPTEMBER  
2016

STRATHPEFFER COMMUNITY CENTRE

	ITEM	ACTION
1	<p>Welcome &amp; apologies Present Val and Andy Moffat, Tim Dawson, Clara Hickey, Heather Crockett, Mandy McLeman (HC), John Swanson, Rory Dutton (DTAS) Apologies Sandra and Walter Fleming, Maureen McCluskie, Shirley Stephenson</p>	
2	<p>Minutes of previous meeting (June) – with following changes  Header Insert T in Strathpeffer, correct SCIO No.046287  Item 10 Membership joining should read, “Date of becoming a member should be when approved at SRA meeting”.  Proposed CH                      Seconded AM</p>	
2a	<p>Rory Dutton – DTAS Our project is suitable for registration with DTAS</p> <ul style="list-style-type: none"> <li>a. SRA needs to make changes to its SCIO as a matter of urgency – our objects do not include everything we plan to do. Also need to include post code areas for membership. Changes should be submitted to OSCR and once they are approved by them we have to have a special meeting with members to accept the new constitution. RD will send us the DTAS template.</li> <li>b. DTAS strongly advise ownership rather than lease DTAS will give help with Community asset transfer. Might be better if we have to pay for the land. Time is on our side as we don't have a time limited offer of funding. Could go down the route of right to buy.</li> <li>c. Land value – HC will save money because they won't have to do maintenance.</li> <li>d. SLf – assets acquired by communities.</li> <li>e. RD is going to send us the DTAS toolkit.</li> <li>f. Other benefits of belonging to DTAS – Community Share Scotland – possibility of getting discount on oil and electricity. Anyone can apply for this but if SRA organise it commission could be got. DTAS also offer pension advice.</li> </ul>	<p>RD</p> <p>Trustees to complete new constitution</p> <p>RD</p>

3	<p>Treasurer's report – £270.00 received from HC and £320 donations with membership applications. Gives us total of £996.72 (including Men's Shed fund of £300)</p>	CH
4	<p>Matters Arising</p> <p>Scottish Land Fund</p> <p>Application progress – started but not completed. How much is it going to cost to finish the Business plan. We will need to quotes for Business Plan.</p> <p>Joint valuation – Not done</p> <p>Men's Shed – HC are considering allowing it in the Water Sampling Pavilion but want a Business Plan. VM is working on this. VM has applied on line for membership to SMSA. Our Men's Shed can get insurance through them.</p> <p>VM has had a couple of new enquiries</p> <p>Telephone call from speak and language therapist in Invergordon enquiring about our shed. She has two clients recovering from strokes who would benefit from a shed. She is going to email me explaining how beneficial a shed would be – I will include this with the business plan.</p> <p>Fund Raising</p> <p>Plastic bag fund – No response from McColls – VM will email McColls direct.</p> <p>BT donation account progress – all set up, just need the website to support it</p> <p>Funding for staff costs (project officer) progress - None</p> <p>BIG VM has spoken to a Stephen at BIG who has taken down the details of our grant needs. He is passing this information on to a colleague in the Community Assets team who will get back to us soon. This fund does grants up to £1m. He has accessed our webpage and found the feasibility study. The next step will be a phone call from BIG, then a visit to see us and the site. After that it will no doubt be paperwork and a decision!</p> <p>Business Plan</p> <ol style="list-style-type: none"> <li>a. Consultant - DG doesn't appear to have done any business plans. Will need to go out to tender</li> <li>b. Community Ownership – RVA feedback. The presentation was cancelled</li> <li>c. Ainess Business Gateway – TD, AM and VM met with Kenny MacKay of the BG this morning to discuss our business plan. He said we had all the information needed in the plan but suggested we <ol style="list-style-type: none"> <li>i)write a digest of the intro,</li> </ol> </li> </ol>	<p>CH</p> <p>TD</p> <p>CH</p> <p>VM</p> <p>VM</p> <p>CH</p> <p>VM</p> <p>VM</p> <p>TD, AM, VM</p>

	<p>ii) list the names of the trustees stressing all their relevant skills,  iii) Emphasise the success of the clean ups, 39% return of questionnaires and enquiries about the Men's Shed,  iv) summarise the costs so it is clear how much the project needs each year  v) Indicate degree of support of BIG, DTAS and HISEZ  He also pointed out that we have a Social Enterprise project. He recommended contacting Highlands and Islands Social Enterprise Zone for help with identifying possible funding. Breaking news - They will only help support operating social enterprises. Was advised we need to speak to 3<sup>rd</sup> Sector Interface as we are an emerging social enterprise.</p> <p>d. Keeping our councillors up to date with developments – Email Audrey Sinclair, Ian Cockburn. Isabelle Cambell and Richard Green. Should we also include Robbie Bain and Mike Dolan?</p> <p>SRA web page</p> <p>Maintenance – sra.strathpeffer.eu still not working properly. HM not responding to emails. Tim willing to take on updating our entries on the village website. Waiting for Kevin Munro to mend the village website.</p>	<p>VM</p> <p>AM/TD</p>
<p>5</p>	<p><b>Correspondence</b></p> <p>RVA – employment law – Gill Shaw (Buchanan legal services) plus info on pension regulations. Gill offers reduced rates for charities. For info only  We need to pay our annual subscription - £12. VM will donate this cost.</p> <p>Email from Australian visitor about scruffy state of village including weed growth and poor floral displays – Copied my reply to CC, Ian Cockburn, Robbie Bain and Janet Bowen.</p> <p><b>FCFCG/Trellis Highland and Island Networking Event  Tuesday, 15th November, Highland Council, Inverness</b>  A day of networking and sharing good practice. Any takers?</p> <p><b>Land for Community Growing- 7th December Edinburgh  Growing Together in partnership with the Community Land Advisory Service (CLAS) Scotland</b>  A day to share information and explore possibilities to access and secure land for sustainable community growing. This day is for aspiring community growers looking to find a site, existing groups looking to expand activity, landowners who want to engage with the local community and networks that support local growers. In line with Scotland's new Community Empowerment Act, this event aims to enable more communities to use land for the many benefits of community growing.  For aspiring community growers trying to obtain a site £20</p>	<p>VM</p> <p>VM</p>

6	<p><b>Any other Business</b></p> <p><b>Membership</b> – 24 members to be approved. Thank you emails to be sent. £230 in donations received – three donors to get a special thank you.  VM to contact all original SRA supporters and remind them to complete their membership forms.  Recruiting campaign in the Square with information about the Community Park. Date ??  Extra forms needed. It was decided not to have a prize draw for returned forms. Short item in StrathTimes - VM</p> <p><b>OSCR</b> – We don't need to inform them about our new trustees but perhaps they should be added to our SCIO section on the web page? See above</p>	<p><b>VM</b></p> <p><b>VM</b></p> <p><b>VM</b></p>
7	<p><b>Next meeting</b> Wednesday 12<sup>th</sup> October</p>	
12	<p><b>Close 21.05</b></p>	

Community Learning exchange fund Rory will forward information

No time to include these items at meeting so sent out to trustees by email with copy of these draft minutes.



**STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287**

**DRAFT MINUTES FOR MEETING 7.30PM WEDNESDAY 12TH OCTOBER 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	ITEM	ACTION
1	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Val and Andy Moffat, Ann Sant, Walter Fleming, Tim Dawson, Clara Hickey  <b>Apologies</b> Mandy McLeman, Maureen McCluskie, Shirley Stevenson, Heather Crockett, Sandra Fleming</p>	
2	<p><b>Minutes of previous meeting</b> Last account didn't seem to balance but total was correct.  Proposed VM                      Seconded TD</p>	
3	<p><b>Treasurer's report</b> - £190.00 received from Strathpeffer Medical Practice. means a total of £1,186.72</p>	CH
4	<p><b>Matters Arising</b></p> <p><b>DTAS</b> – Email from Rory Dutton. He says there is no panic to change our SCIO objects. So long as we do it before we start work on the site etc. Resend DTAS SCIO and toolkit.</p> <p><b>SLf</b> – No progress with application for funding to finish the business plan, website, valuation, updating funding opportunities, identify where the culvert is.</p> <p><b>Men's Shed</b> – Meeting with men's shed last night. 6 men present. Almost got a constitution sorted out. Men agreed it would be a good idea to open a bank account for the group – VM is progressing this with Clydesdale Bank. Visited Water Sampling Pavilion – big enough space. Business plan for HC still a work in progress. Funding – rotary – Peter Bowen, George Spark may be able to help with names to contact.</p> <p><b>Fund raising</b>  – The Co-op are offering 1% bonus on member's spend to local causes plus a share of their carrier bag charges. Visit <a href="http://www.coop.co.uk/membership">www.coop.co.uk/membership</a> Need to get SRA recognised. VM will write to them. Tell your friends and get them to join/register for us.  - McColls give all their carrier bag charges to their chosen charity but they have a just giving scheme to which we can apply. VM should be</p>	<p>VM</p> <p>VM</p> <p>VM</p> <p>VM</p>

	<p>able to get an application form from the shop next week.</p> <p><b>Business Plan</b> – No progress. TD could fix the summary but finance side is a problem so leave for a consultant when we have funding.</p> <p><b>Web page-</b> needs to be updated before we can access the bt giving account. What about through Facebook? CH to investigate. AM will ring HM. Defer decision about long term future of website until November</p> <p><b>Membership</b> – 13 new members and 1 associate approved. Total membership is now 50 full members, 5 associate members and 7 trustees (62 in total). At our May meeting we said we would revisit the geographical area for membership in November.</p>	<p>TD</p> <p>CH</p> <p>AM</p>
5	<p><b>Correspondence</b> – SCIO – Email from OSCAR about new declaration forms. Not clear if we have to do them. Have emailed them to find out and waiting for their reply.</p>	
6	<p><b>Any Other Business</b> – A display about the Community Park is being placed in the windows of the Water Sampling Pavilion and membership forms will be left at McColls, The hairdressers and the Pump Room. – Can we get some new people to come along to our meetings? We need more support and people with skills we are lacking. What skills do we need? Bring ideas/names to next meeting. VM will lift info from version 6 of business plan. TD will forward this to VM.</p>	<p>VM</p> <p>VM</p> <p>TD</p>
7	<p><b>Next meeting</b> – Wednesday, 9<sup>th</sup> November 2016</p>	

Meeting closed at 21.16

New members – Bob and Ann Cross, Freya MacKenzie, Janet Bowen, Dorothy Burr, Victoria Hutcheson, Catrina Hutcheson, Alastair Grantham, Ishbel and Richard MacDonald, Posy Piper, Heather and Kevin Crockett.

Associate member – Pam Bradley

**STRATHPEFFER RESIDENTS ASSOCIATION – SCIO No. 046287**

**DRAFT MINUTES - MEETING 7.30PM WEDNESDAY 9TH NOVEMBER 2016**

**STRATHPEFFER COMMUNITY CENTRE**

	ITEM	ACTION
1	<p><b>Welcome &amp; apologies</b>  <b>Present</b> Ann Sant, Clara Hickey, Mandy MacLeman, Val Moffat, Walter Fleming, Sandra Fleming, Tim Dawson, Heather Crockett</p> <p><b>Apologies</b> Andy Moffat</p>	
2	<p><b>Minutes of previous meeting</b> Accepted and seconded by CH and AS</p>	
3	<p><b>Treasurer's report</b> Total balance £1188.72, yet to pay Community Centre bill</p>	CH
4	<p><b>Matters Arising</b></p> <p align="center"><b>SLf</b></p> <p>Issues around IT compatibility and completion of document. CH and VM to meet - date set  Once completed, share with Robbie Bain (Highland Council HC) before Asset Management Meeting</p> <p align="center"><b>Men's Shed.</b></p> <p>Still pursuing use of Sampling Pavilion as a base. Business Plan has been sent to HC. Exploring possible project for group – paint village telephone box (Community Council owned). Shared info that Linda Cambell (NHS Stroke Co-ord) supportive of project. StrokeNESS is involved in other local men's shed projects. Other possible sources of funding SSE / Global / New York Villa Trust. The committee proposed option of group to offer small maintenance jobs for a donation to project.</p> <p><b>Fund raising</b> - Response from BIG Lottery fund application. Veronica Heatherington phoned VM to inform that SRA application declined. BIG lottery supporting projects with evidence of significant deprivation.</p> <p><b>Business Plan</b></p> <p>Latest version with Giles Makins(Square Wheels) for comment. Thanks to Richard Sant for detailed</p>	CH VM

	<p>feedback, parts to be integrated. Ideas to link SRA Project and Peffery Way – email to TD.</p> <p><b>Web page</b></p> <p>AM unable to contact Hamish MacKenzie for handover. VM to email members highlighting updated facebook page. CH has attached link to access past 6 months of minutes to facebook page.</p> <p><b>Membership</b></p> <p>Current total 82 (need all trustees and associates to complete membership form). £210 raised in membership donations. Short update for StrathTimes / village noticeboard / VM to email to members.</p>	VM
5	<p><b>Correspondence</b></p> <p>OSCR changes require SRA to include wider geographical area + objectives. Pre planning advice – Community Council needs to be on document as applicant / organisation to benefit from 50% of cost SRA now member of Federation of City Farms and Community Gardens. Training available through Greenspace Scotland (central belt)</p>	MM CH
6	<p><b>Any Other Business</b></p> <p>CH propose event / session to include children to promote project. ? reptile SEAR event. Reconsider / plan in 2017. Add to Jan agenda. Counsellors to be updated with current project position. Await the final business plan. Date needed for asset management meeting (HC)</p>	
7	<p><b>Next meeting</b></p> <p>11th January, 2017 19.30 Community Centre</p>	

Meeting closed at 21.00

Dear Val,

I can understand your disappointment.

I don't think any of our other open funding programmes would fund your whole project. However, you might like to have a look at our community led grants programme (please see <https://www.biglotteryfund.org.uk/communityled> for more information and a sample application form). It can provide up to £150,000 (with a maximum of £50,000 for capital costs) for periods between 3 and 5 years. It us focuses on supporting the delivery of activities that are open to everyone in a geographic community and which benefit the entire community. Perhaps there may be some potential for it to fund some elements of what you wish to do.

If you'd like to have a chat about the community led programme, please feel free to contact me on 0141 242 1586.

Kind regards,

Gordon Morton

Communications Officer