**THE GLENGARRY TRUST**

**QUARTERLY TRUST MEETING**

**Monday 8th March 2021**

**6.00pm via Zoom**

**TRUSTEES PRESENT:** C. Grant (CG), M. MacRae (MMR, Chair), R. MacCallum (RM), M. MacLennan (MM), C. MacLennan (CM), J. Sutherland (JS)

**IN ATTENDANCE:** A. Cooper (AC, Secretary)

**APOLOGIES:** None

**Minutes of the last meeting**

JS proposed and CM seconded with no amendments. All action points relating to grant awards and paperwork have been actioned. CM has followed up on arranging training for Trustees and the trainer has advised that his preference is to deliver the course face to face when lockdown finishes.

**Action:** CM is to feed back once the trainer is happy to arrange training

**Coronavirus response**

MMR had provided all Trustees with an update relating to finances prior to the meeting. There have been a number of initiatives including: a range of family grants, cooker purchased, young person’s grants, senior citizens Christmas meal, crisis grants, and new heating grants. Beinneun have supported the launch of heating grants and our Covid response with a further fund of £10,000.

Ness News will be coming out to all households which will outline all the initiatives relating to Covid in the centre four pages and include information on the work of the Glengarry Trust.

Applications are also welcome for the new heating grant which is also publicised on our Facebook page and is subject to some terms which are outlined.

Grit and sand is also available should more snow arrive and is at the P.O.

**Applications for discussion**

**GCC/262**

The application is from the Glengarry Community Council. Trustees were pleased to see the use of our online system for the application.

JS and CG had scored the application individually and CG had provided his scores prior to the meeting. JS commented that the request was for 75% funding. MMR commented on the benefit of having the skip service to the community. MMR then went through the scoring process with all Trustees.

A decision on whether to award the grant was deferred as more information was required.

**Action:** AC to ask for an updated set of accounts and confirmation of the supplier with an estimate.

**Completion reports**

The following completion reports were received during the quarter:

* GCC/195
* GCC/244
* SLW/246

Trustees commented that it was positive that the majority of completion reports were now received on time and that they looked forward to hearing how projects had progressed. The South Laggan Water Association completion report was particularly detailed and might be used as an example of good practice. AC said she would continue to follow up paperwork and chase any outstanding.

**Action**: AC to ask for a photo of the Village Officers in action.

**Update on finances**

MMR shared the document on the current financial position with Trustees that had also been sent around prior to the meeting. No questions arose and

there has not been a great deal of activity during the reporting period due to the ongoing pandemic.

AC provided an update on opening a further account on behalf of the Trust and explained that she had identified Nationwide BS as a potential. All Trustees agreed that AC should progress opening an account with Nationwide and let her know if there was anything they could do to support this process.

**Action:**  AC to progress opening a new building society account.

**Conduct and confidentiality statement/policy**

All agreed that the draft which had been shared was good. Discussion around adding some wording to reflect acting in the best interests of the community as a whole after paragraph one.

MM commented that is very common in small communities for people to be involved in more than one committee or group. MMR commented that currently conflicts of interests should be declared prior to discussing each individual application. CG had enquired prior to the meeting whether this should be a separate standing agenda item.

**Action:** AC to add the above to the draft conduct and confidentiality statement and re-circulate for comment.

**Trust Deed**

Discussion about reviewing the Trust Deed and all Trustees agreed that we should have an extraordinary meeting prior to the AGM to review this document. Discussion about potentially meeting face to face to do so should the easing of lockdown allow for this. MMR explained that if Trustees wished to make any changes that the legal advice had been to do all of these things in one go as far as was possible. AC suggested that the meeting should not just cover things we want to change but also make sure that all Trustees are happy with the detail within it and fully understand and agree on all the elements. AC had been in touch with the solicitor who had drawn up the Deed to ask about making changes, and they are also able to give advice as part of the fee if Trustees have any queries about certain aspects. CG suggested that all Trustees should start reviewing this prior to a meeting and send round their thoughts and comments for AC to collate before they met.

**Action:** All Trustees to send round the queries, questions and suggested changes prior to this meeting taking place.

**AOCB**

**Scoring records**

CG has suggested sending in scoring information prior to each meeting from each Trustee and also suggested adding a paragraph of text to the feedback with some additional comments.

MMR said that all Trustees went through the scoring sheet together at the meeting and came to a consensus about each application and that this record was appended to the application. CM commented that she wasn’t aware that doing anything additional was a requirement from a legal perspective and was keen not to generate too much paperwork and thought the current system worked well. MM agreed. CM said that she remembered scoring applications being raised at the training she had attended. CG wondered whether this should be done independently. CG explained that his concern was that the system is transparent in terms of good governance and asked what OSCR’s view would be on this if they did an audit. MMR commented that OSCR had not raised any concerns to date. MMR went on to say that it would be funders (such as Falck) rather than OSCR that had any issue if they were to do an audit and we didn’t have proper records and could withdraw funding at any time. AC that when she had designed the scoring system she had anticipated that each Trustee would be using a scoring sheet and was happy to collate these and attach them to the applications. AC said that she was not aware that OSCR would have a specific position on how we should score applications only that Trustees should be satisfied that the processes they used were in line with good practice and governance. Trustees reflected that they wished to be cautious that this did not add an unnecessary administrative burden and lots of extra paperwork. Instead it was agreed that at meetings which were business as usual (i.e. face to face) Trustees would all sign the scoring paperwork to ensure there was a record. AC also added that she would review the scoring system again before the next meeting as JS had provided feedback at the last meeting about some of the questions being related to paperwork and these could be extracted and answered by the Secretary before the scoring sheets were provided to Trustees.

**Action:** AC to conduct a further review of the scoring paperwork prior to the next meeting. All Trustees to sign the scoring record to indicate their agreement with the decision about each grant going forward.

**Nominee from the Parent Council and wider representation**

CG had asked to discuss his understanding that section 6.3 of the Trust Deed states that one of the Trustees is an individual nominated by the Parent Council of the Primary School as he is aware there is not a current representative. CG also asked whether he was officially the nominated individual for Glengarry Community Woodlands and whether the Trust Deed therefore needed to be updated to reflect this. RM said that he felt that all Trustees were currently independent. RM also commented that the question arose of whether the Trust should be asking for a representative or should the Trust be approached with a nominated representative. MMR said that the Trust Deed needed to be fit for purpose for the community we live in today and representative of it. All agreed that these matters should be addressed when Trustees next meet to review and discuss the Trust Deed document.

**P6/7 Trip**

AC asked for clarification on whether the applicant needed to reapply as Trustees had suggested that in these unusual times a deferment of the funding might be in order. However, Trustees all agreed that the proposal had changed so substantially in both nature and costs that a new application should be submitted. Given the timescales Trustees all agreed that they would convene an extraordinary meeting to discuss this.

**Action:** AC to feedback to the Parent Council and ask for a new application to be submitted as soon as possible.

**Great Glen After Schools Activities Club (GGASAC)**

MMR enquired about the progress of this project and whether school numbers had changed sufficiently for the project to require additional funding. AC said that she did not think this was the case and that the intention was still to run the same activities for the same number of children later this year but she would confirm this and feed back to Trustees.

**Action:** AC to follow up progress with the GGASAC project.

**New Trustee**

AC said she was aware the Trust would have a new Trustee joining at their June meeting and wondered if there was anything in particular Trustees wished her to do to prepare for this and what information should be provided to the new Trustee. AC explained she had already collated some information (OSCR guidance, Trust Deed and the paperwork used) but wondered if there

was anything further she should add. MMR suggested this was discussed at the next meeting in May.

**Action:** Discuss induction process for new Trustees at next meeting

**The meeting closed at 19.07pm**