**THE GLENGARRY TRUST**

**QUARTERLY MEETING**

**Monday 11th September 2023**

**7.00pm at the Glengarry Community Hall**

**TRUSTEES PRESENT:** C. Grant (CG, Chair), R. Lynn (RL), N. Stewart (NS), L. MacNally (LMcN), M. Davies (MD), M. MacRae (MMR, joined at 20.05pm)

**APOLOGIES:** J. Sutherland (JS)

**Minutes of the last meeting**

These were approved by RL and seconded by MD.

**ACTION:** AC to publish minutes

**Updates to Trustees data**

None

**Declarations of interests**

None (MMR joined after all applications were assessed).

**Applications for discussion**

*SG 328 - student application*

All Trustees agreed that this application met the criteria but that the student would be required to provide evidence of the cost of their accommodation before the funding could be paid.

**ACTION:**  AC to write to the applicant to say that the grant is awarded in the sum of £750 subject to them providing evidence of their accommodation costs.

*SG 329 – student application*

Again, all Trustees agreed that this application met the criteria but that the student would be required to provide evidence of the cost of their accommodation before the funding could be paid.

**ACTION:**  AC to write to the applicant to say that the grant is awarded in the sum of £750 subject to them providing evidence of their accommodation costs.

*SG 330 - student application*

All Trustees agreed to award the grant in the full amount.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*SG 331 - student application*

All Trustees agreed to award the grant in the full amount.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*SG 332 - student application*

All Trustees agreed that this application met the criteria but that the student would be required to provide evidence of the cost of their accommodation before the funding could be paid.

**ACTION:**  AC to write to the applicant to say that the grant is awarded in the sum of £750 subject to them providing evidence of their accommodation costs.

*SG 333 - student application*

All Trustees agreed that this application also met the criteria but that the student would be required to provide evidence of the costs of their studies before the funding could be paid. The evidence provided was for items already purchased or costs already incurred.

**ACTION:**  AC to write to the applicant to say that the grant is awarded in the sum of £750 subject to them providing evidence of the costs of their studies in academic year 2023-24.

*SG 334 - student application*

All Trustees agreed to award the grant in the full amount.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*SG 335 - student application*

All Trustees agreed to award the grant in the full amount.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*SG 336 - student application*

All Trustees agreed to award the grant in the full amount.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*IG 337 - Individual grant*

All Trustees agreed that it would have been nice if the application had more detail within it about the sporting journey the young person had undertaken. There was also a query about whether the costs had been divided appropriately which AC was able to confirm they had, but this was not clear on the form. No evidence of the expenditure was provided, and Trustees would also like to see a copy of the competition entry form.

**ACTION:**  AC to write to the applicant to explain that £300 has been awarded but that they must provide a copy of the competition entry form and evidence of the hotel cost. AC will also provide feedback about the lack of detail in the application form.

*IG 338 - Individual grant*

Again, all Trustees agreed that it would have been nice if the application had more detail within it about the sporting journey the young person had undertaken. There was also a query about whether the costs had been divided appropriately which AC was able to confirm they had, but this was not clear on the form. No evidence of the expenditure was provided, and Trustees would also like to see a copy of the competition entry form. The number of miles to be travelled was also not specified on the application.

**ACTION:**  AC to write to the applicant to explain that £300 has been awarded but that they must provide a copy of the competition entry form and evidence of the hotel cost. AC will also provide feedback about the lack of detail in the application form.

*SG 339 - student application*

All Trustees agreed to award the grant in the full amount.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*SG 340 - student application*

All Trustees agreed to award the grant in the maximum for the academic year of £750. The applicant has provided evidence of proposed expenditure up to the value of £563.44 and will be asked to send in other receipts for expenses when they become available.

**ACTION:** AC to write to the applicant to advise the grant is awarded in the sum of £750

*SG 341 - student application*

All Trustees agreed that this application met the criteria but that the student would be required to provide evidence of the cost of their accommodation before the funding could be paid.

**ACTION:**  AC to write to the applicant to say that the grant is awarded in the sum of £750 subject to them providing evidence of their accommodation costs.

*SLW 342 - South Laggan Water Association*

Trustees all agreed there were a number of questions arising from this application. There were questions about the financials of the Association which were not answered. Trustees require a set of accounts and a recent bank statement.

Trustees are only able to pay the grant into the applicant's account and as such require them to rectify the issue of the account currently being inactive.

Trustees also noted that the copy of the constitution provided was not signed and dated.

Trustees also wanted more information about the businesses in South Laggan who will also benefit from the upgrades to the water supply. They would like to understand more about how the costs would be split between private and business premises to demonstrate a fair contribution being made.

Trustees discussed the time sensitivity of the proposed project as it is due to start on 18th September. It was agreed that on the basis that the application was submitted before the proposed project start date, Trustees would be prepared to potentially award a grant after the work had started. However, the award of the grant would be contingent on all of the questions being answered satisfactorily and all of the information required being provided. The project would therefore be started subject to a final funding decision being made at the applicant’s own risk.

**ACTION:**  AC to write to the applicant as quickly as possible and request feedback on all of the points raised.

**Student applications**

AC suggested that she did some work on the student application process prior to the next meeting. All agreed that it might be an opportune time to review the guidance notes for student applications, particularly those in higher education. AC will speak to Beinneun and Fort Augustus and Glenmoriston Community Company to find out more about how they manage the process and to bring ideas back to the December meeting.

Furthermore, as AC scores the Student applications prior to the meetings, Trustees should not have to research key information about the number of times the student has applied and whether they have returned their paperwork. Some further thought should be given to the timing of sending out the information packs to include this information.

**ACTION:** AC to do some work on the student application process and propose potential changes at the December meeting

**Completion reports**

Seven completion reports have been received in the period which were shared with Trustees.

* SG/288
* SG/290
* SG/291
* SG/294
* SG/297
* SG/298
* SG/319

**Project update report**

AC shared the spreadsheet with Trustees and spoke about the completion reports received in the period and the progress now being made with receiving paperwork back from applicants in good time. All agreed that a historical student completion report would not be chased any further and Trustees gave advice to AC on who to contact about an application completion report from the Invergarry Railway Museum.

**ACTION:** AC to follow up the Railway Museum completion report

**Highland Third Sector Interface online training**

All Trustees now have access to a range of online training. All agreed that the course on good governance might be useful and other short courses might also be of benefit to individual Trustees.

**ACTION:** Trustees to continue to feed back on accessing the portal and its benefit

**Website development and support**

AC explained that a new web developer would be working with her on the website and would host the site going forward. AC and the developer will be reviewing the application process, and the use of Jotform, as well as further training for AC on the use of Wordpress to enable logos and videos to be shared as required.

**ACTION:** AC to feed back at the December meeting about progress on this.

**SSE Networking event**

AC explained she had just received an email from the SSE Fund Manager asking for feedback on a preferred date, time and topics for the next networking forum.

**ACTION:**  AC to send this round for review.

**UK Web Archive**

AC has received an email asking for permission for the National Library of Scotland to provide access to archived copies of our website.

**ACTION:** AC to consult the web developer about this query.

**Glengarry Community Council Firework Fund**

LMcN explained that the Community Council will be returning the £1200 grant awarded for the Fireworks event in 2020. It will not be possible for a future firework event to take place in the village due to increased health and safety aspects and the need for operator training.

**Banking and finance**

MMR proposed a meeting of Trustees to deal with the issues of changing signatories and completing all of the paperwork. All agreed this was a good idea.

**ACTION:**  Trustees to attend a meeting to deal with all banking related issues on Tuesday 26th September at 7.30pm.

**The meeting closed at 20.35pm**