

# Sunart Common Good Fund

## Induction Meeting

19:00-21:30 22<sup>nd</sup> September 2016

Fire Station Meeting Room

## Minutes

Minute taker Isobel Baker

### 1. Welcome & Introductions

Present Panel - Sheila Wilson; Maureen Tyldsley; Val Barker. Michelle Hilder; Susan Metcalfe. Debbie Calver; Eilidh-Ann Phillips; Sarah Madden. Kathleen Robertson; Mary-Ellen Macintyre. Sunart Community Company - James Hilder. Development Officer – Izzy Baker.  
Apologies - Alistair Maclean, Robert Dunn

### 2. Recap of Process

The community Hydro Scheme will be donating money to the Community Company. This money will be the Common Good Fund. Recapped the CADISPA consultation, followed by top 25 prioritisation which shows the community priorities needing attention.

### 3. Recap the new Vision and Mission for Sunart

Covered the Visioning Workshop including the 4 main areas needing work.

### 4. Agree Broad Funding Priorities (cross referenced to work of community company)

It was agreed that the CADISPA report, Visioning Workshop, and the list of charitable objects of the Community Company are a good reference guide when considering whether applications are in line with the community's priorities.

Evidence of Community's Support for larger grants will be added to the list of additional considerations in Section 4.

### 5. Agree Structure of grants (Small, Medium, Large)

Grants will be grouped £500-£5,000 and Above £5000. Those in the first bracket will be able to submit the application form which was agreed. For anything over £5000, an Expression of Interest Form should be sent to Izzy who will check it over and email to the panel for approval (the Submission of Interest may be submitted at any time of year). These two grant brackets will be reviewed by the panel and may be altered in the future.

The panel would like Izzy to assess applications as they come in, follow up for any more information which may be needed and prepare a summary for the panel meetings.

The panel approved an Admin Budget of £1000 for SCC to process grants.

The panel decided to ensure funds were retained for larger projects, 15% of money coming in will be set aside in a 'Legacy Fund'.

At the end of year, a report will be required from everyone who has received funds to show how the money has been used, and the impact it has had.

To be eligible it was agreed that applicants should have a constitution – SCCCompany or Voluntary Action Lochaber can help with setting up a constitution.

## **6. Agree Terms of Reference of the Panel (mini constitution)**

All agreed – the quorum should be 9 people.

Under Section 4 an addition was made that: whilst the Board of the SCC has a right to veto a decision of the Panel should it feel that an award may jeopardise its charitable status, the SCC Board does not have the power to award money itself, or to arbitrarily amend decision of the Panel.

Eilidh-Ann Phillips was elected Chair. Kathleen Robertson and Mary-Ellen Macintyre were elected joint Vice-Chair.

Agreed that Izzy as LDO will do admin for the panel, although if the fund becomes very busy a new SCC Admin worker may assist.

## **7. Agree Code of Conduct**

All Agreed and signed.

## **8. Conflict of Interest Policy & each member to complete a Declaration of Interests Form**

The meeting discussed what will happen if a member has a conflict of interest over an application. All present filled in form. These forms will be updated at each meeting. Conflict of Interest Policy approved.

## **9. Agree Future Dates / Times / Locations**

Panel agreed that

Applications will open 1st October (or as soon after that as possible)

Applications Close 1<sup>st</sup> December

At the next meeting (2<sup>nd</sup> February), a timetable of future dates will be agreed.

**Next Panel Meeting and Decision**  
**Thursday 2<sup>nd</sup> February 2017 –**  
**Location Fire Station (if available).**

**Meeting closed at 21:30**