



HALKIRK DISTRICT BENEFIT FUND

Company registration No: 281781

Scottish Charity No: SC039254

MEMBERSNOTES- MEETING OF THE BOARD OF DIRECTORS

Monday 29th August 2022 7.00pm Ross Institute Halkirk

Present	Gillian Coghil, Trish Bremner, Kathrin Haltiner, Jane MacIntosh, Gordy Levack
Apologies	Ken Nicol, Richard MacNicol

1. Welcome and Apologies

Gillian Coghil opened the meeting and welcomed everyone present. Apologies as noted above.

Declarations of interest were checked and the following declared:

Gordy Levack HDBF-21-22 Alan Kennedy (close friend)

Trish Bremner HDBF-23-22 Lucy Bremner (relation)

2. Minutes of previous meeting

The minutes of the previous meeting were agreed as a true record.

3. Matters Arising

McLeod and McCallan -Sutherland Estate – There was an update from Corra Irwin company solicitor on the outcome of the transfer of the Sutherland estate. It was disappointing after long discussions, and meetings there was a lastminute change of plans. It was noted the Directors in their role of Trustees of the fund were right to query aspects of the legacy transfer. The administration of the legacy would put a burden on the fund and the volunteer Directors. It was felt although disappointing this was the right outcome for the fund as the Board of Directors had too many concerns. It was noted there has been legal costs to progress matters to the point they had reached. It was felt there should be an approach to the company solicitor to query if any of these costs could be claimed back. .

Articles of Association

As agreed at a previous meeting the Articles of Association were needing to be renewed to ensure they were up to date with modern developments.

Corra Irwin company solicitor had prepared a new version of the draft articles with points for discussion by the Board. A board Director had emailed thoughts to be discussed.

All points raised were discussed and noted for returning to Corra to incorporate in the finalised version.

This would be reviewed and proposed for agreement prior to presenting to the members at the AGM. The new articles must be agreed by OSCR and Scot Gov prior to the AGM

Letter from Spittal SWI

A letter had been received from Spittal SWI in relation to their recent application for funding which was not approved. They outlined their disappointment at the outcome. In the letter they outlined one or two points in comparison to other successful funding applications and asked for the Directors to consider an appeal. The Directors discussed the rationale behind their thought process on this application and agreed the fund does not have an appeal process. The Board of Directors decision at the time of application is considered final. A letter will be drafted and agreed by all Directors for sending to the group outlining this and highlighting they would encourage the group to submit future applications for funding.

4. Treasurer's report

Gillian handed over to Trish who updated Director's present on the balance of funds. Balance in bank £639,644.21. There were one or two queries over payments which Trish would clarify under AOB.

It was highlighted during the discussion that Community Council micro grants may be a quicker more appropriate route for small amounts of funding.

5. Funding Applications

Prior to discussing the funding applications, the issues with emails was highlighted which has caused issues for several weeks was highlighted. This is hoped to be resolved by September Navertech have been informed and area aware of the issue.



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The Chair has received a complaint regarding the lateness of the applications being sent for consideration. This was accepted and agreed applications will be sent out a minimum of one week prior to the meeting. Applications received for consideration must be received at least 3 to 4 weeks prior to the funding meeting to allow them to be processed for consideration. All future dates and deadlines will be advertised on FB and the website.

It was noted Navertech are progressing with the New Website which would assist with funding applications and deadlines.

Percentage on awards - there was a short discussion on whether the board would like to remove the percentage on awards payable in the guidelines. It was agreed to keep them at present and make decisions on percentage of funding case by case.

Due to the issues with emails and with at least 3 late applications received which could not be processed it was agreed to have an interim meeting on September the 12th in Ross Institute. There were a few applications for membership which also had to be reviewed. This would be checked to ensure all applications were noted.

It was noted the next scheduled meeting had been 31st October 2022

Applications received not processed.

- **HDBF-17-22** Shirley Bain – Keira Scottish National Swimming- It was agreed the remainder of the original application which was still to be drawn down would be available. Further application can be submitted April 2023
- **HBDF-24-22** Halkirk Village Council- New Boiler Ross Institute
- **HBDF-25-22** Halkirk Village Council- Village Christmas lights

It was agreed both these applications would come to the interim meeting; these applications are time sensitive.

Applications.

- **HDBF-18-22** Halkirk Sports and leisure club - application deferred.
- **HDBF-19-22** Halkirk Girl Guides **AWARD £849.75**
- **HDBF-20-22** Halkirk Girl Guides **AWARD £2,605.00**
- **HDBF-21-22** Alan Kennedy Euan Support costs for football training **AWARD £1,000.00** no equipment costs. Declaration of Interest noted above. Gordy did not take part in this discussion.
- **HDBF-23-22** Lucy Bremner Makaton training costs £452.00. The Board of Directors agreed to fund this application in full. **AWARD £452.00** (no promotion on this application) Declaration of interest noted above. Trish left the room.

Note this application had been missed in the assessment process and not emailed to Directors prior to meeting.

During the discussion it was requested that the awards from the past 5 years be collated and distributed to the Board of Directors for information

Communication had been received from Karl Rosie about the possible community path linking Halkirk with the forest walk Gillian will proceed to speak to Cllr Raymond Bremner to encourage communication be established between Matt and the Board.

There was a short discussion over the merit of offering a micro grant to the Community Council like the grants offered by other funds. This could be administered by the Community Council reported annually to the Benefit Fund and would offer small applications of funding up to a certain amount. These micro grants would be more accessible and easier to access for groups such as Spittal SWI. This would leave larger applications to come to the main fund. This could be discussed at a business meeting which could be arranged for a future date.



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6. AOCB

- Gillian raised the issue of food and fuel poverty which is widely predicted to affect many within the community later this year early next year.
- All Board members were asked to pull together some thoughts on this issue for the next meeting. Minutes of poverty action group meetings will be distributed for information to assist.
- First aid training is progressing.
- One or two queries regarding some grant claims which had been submitted to Trish were raised for clarification.
- A new expense claims form was agreed needs to be developed to capture all information required.
- Trish requested the school feedback form be emailed and one final receipt from Meghan Blackwood was to be forwarded to add to the previous receipts.
- It was agreed to ensure funding for individual activities made it clear no allowance for equipment would be made.
- The company solicitor has emailed a form for New Directors details to be collected. This information can be passed to the accountant.
- Director's present will agree among themselves a convenient time to visit the school to see the equipment purchased for the children.

7. Date of next meeting

12th September 2022 7pm Ross Institute