



**Minutes of Board Meeting
of LLTNP Community Partnership
Held on 26 July 2018
Robert Grieve Suite, Carrochan, Balloch**

Present:
Dinah McDonald (Chair)
Sheila Winstone (Vice Chair)
Andrew Poulter (Treasurer)
Kate Sankey (Co-opted Director)
Elizabeth Bain (Co-opted Director)
Carol Hemfrey (Director)
Jane Fifield (Director)
Iain MacInnes (Co-opted Director)
Anne Sobey (CP Development Manager)
Marie Harvey (CP Support Officer)
Apologies:
Anna MacLean (Associate Director, NPA)
Ceci Alderton (Director)
Alan Smailes (Director)
Cristina Sanchez-Navarro (Director)

The meeting started at 1.30pm:

Agenda Item	Narrative
1. Introduction and Apologies	1.1 Welcome from the Chair Dinah welcomed the Board. Apologies: Anna, Ceci, Carol, Cristina.
2. Approval of minutes of Board Meeting, 26 Apr 18	2.1 Accuracy: Action: Point 3.1.i Amend to read 26k. Point 3.1.i Amend 'employees' pension has increased by 1%' to read 'has increased by 2% from 1% last year to 3% this year'. Point 3.ii.2 Amend 'Killen' to read 'Killin' Point 6.2 Amend 'royal' to read 'rural' The minutes were accepted and Proposed: Iain Seconded: Andrew 2.2 Matters arising from minutes: None.



<p>3. Sub Group Reports</p>	<p>3.1 Sub Groups</p> <p>i. Finance & Human Resources – report ending Q4 (31.6.18). Finance forecast report & Live Spend overview circulated. Andrew presented the Draft Accounts to the Board and advised that as agreed the Skills Partnership funds carried forward from last year would remain ring fenced for 'start up' costs for any youth related projects. Andrew advised on the over spend this year and the credit figure, taking into account the SLA £40k and ring-fenced SNH £10k.</p> <p>Andrew advised that the accounts will be forwarded to Milne Craig for their independent audit and once lodged with Companies House and OSCR will be presented at the AGM.</p> <p>Jane queried whether the Skills Partnership funds could be used for an apprenticeship. Kate advised that in principal, yes but is a complex process.</p> <p>Andrew advised that the balance up to 31 June 2018 was looking positive although majority of that will be eaten up by staff costs. Andrew forecasted that there will be a decline to £11k reserves by the end of the financial year. To avoid negative variances in the live spend, Andrew asked the Board if they would consider combining some of the costs under one heading. Elizabeth agreed, but suggested SLA spending activity remains separate for easier identification. Anne advised that other work outside the SLA with WDC will cease until she sees their outstanding payment is received. Anne advised she hoped to raise an additional £15k funding to avoid eating into restricted funds; although not an immediate issue but needs to be discussed at the next Board meeting. Anne reassured the Board that every penny spent is tightly controlled, and that the SLA amount was purely coincidental and not budgeted.</p> <p>Jane asked the Board if it had considered corporate sponsorship similar to the Friends membership services. Sheila advised that whilst this works for the Friends, maintaining donations and sponsorship is very time consuming. A quick fix is to look for Gathering sponsorship.</p> <p>The accounts were accepted and proposed: Kate Seconded: Carol</p>
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ii. Development & Project

1. Climate Change: Anne advised that the deadline for an Expression of Interest to the Climate Challenge Fund is 17 Sep and the CP is eligible to apply. The final application for submission by December. The Gathering will be used to gather community engagement and as discussed with Susan the Place Standards model will be revamped for use at the event. Anne advised that the CCF application will have multiple outcomes.

Action: Anne requires a punchy title for the CCF project – Board

Action: Open invitation up to Board members who feel they are able to contribute to this sub group

Action: Marie to cancel scheduled meetings at Three Villages Hall and book instead for Balloch.

Anne advised that she will be discussing our application with the FOLLAT and the Countryside Trust to identify similar projects and to avoid multiple applications to the same funders.

Carol added that she is no longer on any sub-groups and volunteered where she felt she would be needed,

The Board considered this year's Environmental themed Volunteer Awards and suggested two people they had in mind that the awards could be in memory of.

Action: Anne to make contact with their respective spouses for permission.

Kate advised that the Place Standards model needs to be made more appealing to our members, as it is, is not very marketable.

2. Transport: Reps: Sheila, Alan, (Anne)

Sheila provided an update following their CP meeting with the Countryside Trust and Forth Environment Link (FEL) around e-bike networks in rural areas. Clara Walker FEL has been working on one in Stirling and so far there has been very positive feedback from funders. FEL are scoping something similar in Falkirk. Iain advised that Argyle and Bute council have a Cowal Transport Forum group and he wanted to find out more.

Action: Anne to put Natalie Stevenson (Countryside Trust) and Iain in touch with each other.



Anne advised that she is at the early stages of an application to NESTA's Share Lab and has taken part in a series of their webinars. The CP now needs to put together a viable project with solutions in place before the final application. Anne invited Jane and Alison Graham (Aberfoyle Village People) to consider joining the sub group as the project if it goes ahead will be based in the Stirling area. Anne advised that FEL are looking to link the project with Gartmore.

Anne advised that Sheila is attending the National Transport Conference on 12 -13 September and suggested Jane go along.

Action: Forward transport conference link to Jane and Alison.

3. Social Enterprise Reps: Kate, Jane, Dinah, (Anne and Marie). Anne advised to the SEA proposal paper circulated. Anne presented a profit and loss spreadsheet for its delivery of SEA courses across Year 1 and 2 advising that the figures were conservative. Anne outlined the areas the proposed hub would cover and stressed was an opportunity for the CP to develop and deliver training wherever it wants within the five years. Anne advised that the 100 days of delivery is ambitious however compared to Cairngorms who received funding from HIE to deliver 125 days last year would be achievable if the CP could raise more funds. Anne will submit a business plan for the Leader element, deadline in August to be running in September. Anne advised there is money still available from Leader collaboration and legacy projects, and Perth & Kinross Leader were also an option.

Anne reassured the Board that as outlined, the SEA is a great franchise and a unique opportunity on offer. Extraction from it comes with no risks or costs to the CP.

The Board asked a series of questions. Anne advised that it would initially put in a temporary Hub Manager part time eventually becoming full time. Anne's role will be to manage that person. Anne presented a Hub Manager job description and advised the salary would be reviewed. Dinah added that this role will be responsible for seeking funding to offset the costs of training to communities.



	<p>Anne advised that OSCR do not require the CP to have a trading arm until year 3.</p> <p>Anne has been offered free support from three international hub managers to assist with setting up the hub. Anne added that the enterprise has other things to offer as a training company to the apprenticeship scheme. On the international agenda there are gaps in social enterprise and the USP for our SEA is our National Park setting. Sheila added that Callander had been announced to receive the award at the Social Enterprise World Forum in September as Scotland's first Social Enterprise town.</p> <p>Ann advised that the national park offered a wide variety of venues and hotels as options for residential and large courses. These along with our USP will offer enjoyable learning spaces.</p> <p>The Board voted to decide if the SEA proposal should go ahead: Yes 7 Abstained 1 (CH).</p> <p>4. <u>Village Halls</u> Reps: Marie, Anne, Fiona (NP), Emma (NP)</p> <p>Anne provided an update following the successful and well attended event on 27 June. Anne advised that over 25 specialists and 18 Village Halls attended and had expressed an appetite for a network of some kind. Dinah advised that she didn't want staff to invest too much time developing this,</p> <p>iii. The Gathering – paper circulated.</p> <p>Marie provided an update for this year's event on Saturday 27 Oct 2018, at The 3 Villages Hall, Arrochar. Marie advised that the sub group had met on 12 Jul at the venue to discuss the programme and focus of the day.</p>
4. Q1 Report	4.1 Anne provided the Board with an interim progress report since the last meeting in April and a summary of all the CP's key achievements and outputs since then. Paper circulated.



<p>5. AGM</p>	<p>5.1 Anne confirmed that the AGM is scheduled for 20th September at the NPHQ in Balloch.</p> <p>Anne advised that she would be attending the Scottish Rural Parliament in November organised by Scottish Rural Action (SRA) who had accepted our invitation to run a local event at the AGM. SRA will pay £250 towards CP staff costs.</p> <p>Anne reviewed which Directors would be standing down this year, and advised that the CP had received from Cristina and Ceci their resignations with immediate effect. Anne stressed that the CP would be gapped three Lomond Directors and to look towards Luss and Arrochar for new candidates. Anne suggested the CP would benefit from a lawyer or someone with a background in social enterprise as ideal candidates.</p> <p>Alan advised that Kelly would be nominated by her trust. Elizabeth advised that she would be happy to continue with any heritage related projects but enquired if this would be more suitable for Carol with her background. Carol said she would consider the offer of being a co-opted Director.</p> <p>Action: Invitations to be issued to members this week, Action: Forward Directors nomination form flyer to Jane for Strathard News,</p>
<p>6. SLA & Workplan</p>	<p>6.1 Anne advised that the next three SLA meetings had been scheduled. Action: Marie to forward dates to Sheila</p> <p>(Post meeting note: 8 August, 17 October and 31 January 2019).</p>
<p>7. Updates</p>	<p>7.1 FCS – No update received. 7.2 National Park – No update received.</p>
<p>8. LEADER Update</p>	<p>8.1 Argyll & the Islands – Iain announced the next LAG meeting is scheduled for 20 September. He will be holding interviews for the post of Development Officer on 15 August, with a view for him/her to be in post for September. This length of post is 18 months. The LAG have so far approved 4 applications and rejected 1 with a view for a further 14 projects to be assessed between now and March 2019. Iain advised that whilst the LARC's electronic system is putting people off applying, wanted to stress that funding is still available.</p>



9. AOB	<p>9.1 Marie advised that they had received one membership application from Gibson Village Hall who had attended the Village Hall Summit. The Board approved the application.</p> <p>Action: Marie to forward them a welcome letter.</p> <p>Carol advised that Drymen Village Hall is meeting and CP membership is on their agenda.</p>
10. Date of next Board Meeting	<p>10.1 The Board agreed to reschedule the next meeting from 25 Oct 2018 to 1 November 2018, (Robert Grieve Suite, Balloch).</p> <p>Action: Marie to rearrange room bookings.</p> <p>Meeting closed at 1655.</p>