

**Cranshaws, Ellemford and Longformacus Community Association
Lammermuir Community Fund
Scottish charity number SC035892**

**Minute of General Meeting held Tuesday 4th June 2019
Longformacus Village Hall 7.30pm**

Trustees in attendance: Alison Landale (Chair), Bill Landale, Clive Warsop, Stuart Blaikie, Corinne Mycock, David Mycock, Ettie Spencer, Wendy Dawson-Young, Melvin Landale, Alison Rodger

Also present: Beth Landon (minutes), Kim Drysdale (Financial Administrator), Heather Bewick, Lorna Brown, Neil Anderson, Fiona Macpherson, Sharon Baker, Keith Jepson and Linda Jepson

1. Welcome/Apologies

AL welcomed everyone explained that although the contract with Aikengall II has now been signed the new funds from this are not available yet.

Apologies: Shona Colquhoun, Tony Homer, Forbes Gamley, Alistair Dawson, Graeme Walker and Jan McArthur.

2. Minutes/Matters Arising

The minute of the GM on 5th March 2019 was approved, pending the following amendments:

- P1 - Public Arts strategy –AL not arranging two or three other artists, just one
- P3 – Longformacus Village Hall Funds regarding paying a cleaner: add “two from the hall committee” were present

(ML proposed and SB 2nd)

Matters arising:

- Broadband to be kept on future agendas. AD went to a broadband meeting recently and reported that it is still inconclusive as to when R100 is to be rolled out to the local area.
- DunsPlayFest – AL planned to cover this under AOB, but there was not enough time. Report circulated after the meeting.
- Cycle repair stations – bases will be installed on Saturday, the stations themselves are due to arrive in the middle of June.

3. Treasurer’s Report

Bank balance	£120,724.01
Funds Available	£ 17,717.26

However other funding is available to distribute while the new fund from Aikengall II is awaited:

- £20,797.41 set-aside (10% of funding)
- £4000 emergency fund
- £10,000 reserved for the Woodland Walkway which will come from the new fund

£69,500 should be available from Aikengall II, AL to this follow up

Kim Drysdale has set up a 2nd spreadsheet for the new fund. Grants allocated from this fund will be available immediately after LCF approval.

CM requested to reabsorb some funds from Plays and Pantomimes (Project 120) as there is still £866.13 from a previous application (120b), this will still leave funds in 120c from last year's application. AR proposed, DM 2nd

4. Report on questionnaire of residents on funding ideas (Bill Landale)

Ideas were sought from community on what they want funds spent on. 21 responses were received: 12 from Longformacus, 4 from Ellemford, 5 from Cranshaws (~15 % response from the community)

The issue of social isolation stood out. There was an emphasis on a desire for increased connectivity: local transport, broadband.

Requires people to think of projects and apply for funding.

ML suggested doing another survey with more options, paying someone to go round door to door, with more specific subsections and a grading system. It could cover the areas with higher responses and break them down into sub categories. Various ideas were suggested on how to get maximum responses: email plus a volunteer from each community called on those without email access to do the survey in person. This idea was put on hold for now.

It was decided that BL will investigate retrospective analysis on CELCA funding over the last 15 years. CM and BL will discuss what this would entail. The idea is to fit it to the categories on the postcard. BL will bring this to next meeting if funding is required.

5. Artist presentation of idea for art installation (Rachael Long)

Rachael was unable to attend at the last minute, but had sent in some pictures of examples sculptures of Herons and is happy to come back to meet with the community at the beginning of July. Cranshaws means "Heron's Wood", so this could be a possible idea for the sculpture there.

ES proposed combining Rachael's visit with two other proposals and bring all three to the next meeting. If anyone has any ideas for artists to invite, they can notify Ettie or WDY.

AL proposed to start with one if no other ideas are forthcoming. No prices are available yet. AL will notify by email when a date has been arranged.

6. Applications for funding

Duns Show (£900)

Natalie Cormack applied and Neil Anderson was present as Chairman of the Berwickshire Agricultural Association to answer any questions raised, but there were none as this is an established event in the community. This is for 50% of remaining funding required for the Industrial Section costs.

Approved in full: SB proposed, ML 2nd

An aside on prioritising funding

WDY suggested looking at applications overall if short of funding.

KD said there is enough to cover them all.

WDY suggested considering Longformacus Village Hall Refurbishment first as the £10,000 applied for today is just the start of the funding ultimately required to complete this project to which agreement in principle would be needed. AL suggested halving some of the applications for a years' funding.

CM pointed out that £35,000 would be received in July or August from Fred Olsen and the new fund from Aikengall II should be arriving, but not to rely on this being soon.

ES explained the timing on the hall: architects have been re-engaged; next an open meeting for feedback will take place, then plans drawn up, planning permission applied for, then the designs will be put to tender. It will be 6 – 8 months before tenders are received back, and engaging builders. As more funding will not be required soon it was decided to go ahead and consider each application on its own merit.

Lily's Pop up Café (£7,540.00)

Fiona MacPherson was present and invited questions.

BL suggested separating out the café from the baking network and workshops. He thought the café has proven to work well, but the other two aspects of the application weren't well defined, and not integral to functioning of café.

Fiona explained that the baking network is to train people to bake for the café; at the moment the baking is done by Haddington baking network; she wants it to be done in the local community.

WDY thought most locals can bake anyway and it is more expensive than it needs to be.

ES asked whether the café costs cover the food. Fiona said it did. This would mean the food is being funded twice, however Fiona explained there is more value in the baking network that just providing the cakes, the aim is an ongoing benefit of skills and training in the community.

CW thought there is an integrated ethos with the baking network and cafes therefore both are necessary.

ES pointed out that BAVS courses are available, eg for food hygiene and these are free for people from a village hall.

Fiona mentioned the tagline for Kilcheran, “it’s not just what we do but the way that we do it”: It is about bringing people together and developing their skills - one of key people from the volunteering network has just got a job.

WDY asked whether the aim is for community to run the project. Fiona said yes, but in partnership with Lily’s.

At the meeting it was decided to fund this for six months (£3770) rather than the year applied for, and then review the project. Payments will be on show of receipts, so not all may be required (e.g. budget for travel expenses for local volunteers). **The mixer which has been funded will become a community asset**, and the village hall will purchase a freezer so it can be PAT checked and remain in the hall (Fiona had been intending to bring one).

Fiona will continue to gather data on how many attend café, baking network and workshops each time and send this to Beth. She will also send the current numbers she informed us she had been keeping each session – and offered them during the meeting; time prevented this offer being taken up.

Donations made by those attending the cafes are to stay in the community, by being reabsorbed into the LCF fund, rather than to go towards further development of Lily’s network out with the community.

Subsequent to the meeting it was decided by an email discussion between trustees to withdraw funding from the Baking Network because three of the people who Fiona mentioned as being on her ‘Team’ / Marketing Team” contacted AL to say that they had no intention of baking. Also, two said that they did not want their names mentioned on the applications or as part of the team.

Because of this it was decided that funding for the immediate future would just cover two weekly cafes and four weekly workshops, until the next CELCA meeting in three months. At that meeting the position will be reviewed; all but one trustee wanted this to be the decision.

The calculations for 3 months of café and workshops alone we agreed as follows:

Hall rental @£20 per session for 3 months (6 sessions)	£120
Marketing postcards @ £160 for 3 months	£160
Café @ £5 per head (max £125 per café for 6 sessions)	£750

Workshops @ £10 per head (up to 10 people for 3 sessions)	£300
Volunteer travel expenses (for just 3 months)	£ 80
Children's play mats @ £10 each	£ 20

TOTAL £1430

Final funding approved £1430: BL proposed, WDY 2nd

Ellemford Show (£4,095.00)

Sharon Baker was present. This is to fund the marquee, toilets and band for this well-established community event.

Approved in full: WDY proposed, DM 2nd

Swimming Membership (£10,380.00)

Sharon Baker presented the figures for this project from 2014 to date. There has been considerable uptake from the community and much positive feedback from those who have taken part. The most recent funding for Teen Challenge residents has enabled adults to learn to swim for the first time.

The feedback showed that this has made a real tangible difference to people's lives.

Approved in full: ES proposed, ML 2nd

Wellness Weekend (£2,887.80)

Lorna Brown presented her application for part funding for this new event. Lorna has a background in education and wellness and is a counsellor and an artist. She has organised such events elsewhere before, but this will be the largest one she has arranged. The event will go ahead without the funding as she sees value in it: Lorna was going to fund it in full herself until she discovered the LCF funding.

42 people have tickets already out of a total of 100 currently available, but this can be increased so there is no restriction on the number of locals who can attend.

Entrance will be free for everyone and there will be some free activities, with others costing between £2 and £25. Lorna will work for free. The plan is to run the event in Spring, Summer and Autumn. Her hope is that future events won't need as much funding, as people will know about it and there will be an entry fee.

The application is for ~£1000 less than total cost.

Concern was raised over the charge for locals, as the event funding is mainly coming from community funds. **It was decided to make entry to all workshops free for locals. Lorna will design a postcard which will be checked by CM and AL, and residents will bring this with them to gain free entry into all the workshops.**

Other points raised and answered: The most expensive workshop is journaling, because participants take away materials with them. Bad weather contingencies are in place – yoga can be in the hall, and most can take place outside even in the rain. Lorna will monitor how many locals attend. Any money raised from the event will go back into funding the next event, if the funding requested is granted, otherwise it would be needed to pay those running workshops.

Approved in full: WD-Y proposed, AR 2nd

Stitch and Craft (£360.00)

Heather Bewick applied for funds to cover hall hire for this ongoing community group.

Approved in full: ES proposed, ML 2nd

LVIC Refurbishment (£10,000.00)

Ettie Spencer presented the architects plans for this. The application is to provide an initial pot from which to pay further architects fees, preparation and submission to planning and for the tendering process.

Concern was raised over the relatively high quote for the overall project and it was suggested that a 2nd architects' quote would be helpful, perhaps from a more local architect (current one from Dalkeith). ES explained that these are just indicative costs and are the high end of what can be expected and that the architect was chosen two years ago and his original designs were paid for at that point, but then the project was put on hold.

Planning permission is required first then the work will be put out to tender, three quotes will be received at that point.

ML suggested that an agreement to fund this is not a commitment to fund the whole project.

WDY mentioned that AD, as chair of CC, feels this is the sort of project LCF should fund, as the village halls are an integral part of the community.

ES said that they apply for match funding from the lottery or village hall funding when applying for further funding for this.

Approved in full: BL proposed, ML 2nd

Longformacus Film Society (£1,035.00)

CW was present on behalf of Jan McArthur. Funds are to cover "Cinema for All" membership, film licences, hall hire and postcards. A well-established community project.

Approved in full: CM proposed, DM 2nd

Reiver's Rideout (£100.00)

Clive Warsop applied for funds to cover the hospitality expended to the Reiver and his party in Longformacus Village Hall. This has previously been run by the Longformacus Village Hall committee, but under their new organisation they no longer run such events, so a group of residents have chosen to continue the tradition and are seeking funding to cover costs.

Approved in full: ML proposed, ES 2nd

Northumberland Theatre Company (£1,233.00)

CW was present on behalf of Jan McArthur. This replaces a successful application made in August 2019 under the auspices of the Longformacus Village Hall.

Approved in full: AR proposed, CM 2nd

Messy Church (£1,100.00)

AL presented this application to cover the costs of the continuation of this successful project for another 2-3 events. AL mentioned that recently a first aid course was paid for from messy church funding and 3 parents from community took part but the 4th was from out with the community. She asked whether she should have applied for the funding before for this parent, for future reference. There was general agreement that AL can use her discretion on the use of funds and that it will be kept transparent (i.e. show in records of receipts).

Approved in full: ES proposed, ML 2nd

Yoga (£4,821.50)

Ettie Spencer presented her application to cover running costs for these ongoing classes. They are almost at maximum capacity now. Twelve or more regulars attend, with one or two extras attending occasionally.

Payment received from participants are reabsorbed.

An error was made on the application form and the full amount of £4,900 was intended to be applied for.

Approved in full (£4,900): ML prop, AR 2nd

Exploring Music (£1,120.00)

Graeme Walker applied but was unable to attend. This is a long-term project and is moderately well attended. The cost of running it is not dependent on numbers. CW mentioned that new members attended recently. The application is to cover tutor fees, hall hire and publicity, and contributions from those attending cover refreshments.

Approved in full: CW proposed, ML 2nd

7. Any other business

- **Woodland Walkway** update received from Dave Lochhead: “No spending on the walkway as yet. Path clearance work to date has been done through volunteers and has included strimming and brashing to define path and allow access for fencing work. Both fencers and ground works contractors have been instructed and work will start as soon as they are available. The plan is to have the fencing and car parks completed over the summer to allow planting in the autumn”.
- **High School Trips** – an application was received from Heather Borthwick to part fund an S1 residential school trip for her son. AL had explained to her that the funding had already been applied for (Project 146), and the school just needed to gather names of parents from the Lammermuir community and let LCF know. AL also contacted school to explain this, but had no reply. **It was decided to give Heather the full trip cost of £180 (ML prop, Cm 2nd)** on receipt of the trip letter. AL will inform her.

After further discussion it was decided to extend the current project 146: “Involving Everyone, access school trips,” to cover High School as well as Primary School trips and to increase the funding available from the current £2,100 to £10,000. Parents from the community will be able to submit a trip letter directly to LCF and receive the full cost of the trip up to £600. It was estimated there are around 12 school children in total in the community. AL and Beth Landon will ensure this is publicised to the relevant families. Vine Trust will not be covered by this fund, but funding can be applied for separately for these trips, as fundraising is part of the experience for the young people who go on them.

Additional funding of £7,900 approved (WDY proposed, ML 2nd)

- ML requested applications are distributed to Trustees in the form of pdfs. Beth Landon to change procedure.
- CW let everyone know that the current allotments are going to close and if a new site is wanted for them then this would need to be arranged by someone else. The fencing is a community asset and being dismantled this year, making it available to community. A dismantled shed will also be available. Fencing for the woodland walkway will be new, so it isn't needed for that. ML and ES can make use of the fencing and will work it out between them. ES to let the community know that the dismantled shed is available.
- Linda Jepsom pointed out that the notice of the meeting wasn't put up in Longformacus.

- Resignation of Trustees: Shona Colquhoun and Forbes Gamley. AL asked those present to consider who would make a good trustee and suggest them to her so that she could invite them.

8. Date of next LCF meeting

Tuesday 3rd September in Cranshaws Village Hall