

Cranshaws, Ellemford and Longformacus Community Association

Lammermuir Community Fund

General Meeting

Tuesday 6th June 2023

7.30pm at Longformacus Village Hall

Minutes

Trustees in attendance: Alison Landale (AL Chairperson), Alison Rodger (Vice Chair AR), Bill Landale (BL), Morag Rodger (MR), Tony Homer (TH), Alistair Gordon (AG), Adam Prokopowicz (AP), Anna Dabrowska (AD) Melvin Landale (ML), Clive Warsop (CW) Ettie Spencer (ES),

Also Present: Dianne Repsch (DR Minutes), Kim Drysdale (KD Finance)

Laura Baker (LB Application 1 & 6), John Hall (JH Application 2), Sharon Baker (SB Application 3 & 4), Kathleen White (KW Application 5), Frances Reid (FR Application 7), Heather Bewick (HB), Corine Craik (CC)

1. Welcome/Apologies:

AL welcomed everyone to the meeting.

Apologies were received from Pauline Homer who has now joined the management group as a trustee. Apologies also received from Ian Davidson (Interim Treasurer) who has also resigned as a trustee due to other commitments. Apologies received from Hedley Tomlyn (HT)

AL welcomed Dianne Repsch (DR) as the new CELCA administrator replacing Paula Easton who had resigned due to now having full time work.

2. Previous Minutes:

No amendments were received.

3. Matters Arising:

Actions from previous meeting:

1. Add CAP research to previous minutes - completed
2. New shed for the Longformacus larder has been purchased although not been put in place. Trolley has also been purchased - completed
3. Play park signage - completed
4. Cut back greenery at park entrance - completed
5. Lorna Pate has contacted SBC - completed
6. AL has made contact and the Men's Shed would prefer a donation towards the work they carried out on the 2 notice boards at Cranshaws and Ellemford and 3 benches in Longformacus including two benches in the cemetery. Further clearing up work has to be completed on Cranshaws notice board. **AL proposed a donation of £50 per item totalling £250 which was unanimously approved.** AL will contact them for bank details. **Action 1: AL to inform and request bank details from Men's Shed and pass on to KD.**
7. BAVS notice for Herald informing residents that payment assistance for transport is still available. Notice now posted.

8. When AL spoke to FORS on a Crystal Rig Consultation they did not want to have a large meeting as they would be in Longformacus for a public exhibition AL & BL, TH & PH met with them to discuss the Crystal Rig Community Fund. AL handed out a leaflet on the solar power proposal at Crystal Rig with all the information and there were also maps available showing the visibility of the 800 solar panels which are planned. This is the first proposal of this type in Scotland. They are raised on legs and sloped so wildlife can go underneath.
9. Big Tree Society courses Herald notice - completed. One community member has already taken up the CELCA offer.
10. Trailer for rubbish at park event - completed
11. Community Action Plan - HT has produced a document giving an update on CAP. This document can be found at the end of the minutes.
12. The community contact list is ongoing
13. Creating CELCA/LCF logo - AD offered to take on this project and would send round some ideas. AL mentioned the BAVS flag competition for a new flag for Berwickshire which is open between 1/6/23 and 31/7/23 with a prize of £250 for anyone who would like to submit a proposed design.

Previous minutes approved and accepted AR proposed MR 2nd.

4. Treasurer's Report:

KD confirmed that available for funding in CELCA 1 there is £8,649.80 and in CELCA 2 there is £18,390.00 so in total there is £26,290.00 available for funding today.

KD also confirmed that there should be a payment of £25k from CWP in the next few weeks and a further payment of £40k is due in September from FORS.

CELCA 1 - Fred Olsen Renewables

CELCA YEAR ENDING 30.09.2023

Bank balance and Funding available

	31-May	£ 84,253.83
Payments out in transit	£	-
Payments in in transit	£	-
21/22 Participants contribution	£	-
Current balance	£	84,253.83
Allocated to projects	£	70,604.03
Set aside for running costs	£	5,000.00
Available for funding	£	8,649.80

Payments pending

Bank Reconciliation and Check

Opening Balance as at 1st Oct 2022
Income received
Expenses paid
Projects spend
Closing Balance
Balance at bank

22/23 Contributions

Total 0.00

0.00

CELCA 2 - Community Wind Power

CELCA 2 Funding Year Ending 30th September 2023

Bank balance and Funding available

	31-May	£	86,489.07
Payments out in transit		£	-
Payments in in transit		£	-
19/20 Participants contribution		£	-
Current balance		£	86,489.07
Allocated to projects		£	68,095.63
Set aside for running costs			
Available for funding		£	18,393.44

Payments pending

Bank Reconciliation and Check

Opening Balance as at 1st Oct 2022	£	141,669.30
Income received	£	25,000.00
Expenses paid	(£	56.00)
Projects spend	(£	80,124.23)
Closing Balance	£	86,489.07
Balance at bank	£	86,489.07
	£	-

21/23 Participant Contribution

0.00

Total 0.00

BL asked what the difference is between CELCA 1 and CELCA 2 in terms of what they fund? KD replied that CELCA 2 has been funding large projects, such as the woodland walk and the refurbishment of the village hall and part of the park.

BL said if you take a snapshot of previous meetings the balance in the bank has always been over 150k and he would like to put it out to the trustees should we not be earning interest on this money. It would need to be in an account that we had access to and how would we progress this.

KD understood that with most banks £20k is the maximum you can put into a savings account if you want instant access.

AP asked if there were any projects which have reached the end but where funds have still been allocated?

KD replied from the CELCA account funds were reabsorbed after the last meeting so there is not much left to reabsorb. In CELCA 2 we have 5k in the woodland walk still to be used. AL confirmed that some of this amount is being used for ongoing maintenance and another table which has not been purchased yet.

KD said in Longformacus Hall there is £59k as well as extra funds which were temporarily placed in the general fund. AL explained that the Longformacus Hall development has been seriously delayed but there is a lot of work still to be done, there has been price increases and because of Covid the work was postponed. More funds cannot be allocated without another special meeting.

ES suggested AL speaks to Jonathan Wood which she agreed to do.

KD confirmed there is £59k in the Longformacus Hall fund currently and that the funds that were placed in the general account after the last meeting was only to be on a temporary basis.

KD said there was 4k in the play park fund.

Action 2: It was agreed that DR would check with Lorna Pate if the 4k can be reabsorbed.

Action 2a: AL to speak to Jonathan Wood re hall work.

AD queried the plays and pantomime fund, from 2017, which has £1,871 remaining and whether this was still going to be used. AL said that the Northumberland Touring Company put on plays which were really well received but when CELCA tried to book last year they were already fully booked so that was why the fund still had the funds. ES said that we need to give them a lot of notice if we want to book and she would like the fund to remain in place for another year. AL has made contact with them.

BL queried the 10% emergency fund and KD confirmed that most of it had been used for the play park but 4k was remaining. There is the 'set aside 10% of funding' account which is when 10% was taken off every payment from FORS to put into this fund and there is £8,867.69 in there.

A discussion then took place on the benefits of having instant access savings accounts to earn interest on money which is not being used in the various funds.

AP mentioned the costs involved to make it worthwhile. KD stated that OSCR may not agree as it is one of the questions they ask on the OSCR return.

AG proposed that CELCA open as many instant saving accounts as possible with the Treasurer deciding on the most appropriate accounts. TH 2nd

Action 3: It was agreed that KD would look into instant saving bank accounts and transfer extra funds into these.

5. Funded Project Updates - Benches, Notice Boards and Woodworking Courses

BL said that money given for the wee forest at Cranshaws was money well spent. There were 600 trees planted and over 500 are now growing very well.

AL confirmed that Messy Church had had a bush craft event in the community orchard and despite the rain everyone had cooked, painted and exchanged stories and the fire had been made without matches. The King's Coronation events had all gone really well. The Longformacus Park opening with the new play park equipment had been very well received. The Hog Roast had been a huge success.

Action 4: KD to ask LP to request an invoice for the Hog Roast

Larders: Maureen Ferguson and Corine Craik gave feedback to say the larders were much appreciated and going exceptionally well. AL reminded everyone CELCA pays £1k per month to fund them.

6. Applications for funding:

Request	Project	Applicant Name	Amount Requested
1	Duns Dogs – to continue starter classes £480 and £500 for returning community members	Laura Baker	£980.00
2	<u>Whiteadder Watersports Trust</u> – yearly equipment loan payment	John Hall	£6,000.00
3	Duns Swimming Pool – funding to continue with subsidised membership and free swimming lessons for children	Sharon Baker	£9,993.00
4	<u>Ellemford Show</u> – assist with 50% of the running costs of the show	Sharon Baker	£3,914.00
5	Yoga Classes – further 30 classes to run from Sept '23 to April '24	Kathleen White	£4,383.00
6	Green Lotus Therapies – 25 x £20 vouchers for a range of therapies for residents	Laura Baker	£500.00
7	Berwickshire Agricultural Show – contribution towards <u>Mainsgate Duns Show costs</u>	Frances Reid	£1,000.00
		Total Amount	£26,770.00

6.1 Duns Dogs - Application 1 Amount Requested £980.00

LB the applicant has requested funds to continue working with members of the community who have completed the Bronze Good Citizen classes, so that they can move onto the silver level. Also continue support for agility and welcome new members of the community to start the bronze classes. Applying therefore for funding to cover the silver class, continuation of agility and allow for new start places which can be obedience classes or introduction to agility. Classes to start June 2023 through to September 2023.

Requested 8 week starter places at £10 = £480. For returning community members the £500 requested should be ring fenced to draw down as required by invoice. It was agreed that an invoice would be sent to KD for payment and this would include the names and addresses of the clients so that it could be confirmed that they were CELCA residents. If in doubt he will check with AL. A similar application had been funded by ABPCC.

Proposed ML 2nd AR. Approved £980.

Action 5: Financial Statement from Duns Dogs to be forwarded to KD.

6.2 Whiteadder Sports Trust - Application 2 Amount Requested £6,000.00

JH, the Chairman, attended the meeting on behalf of Whiteadder Sports Trust. The trust manages the watersports centre at Whiteadder reservoir and provides a range of watersports. It is a charitable trust using volunteers and professional instructors to provide a safe, quality service. When they took out the lease of the centre in August 2021 they agreed to buy the equipment from SBC for a total of £30k to be repaid at a rate of £6k per year. The land and building are still owned by SBC. The first two payments were funded by CELCA. This application is to support the next yearly payment which is due in July 2023.

KD confirmed that at present there was £3,200 allocated to them which AL understood was for sailing courses. It was agreed this money should not be allocated to this application as its purpose was for a previous application, to reallocate it might jeopardise plans the centre had for it.

TH asked if CELCA was supporting the full amount.

JH confirmed that PACT had been asked for funds but were asking for more information and he believed they may not support. In their first season they had 800 individuals attending courses. There had been 16k in turnover but the costs for the centre were high which included rent to SBC of £2,500 and profits above 10% are also paid to SBC. They are recruiting a Centre Manager who would work 5 days a week, one of the days would be on a weekend and it would be a seasonal post initially for 3 months. JH also confirmed that there was 8 years left on the lease and it is conditional on the trust changing to electric powered motors which would cost £150k. Other funders are being approached and a possible crowdfunder in August is planned.

AL said that the CELCA community has made use of the facility more than anyone else as it is closer to the CELCA area.

A discussion took place as to whether CELCA should be funding the whole cost when only a percentage of the users would be from the CELCA area.

ES suggested that the grant should be allocated for this year and to look at alternative sources for next year, but no decision was reached. Previous minutes are to be checked re what exactly CELCA agreed when first asked to help repay SBC.

KD confirmed that the £6k is paid directly to SBC so it can't be used for anything else.

Proposed ES 2nd ML Approved £6,000.00

Action 6: DR to check past minutes for amounts and conditions previously approved.

6.3 Duns Swimming Pool - Application 3 Amount Requested £9,993.00

SB, the applicant has requested funding to continue to fund subsidised membership of Duns swimming pool for community residents and provide free swimming lessons for children. The application includes lessons for 18 children in the community. Funding is open to all ages and the places are taken up by residents.

Items: Children's swimming lessons (fully funded) 18 @ £260 = £4,680.00

Annual Memberships funded at 70%

- Family memberships 5 @ £402 = £2,010.00
- Individual memberships 5 @ £231 = £1,155.00
- Over 60 memberships 6 @ £175 = £1,050.00
- Duns ASC memberships (from September 23) 2 @ 549 = £1,098.00

SB confirmed that she keeps a list of everyone who takes up the places and knows they live in the community. She also encourages new people to the area to join and the swimming pool also refers people.

BL asked if this spend included the teen challenge and SB confirmed that this is a separate application which would be in September.

Proposed ML 2nd ES Approved £9,993.00

6.4 Ellemford Show - Application 4 Amount Requested £3,914.00

SB, the applicant, on behalf of the Lammermoor Pastoral Society, is requesting funds to run the local annual show. This application is to help fund 50% of the running costs of the show. To include the hire of the marquee, toilets, generator, bus, printing, show dance costs and rosettes. Quotes for marquee and printing costs supplied. The other 50% is funded by ABPCC and has been approved.

TH asked if we should be checking with the new Ellemford Estate owners that the show can go ahead? SB confirmed that David Mycock has been nominated to take this up with the new owners.

Proposed AR 2nd MR Approved £3,914.00

6.5 Yoga Classes - Application 5 Amount Requested £4,383.00

KW, the applicant, is requesting funds to continue the Yoga classes taught by Amanda Mitchell. The classes have been running in the village halls for over 10 years. The application is for a further 30 classes, starting in September 2023 and running through to April 2024 in Longformacus Hall on Monday evenings.

Amanda's fees have increased in line with the cost of living as this is her only income. Over last winter CELCA fully funded the classes so they were free to everyone who took part. This attracted new people and a wider age range. People felt that they were more likely to come to the classes they could attend rather than pay for a block of classes. Asking for a donation is being used by other organisations.

AG suggested that we invite people to make a donation if they were able to do so and any money raised could be deducted from the next application.

KD confirmed that there was £2,300 held on the account. KD suggested that this application be delayed to the November meeting.

Items:

Teacher fees @ £110 per class x 30 classes = £3,300.00

Teacher mileage @ £10 per class x 30 classes = £300

Hall hire 30 sessions £620 tbc

Postcards to advertise the classes locally £163 tbc

Proposed ML 2nd ES Approved £4,383.00.

Action 7: It was agreed that the date on application to be changed to November meeting by DR and it was also agreed that it was not necessary for KW to attend the November meeting.

6.6 Green Lotus Therapies - Application 6 Amount requested £500.00

LB, the application is requesting funds for 25 x £20 vouchers for members of the community to use with Green Lotus Therapies. There is a range of therapies and a price list was provided with the application. Prices range from £20 up to £60 depending on treatment chosen. A similar application had been approved by ABPCC and there had been 60/70% take up.

Residents make a booking and then Green Lotus Therapies raises an invoice for the £20 voucher per person. Treatments include deep tissue massage, reflexology, Swedish massage and hot stone massage.

Proposed ML 2nd AG Approved £500

Action 8: LB to provide a notification for the Herald giving the website and price list and put a flyer on the notice boards. Financial information to be supplied to KD.

6.7 Berwickshire Agricultural Show Amount - Application 7 Requested £1,000

FR, the applicant is requesting funding for one of the five tents that they have at the show. The costs of marquees have tripled from previous years and it would not be sustainable for the show to charge entry to the tent as it would cost too much. The prices need to be affordable to attract people to come to the show. The funding would cover the cost of tentage, rosettes, trophy engraving, judges expenses, cataloguing, insurance and advertising for the tent. The annual show is held in Mainsgate Park in Duns. FR confirmed we could have a banner and logo in the catalogue.

Proposed AG 2nd AR Approved £1,000

7. Advance Notes of Intention:

This is an opportunity to let CELCA know if a new application is being considered and no advance notes of intention were received.

8. Any other Business:

Funding Application: AL raised the possibility of CELCA allocating a local mum from near the Whiteadder Dam Reservoir, Cranshaws, funds for her son who has newly been accepted to go to Napier University, Edinburgh to study Scots Law from the 1st September. The funds would be towards purchasing a laptop and course books. The local high school provides the youngsters with iPads when they are there but they have to hand them back when they leave school. He has a loan to cover his accommodation for the 1st year but has no extra funding for books or a laptop. AL wondered if it would be acceptable to use some of the schools funding fund already set aside to help with school events?

A general discussion took place discussing the cost of laptops and books, in particular Scots Law books and whether a library could be used for obtaining some of the books for study purposes. It was raised that library books are given out on 2 hour sessions and are not always available when needed. AP suggested a scholarship fund. CW suggested a discretionary grant without means testing. The discussion included how much the grant should be for and a final figure of £750 was agreed which was to include around £500 for laptop and the remainder for books.

AL confirmed there was a 'Involving Everyone School Trips' fund of £8,375.90 of which £3k was reabsorbed leaving £4,875.90 which is available to cover school trips, equipment, and school clothing for preschool children. Could the scope of this fund be extended to cover instances such as this?

Propose ES 2nd AG Approved £750 invoice to be sent to KD for payment.

Action 9: AL to contact the family to let them know.

Additional Meeting: AL raised the proposal to have an additional meeting next Tuesday 13th June at Cranshaws Village Hall where we would look at some of the issues raised when we tried to have a meeting on the 30th May. Three people had objected to that happening for various reasons but saying that CELCA was not being transparent. Some of the issues raised need to be addressed at a management group/trustee meeting. It is suggested that we look at the community action plan, the constitution and the trustees code of conduct. The Community council has a code of conduct which comes from the SBC but there is not one which applies to the trustees and it is really important that we have that. A proposed code of conduct was sent out for everyone to make comments and no comments have been received other than questioning why there is a need to have such a code, who suggested it and on what authority. It is something as a community funding body that should be put in place so that our meetings can run in an orderly manner.

AG made the observation that we are talking about a CAP where we are discussing how we are awarding money and agreeing thresholds etc. it might be worth having a meeting to look at the code of conduct, the transparency issue and the amount of due diligence which is carried out before awarding funds. We seldom ask if there is anyone not supporting the proposer and seconder and whether we need to have a vote for transparency and this would also incorporate conduct and behaviour. AG would be happy to support a meeting taking place.

TH said there had been several occasions where everyone had not agreed and where it had gone to votes. AG felt it should now be recorded in the minutes. This was generally agreed.

AL handed out the report from HT giving the latest information on the CAP. It had been received only around an hour before the meeting so could not be circulated sooner.

CW said he understood the pre-CELCA meeting was to streamline recurrent funding applications that were usually agreed and he didn't see an issue unless we were denying one of the applications. We have repeatedly discussed these applications at previous meetings.

AP said he had several issues and he would be against having a meeting next week. He would like to submit his comments in writing setting out his ideas to resolve some of the issues. Discuss the relationship between our organisations and who is responsible for strategy etc. 90% of members are involved with both organisations so why do we need another code of conduct. He also felt that CAP should be discussed at the community council meeting first.

AD suggested that the additional meeting should follow the council meeting which is on the 14th June.

BL said that the relationship between LCC and CELCA is easily explained and the discussion meeting is regarding the structure of CELCA and how decisions are made as it is a funding organisation and we need a discussion on the constitution and how decisions are made on funding.

AP raised the issue of HT CAP's report and whether it is correct that HT can forward this report when he is not a trustee. AG confirmed that any member of CELCA, which is anyone over 16 living in the CELCA area, can raise the changing of the constitution.

AL confirmed that HT had offered to take on the CAP proposal. AL then suggested that the meeting on the 13th June was facilitated as it might help the meeting run more smoothly.

CW suggested this was not necessary as one of the other trustees could chair the meeting whilst AL participated in the meeting.

BL said the meeting on 13th June is not the place to discuss a big report or big decisions but was an opportunity to express your views.

There was a short discussion about the date and votes taken. It was agreed that Tuesday 13th June was the date most people could make and it would be held in Cranshaws Village Hall at 7.30p.m.

9. Date of next general meeting: Tuesday 5th September 2023 Meeting closed at 22.00

Update to CELCA on Constitution and Community Action Plan - 6 Jun 23 offered by HT

Local Energy Scotland (LES) have kindly provided a [Community Benefits Toolkit](#) and advice to guide the community toward an agreed Community Action Plan (CAP). LES is the Scottish Government's recommended agency for community advice and signposting.

Constitution:

LES recognise the sentiments of the last meeting, and advise we should update the constitution prior to working on a CAP. The current constitution's aims are not a suitable basis for a CAP, and it does not detail the appropriate authorities, responsibilities and accountability to enact, monitor and evaluate a plan of this scale. There was broad agreement to a constitutional rewrite preceding a CAP at the last meeting.

- LES are kindly providing a template for a constitution based on similar associations' best practice (not received yet). They recommend we use an independent Third-Party Interface (TPI) to help adjust the template. This removes any real or perceived bias, and/or personal, group, or familial interest.
- LES/their TPI should be able to provide a fit-for-purpose constitution for agreement by the community at no cost to CELCA.

Community Action Plan:

The CAP requires both an analysis (understanding the requirements of the community) and the Plan itself (prioritising and meeting those requirements). Both parts demand professional expertise and time. Although we have some relevant professional expertise in the community, many are disengaged with CELCA and do not wish to help. Others would like to help, but do not wish to be part of a solution owing to the partisan nature of CELCA. Therefore, we do not have the capacity to do this work ourselves to the professional standard that is required to retain the confidence of the community (and OSCR/Renewable Energy Generators/other stakeholders).

LES are recommending independent Third-Party Providers who could facilitate a Place analysis and provide a CAP for the community's consideration that meets the needs identified in the Place analysis. Initial research suggests this support is likely to cost c£10k. There may be sources of government funding to assist, which are being investigated.

Next Steps:

Once LES has provided a best practice constitution, the TPI will provide impartial advice (at no cost) and a draft constitution (or options, depending on the TPI's advice) will be circulated prior to the next GM for endorsement by the community.

Options and costs for a professionally qualified, LES/Scottish Government-endorsed, Third Party Provider to deliver the Place Analysis and writing the CAP will be presented at the next meeting - once the new constitution is passed.