



**MINUTES OF THE MEETING OF THE STRATHERRICK AND FOYERS COMMUNITY TRUST HELD  
AT WILDSIDE, WHITEBRIDGE AND VIA MS TEAMS  
AT 7.00 pm ON WEDNESDAY 8th January 2025**

**Present** Malcolm Stewart (MMS); Chris Gehrke (CG); Ken Sinclair (KS); Maire Brown (MB); Maureen McGuire (MM); Peter Faye (PF); Stewart MacPherson; Michael White (MW); Craig Lightbody (CL).

**Apologies** Mark Sutherland (MS)

**Non-attendance** Susan Greer (SG).

**Chair** Maureen McGuire (interim)

**In Attendance**

**Minutes** Maureen McGuire (interim Chair).

**Declarations of interest**

None

**MISCELLANEOUS**

The board requested that meeting documents be attached to meeting invites and that finance reports are printed and available in the meeting room.

**Action: JL to ensure Sharepoint training for the board is actioned upon return of KC**

**Action: JL/PF to action improving the floodlights at Wildside**

**MINUTES**

KS **PROPOSED** and MM **SECONDED** the Minutes from the Board Meeting held on 11<sup>th</sup> December 2024 and these were **AGREED** as a correct record and **APPROVED** by the Chair.

**Action: Added action to conduct a pre-planning survey on Forest School site to minutes.**

**Action: JL/KC to locate list of current contractors and propose contractor policy to board i.e. local first**

Noted that the agenda in future should include all actions – some were missed in agenda for January meeting.

**ACTIONS FROM THE PREVIOUS MINUTES**

MB went through the list of actions from the previous minutes and the following actions are to be addressed:

**Action: MM or MB to contact both interested parties to explain the decision.**  
**Action: Staffing to be discussed in the new year once the new CEO is in place.**  
**Action: KC to check with previous Chair, Catriona Fraser re notifying relative councillors and SSE about the appointment of the new CEO, Jewels Lang.**  
**Action: Chair or Vice-chair to contact former Director, Gareth Jones regarding BCC.**  
**Action: To link documents relating to the Forest School to the SFCT website.**  
**Action: To conduct pre-planning study on site. (of Forest School)**

## **FINANCE UPDATE**

Board noted that in the format of the report the asks to the board need to be more prominent.

Format of account was discussed, actions below. Agreed that YTD spend needs to be added.

Need to have assets re-valued and agreed policy on how often they should be reviewed agreed. The need to have a Capex plan and a sinking fund for maintenance was also agreed.

The Board approved the budget virement to staff costs to cover the recruitment agency costs incurred for the CEO appointment.

The Board approved the increase in the Real Living Wage rate from £12.24ph to £12.60ph and apply this with effect from 1 May 2025.

The board noted that Errogie church will be a challenge to complete the required works.

There was a request for the Finance Report to include a summary of payments made.

It was noted that any future budgets should contain an appropriate contingency.

**Action: Management Accounts – Board Members to review and feedback by 24<sup>th</sup> January 2025.**

**Action: CG to write email on proposed improvements to accounts to take into account phasing.**

**Action: JL to liaise with FL on board recommendations i.e. contingency in future budgets, plan for valuing assets, Capex plan and improvements to Financial Report and Accounts.**

## **ERROGIE CHURCH**

The board noted that there needs to be a firmer understanding of H&S policy and procedures at Board, Staff and Community level.

The board noted the need for a Risk register for the trust across the estate and a report for every board meeting on highest risks.

The board noted that Errogie church needs a proper booking system to ensure risk assessments are carried out etc prior to events.

The board noted the need to ensure H&S re-assessments are carried out by appropriately qualified staff.

The board noted the need to ensure all the appropriate licences in place for any events.

The board was in agreement that the church will not be used until it is H&S compliant, appropriate booking procedures (with risk assessment) and licencing (films, alcohol) are in place.

**Action: CEO to report at next board meeting on what status currently is and what is outstanding re policies and procedures.**

**Action: JL work with Lead director and Caroline on state of Errogie church with to give appropriate guidance on actions, task list and prioritisation and budget (past and present)**

## **AOCB**

### **Knockie Fund**

Does our GDPR policy cover the Knockie Trust

**Action: JL to discuss GDPR with Knockie Trust**

### **RiverSide**

The board agreed that Riverside project will be put on hold until new CEO has a chance to wrap arms around it.

### **Community Liaison Officer Role**

CL wants to clarify role, discuss requirements of Liaison Officer and how he should interact. CL did not understand it was a full director role. He's co-opted....

Role is mandated by our constitution, proposal at next AGM amend the constitution so that it says we 'may' have a Community Liaison Officer

**Action: JL to ensure that note is made to amend constitution at next AGM**

### **Foyers Primary School**

It was noted that this has been mothballed and will probably come up for sale over the next year. The board believed this should be kept on it's radar and that any decision should be made after consultation with the community.

### **Housing**

The board noted that there was outstanding business to address outstanding business with houses built in Dodds Park.

Noted that Fiona still has on her BOW to consider financial options as to how the trust could purchase properties if it chose to go down that route.

CG sent an email that still needs to be actioned and that the board needs to agree the allocation policy.

**Action: JL, KC, KS and CG to discuss allocation policy and report to board.**

## **MEMBERS**

None

**DATE OF NEXT MEETING**

Wednesday 5<sup>th</sup> February 2025, Wildside Centre/MS Teams

*Meeting closed at 21:58*

Signed by Chair: \_\_\_\_\_

Date: \_\_\_\_\_