

Minutes of the CGLMC Ltd Community Benefits Sub-Committee Meeting held in the Boardroom, Links House on Wednesday 6th March 2019

Present: D Cheape (Convenor), P Sawers, C Yule, I Frier, J McLeish, I Wilson

In Attendance: M Wells (Chief Executive), K Perrie (Executive PA), D Archibald (Administrator)

Meeting began at 1730 hours.

1. Apologies

A Simpson (Finance Director)

2. Declarations of Interest

None

3. Community Benefits Review

D Cheape made reference to the Review Report he had previously circulated and thanked everyone for their contribution.

He also introduced a diagram to describe how potential benefactors could be visualised and explained he hoped they would be useful in presenting the key elements of the programme, internally and externally.

D Cheape invited members to comment on the content of the document.

Concern was raised to a reference that applications received out with agreed cut off dates would only be considered by exception. It was confirmed all applications would be considered and in every case an application form would be submitted and a scoring matrix completed. It was agreed that if an application for a grant was time critical, the application would be sent to the sub-committee, via the Convenor, by email for discussion.

The question of an award being described as a grant or a donation was discussed. P Sawers explained the general rule had been grants were awarded for specific projects and donations were made to charities only if the application had not met the criteria. It was agreed the terms were confusing and it was acknowledged the criteria needed to be more closely aligned to the charity objects. It was agreed the term Financial Support was more appropriate and the

criteria wording around not accepting repeat applications and for building maintenance was to be removed.

D Cheape questioned how the level of funds available should be determined. He summarised the current method as being the fund available from 1 April 2019 would be based on the financial performance to the year end 31 March 2019. M. Wells confirmed the model was accurately described and that the sum that was budgeted for was affordable based on the projection made by the Financial Director. After discussion it was acknowledged the value of the fund for the year ahead will be made in agreement with the Financial Director, with an eye on ongoing performance. M Wells confirmed the position would become clearer after further discussion and consideration by the Finance Committee next week.

It was also agreed that part of the fund would be saved to build up funds to support a future large community project and any unused funds should also be carried over into the next financial year. M Wells advised the group to ensure a clear policy for savings was defined that leaves no uncertainty around spending criteria.

The group discussed the geographical area covered by the fund and it was agreed Financial Support could be provided within the Carnoustie and District Electoral Ward. Awards made in support of promoting golf and participation in golf could be made across Angus.

D Cheape asked the group to consider our charity objectives and it was agreed the reference to 'promoting the advancement of community development' provided a broad banner under which various aspects of community development could fit. It was agreed this would be particularly helpful when sharing our objectives and priorities with the general public (as outlined in the graphic earlier referred to). P Sawers advised the group the charity objects were written so as to keep them as broad as possible and it was agreed no changes needed to be made via OSCR.

D Cheape asked the group to consider if a 3-year review was appropriate in circumstances where the sub-committee had committed to repeat funding support. After a brief discussion it was agreed this would demonstrate good management of the fund and it was agreed recipients should be given adequate notice of the review and the outcome.

D Cheape referred members to the graphics attached to the review report and asked for comments. M Wells reminded the group its purpose was to manage the Community Benefits Fund and suggested managing Value In Kind(VIK) should not fall within its remit. P Sawers supported that position and said the sub-committee has always concentrated on managing cash awards from the fund. It was agreed D Archibald would collate all VIK related data and report details to the Sub Committee at future meetings.

Discussion took place regarding application limits. After some discussion it was agreed that the applications amounts should remain the same, at £2500 and under, and more than £2500.

D Cheape proposed there should be some form of audit to satisfy the committee of any funds awarded, to confirm they had been used for the agreed purpose. D Archibald asked if it would be helpful to put out a notice with, or on, the application form so that applicants were made

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aware of the level of detail being sought. K Perrie advised the group recipients were in the main very good at providing feedback and evidence of spending and she felt this could be achieved by simply requesting details from recipients of larger sums. D Cheape felt it might be appropriate to ask for receipts to confirm appropriate use of funds awarded. It was agreed D Cheape and D Archibald would re-visit the matter in an effort to present an acceptable solution to the group.

D Cheape advised the group he would amend the review report and the attached graphic based on the points agreed and have it re-circulated as soon as possible.

D Cheape informed the group the next step would be to have the amendments approved by the sub-committee as soon as possible and presented at the meeting of the full board on 25 March 2019 with a view to undertaking a public launch of the programme, with Marketing and PR support, during May 2019. This would be followed by a single Community Benefits bidding process and award ceremony in 2019, the details of which will be announced in line with sub-committee and full board meeting dates later this year.

4. Administrator Monthly Reports

The reports submitted were noted.

5. Any Other Competent Business

World Parkinson's Day 2019

D Archibald reported he had received a quote from a local specialist lighting supplier to illuminate Links House in blue from 7.30 pm until midnight on Thursday 11 April 2019 in support of World Parkinson's Day. The campaign hopes to raise awareness by lighting up as many iconic buildings as possible and feature them in the Parkinson's web site and across national, regional and local media and social media. Kierran Allardice, PR Officer will ensure our participation is widely publicised.

The sub-committee recommended the quote for the lighting and display of the CGL logo on Links House, be taken to the Full Board for approval.

M Wells will task Marketing and PR to provide an appropriate logo and text for display on the Links House tower.

Tayside Bio Diversity Support

The 2019 Coastal Campaign is currently being planned and via Craig Boath CGL has again been asked to provide support. It is possible Community Benefits support will also be required and D Archibald will liaise with C Boath to confirm what is being requested.

Donation of 147th Open Merchandise

The recently donated metal Open products have almost sold out and to date £772 has been raised in support of Golf Memories.

Carnoustie Flower Show storage assistance

P Sawers reported she had been asked by one of the organisers from the Carnoustie Flower Show if CGL could help store various tables and stands. It was agreed CGL was not in a position to help and D Cheape suggested they should try putting a message out via Our Carnoustie for help. P Sawers will advise.

There being no other business the meeting closed at 1910 hours.