**MINUTES**

**Meeting of Scottish Land Fund Committee**

 **14th July 2021**

**Video conference**

**Members:**

Cara Gillespie Chair of Scottish Land Fund Committee

Tom Black Scottish Land Fund Committee Member

Malcolm Combe Scottish Land Fund Committee Member

Alan Hobbett Scottish Land Fund Committee Member

Bobby Macaulay Scottish Land Fund Committee Member

Pauline Megson Scottish Land Fund Committee Member

Janet Miles Vice-Chair of Scottish Land Fund Committee

**Staff:**

Tony Crosbie Operations Manager, Highlands and Islands Enterprise

Helen Bain Senior Development Manager, Highlands and Islands Enterprise

Sandra Holmes Community Assets Sector Lead, Highlands and Islands Enterprise

Rebekah Dundas Funding Manager, National Lottery Community Fund

Fiona Grant Business Support Officer, Governance, National Lottery

Community Fund (minutes)

David Knight Funding Officer, National Lottery Community Fund

Elyn Zhang Funding Officer, National Lottery Community Fund

**Observing:**

Dave Thomson Head of Community Land Team, Scottish Government

Janet Mountford-Smith Community Land Team, Scottish Government

Catherine Nisbet Senior Grant Making Manager, National Lottery Community Fund

Funding Officers, National Lottery Community Fund

Highlands and Islands Enterprise SLF Case Officers

1. **OPENING REMARKS**
	1. The Chair welcomed Committee Members and staff to the first meeting of this Scottish Land Fund.
2. **APOLOGIES & DECLARATIONS OF INTEREST**
	1. There were no apologies for absence.
	2. The following declarations were received:
3. Janet Miles declared an interest in Carluke Development Trust
4. Pauline Megson declared an interest in Carluke Development Trust
5. Alan Hobbett declared an interest in Edinbane Community Company
	1. As all of these declarations of interest were indirect so these Members participated in the decision making for these cases.
	2. The Chair reminded Members to send their completed declarations of interest forms to Fiona.

**ACTION, Members**

1. **INTRODUCTIONS FROM MEMBERS AND STAFF**
	1. Everyone at the meeting introduced themselves.
2. **SCOTTISH LAND FUND AND THE SCOTTISH GOVERNMENT**
	1. Dave provided an overview of the policy environment at the Scottish Government, the Scottish Land Fund Budget and the manifesto. He also explained the process for exceptional awards over £1million.
	2. Members noted that if they would like to have discussions with Ministers about issues or policy related to the Scottish Land Fund this should be done by going through Rebekah and Dave.
	3. Members noted that the recent Scottish Land Fund evaluation report has highlighted some changes that may be made to the fund.
	4. The Chair thanked Dave for giving some helpful background to how decisions are made at the Scottish Government.
3. **PIPELINE REPORT**
	1. Tony provided an overview of the pipeline report and how the information in the

report is complied. Members noted that demand for the Fund is likely to increase throughout the year with significantly more cases for the Committee to consider at their meetings in December and March. The pipeline for this financial year includes a significant number of assets transfers and around 12 urban projects.

5.2 The Chair thanked Tony for his helpful report and presentation that gave some background and flavour to the pipeline.

**6. OVERVIEW PAPER**

6.1 Rebekah informed Members about the budget for this meeting and the proposals for managing the 2021/22 budget. She also highlighted the awards made by the Management Group in the first quarter of the year. A range of projects have been supported to progress to stage 2 applications.

6.2 Members requested that it would be helpful to see the full stage one feedback

reasons.

**ACTION, Rebekah**

6.3 The Committee agreed that decisions on straight forward Stage 2 applications under £100,000 continue to be delegated to the Management Group and reported back to the Committee. Any complex Stage 2 applications under £100,000 will still be considered by the Committee.

6.4 The Chair thanked Rebekah for her comprehensive update.

**7. ASSESSMENT OF STAGE TWO APPLICATIONS**

7.1 David gave an overview of the principles and grading matrix that Funding Officers use when assessing applications. Members noted that the assessment reports have been specifically developed for the Scottish Land Fund.

7.2 The Chair thanked David for helping Members understanding of the process going on behind the scenes.

**8. CONSIDERATION OF APPLICATIONS**

8.1 4 applications were considered for decision making.

8.2 4 applications were awarded funding.

|  |  |  |
| --- | --- | --- |
|  **Name of Applicant** | **Project** | **Award** |
| Carluke Development Trust | ONECarluke Community Growing & Learning Garden – Community Space | £112,000Capital - £105,800Revenue - £6,200 |
| Edinbane Community Company | Coishletter Community-owned Housing | £135,000Capital - £125,000Revenue - £10,000 |
| Forgan Arts Centre SCIO | Forgan Arts Centre to Deliver Increased Community Benefit in Leng Home | £292,800Capital - £235,800Revenue - £57,000 |
| Heart of Newhaven Community SCIO | Heart of Newhaven Community Hub | £792,000Capital - £735,000Revenue - £57,000 |
| Total Awarded |  | **£1,331,800****Capital - £1,201,600****Revenue - £130,200** |

8.3 The Chair reminded Members to submit questions and any concerns about the applications in advance of the meeting.

8.4 Members highlighted that it would be useful to:

1. Have some more information about community benefit
2. To know more about the approach to risk especially for projects running a hub or community centre
3. Circulate the position statement on conditions on asset transfers and the policy on housing

**ACTION, Rebekah**

**9. SLF EVALUATION AND RECOMMENDATIONS**

9.1 Due to time constraints this agenda item will be discussed at the September Committee meeting.

9.2 Rebekah highlighted that Members could submit any comments or questions about the evaluation to her by email before the next Committee meeting.

**ACTION, Members**

**10. AOB**

10.1 The Chair informed the meeting that the Committee had confirmed the nomination of Janet Miles as Vice-Chair of the Scottish Land Fund Committee.

10.2 Rebekah reminded Members to submit their remuneration claims for the Induction meeting and this Committee meeting by the end of the month.

**11. FINISH**

11.1 The Chair thanked everyone for a productive discussion.

11.2 There being no further business the meeting closed at 12.55.