

Public Document Pack

SCOTTISH BORDERS COUNCIL EILDON AREA PARTNERSHIP

MINUTES of Meeting of the EILDON AREA
PARTNERSHIP held Via MS Teams on
Thursday, 22 July 2021 at 6.00 pm

Present:- SBC Councillors: G. Edgar (Chair), A. Anderson, C. Cochrane, E. Jardine, Linehan and D. Parker
Other attendees: Mr P. Grant (Ettrick & Yarrow Community Council), Ms H. Lacon, Ms J. Law, Mr F. de Plessis (Oxton & Channelkirk Community Council).

Apologies:- SBC Councillors S. Aitchison, T. Miers, H. Scott and E. Thornton-Nicol; Ms J. Mushlin (Stow Community Council).

In Attendance:- Locality Development Co-ordinator (K. Harrow) and Clerk to the Council.

1. **WELCOME**

The Chairman welcomed everyone to the special meeting of the Eildon Area Partnership.

2. **EILDON COMMUNITY FUND ASSESSMENT PANEL**

With reference to paragraph 6 of the Minute of 24 June 2021, copies of a report by the Service Director Customer & Communities on the Eildon Community Fund Assessment Panel had been circulated. The report proposed details of how members would be appointed to the Panel and how that Panel would operate with regard to meetings. In terms of appointments of applicants from the Eildon area public to the Assessment Panel, it was proposed that this decision would be delegated to the Service Director Customer & Communities, in consultation with the Chair of the Eildon Area Partnership and the Executive Member for Community Development and Localities. The names of the successful candidates would be notified to the next available meeting of the Area Partnership. Suitable training would be provided to all members of the Assessment Panel. Details of the proposed constitution and procedural rules for the Assessment Panel were contained in the Appendix to the report. The Locality Development Co-ordinator, Mr Kenny Harrow, presented highlights from the report. The Area Partnership discussed the number of community members and the quorum for the Panel but agreed to keep them as 6 and 4 respectively for the time being. All were very supportive of the approach being proposed. With regard to the SBC Councillors to be appointed to the Panel, Councillor Anderson, seconded by Councillor Parker, nominated Councillor Jardine to represent the Galashiels & District Ward; Councillor Parker, seconded by Councillor Edgar, nominated Councillor Linehan to represent the Leaderdale & Melrose Ward; and Councillor Edgar, seconded by Councillor Parker, nominated Councillor Cochrane to represent the Selkirkshire Ward. Mr Harrow advised that there had been a positive response to date for recruitment to the Assessment Panel and there was still time for others to apply.

DECISION

AGREED to:

- (a) **delegate authority to the Service Director Customer and Communities, in consultation with the Chair of the Area Partnership and the Executive Member for Community Development and Localities, to appoint members of the Eildon community to the Eildon Community Fund Assessment Panel, following a suitable recruitment process;**

- (b) **approve the constitution and procedural rules for the Assessment Panel as detailed in the Appendix to this Minute; and**
- (c) **appoint SBC Councillors Jardine, Linehan and Cochrane as non-voting members of the Assessment Panel.**

3. **BUILD BACK A BETTER BORDERS FUND**

With reference to paragraph 9 of the Minute of 24 June 2021, copies of an assessment of an application by Melrose Scout Group to the Building Back a Better Borders Fund had been circulated. The Scout Group currently had 60 members but wanted to expand and start new Scout Groups in St Boswells and Newtown St Boswells where there was currently no provision; within these groups the focus would be on outdoor activities. In order to expand the outdoor activity, funding of £10,921.13 was sought to purchase more tents, camping and cooking equipment, canoes and safety equipment, and a heavy duty canvas tent and tables to enable sessions to be held outdoors in the winter months. The Area Partnership was highly supportive of the application.

DECISION

AGREED to award Melrose Scout Group £10,921.13 from the Build Back a Better Borders Fund.

4. **ANY OTHER BUSINESS**

No other items of business were raised.

5. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Area Partnership would be held on Thursday 9 September 2021 at 6:00pm via Microsoft Teams.

The meeting concluded at 6.20 pm

Eildon Community Fund Assessment Panel

Membership

Six members of the Eildon community (appointed through a recruitment process) with, in addition, three non-voting SBC Elected Members (one from each of the Eildon Wards). The term of office for Eildon public members of the Assessment Panel is 3 years.

Chairman

The Chairman of the Panel shall be one of the public members from the Eildon community and shall be elected by the Panel.

Quorum

Four members of the Panel (excluding the SBC Elected Members) shall constitute a quorum.

Meetings

Meetings of the Panel shall take place online via Microsoft Teams or some other such suitable online platform or in a pre-identified place when restrictions allow. Meetings will be held in private.

Voting

Decisions of the Panel should be reached by consensus where possible. Otherwise, each member of the Panel shall have equal voting rights, with the Chair having a casting vote if required. SBC Elected Members on the Panel have no voting rights.

Remit and powers

1. To assess applications for grants from the Eildon Community Fund in line with current criteria.
2. To question as necessary applicants and officers on the details of specific applications.
3. To complete a scoring matrix/assessment on the suitability or otherwise of an application for grant funding.
4. To make recommendations to the Area Partnership on applications to the Eildon Community Fund.
5. The Chair or other Member of the Panel shall present the Panel's recommendations, with appropriate, supporting paperwork to the Area Partnership meeting for decision.
6. An annual report shall be provided to the Area Partnership by the Panel with details of its work throughout the year.
7. Any such other matters, as delegated by the Area Partnership.

Procedural rules

1. All members of the Assessment Panel must behave respectfully at any meeting, and should not behave in a manner that is improper or offensive, or disruptive to the business of the meeting.
2. Meetings of the Panel shall be held online, hosted by SBC if MS Teams is the chosen platform, and likely quarterly.
3. An agenda and papers for each meeting shall be provided by SBC Officers.
4. At least 7 clear days before a meeting, the agenda and papers for the meeting will be issued by electronic means to members of the Panel.

5. Meetings of the Panel will be held in private to ensure a free and frank exchange of views.
6. A special meeting of the Panel may be called to deal with urgent business if necessary.
7. Members will be required to declare an interest in any application in which they have an interest (financial or otherwise) and may not participate in any debate or decision, whether it be by consensus or voting, around that particular application.
8. If the Chair is not present at a meeting, the meeting will be chaired by another member of the Panel appointed at the meeting.
9. No business will be carried out at a meeting unless a quorum of members is present.
10. No substitute members are allowed.
11. If a member fails to attend more than 3 meetings in any one calendar year, without suitable reason, then he/she will be deemed to have resigned from the Panel.
12. It is the duty of the Chair to ensure that meetings are held in accordance with these Procedural Rules and that a fair hearing is given to all participants.
13. The Chair shall have discretion to determine all questions of procedure where no specific provision is made under these Procedural Rules. The Chair may seek guidance from an SBC Officer. The Chair's decision in these matters shall be final.
14. Where one or more options for decision are before a meeting of the Panel, each of these options shall be proposed and seconded, and then voted on by individual members of the Panel (no SBC Elected Member shall propose or second any option). An SBC Officer will record the final decision.
15. A note of the decisions of the Panel about each application will be taken by an SBC Officer.
16. Only the Area Partnership may amend any of the above Procedural Rules.