



ANNUAL OPERATING PLAN

2020-2021

1. 2019/2020 OUTLINE

OFFICE PREMISES

We invested in office premises, based in the centre of Finderne at Logie Steading, which were officially opened by Douglas Ross MP at a ceremony held on 31st May. This occasion also marked the launch of our 5-year Strategic Plan and was attended by key stakeholders and community members.

PRIORITY PROJECTS

We undertook three months of research to explore each priority identified by the community during the engagement process. From a series of strategy meetings to discuss findings, opportunities and ideas, six priority projects were selected to be the focus of our efforts in FDT's initial years of operation, marking the next stage of the Trust's development.

The six priority projects are:

- Broadband
- Rural-based Apprenticeships
- Energy Efficient Living, including a wide range of economic and environmental projects which will contribute to making Finderne an innovative leader in sustainable living
- A Community Hub
- Community Home Care and Wellbeing

- Recreational Routes – the initial focus of which will be a partnership project with the Dava Way Association to develop the Dava Way as Finderne’s key recreational and tourism asset

Our work then continued to finalise Terms of Reference for each project. We approached and engaged a wide range of organisations to further scope out all projects, from rural home care community companies to the Scottish Government and its partners.

We launched our first project, Rural-based Apprenticeships within 4 months.

MEMBERSHIP

We have continued to work hard to engage the Finderne community through implementation of its communications strategy – a key output as identified in the 5-year Strategic Plan. As a result, membership has increased by over 100%. Our current membership stands at 110.

GOVERNANCE

We held our first AGM on 30th September 2020 and welcomed Emma Sedgwick as a new Director from Finderne South.

2. 2019/2020 GOALS /ACCOMPLISHMENTS

We have achieved the following key goals which were identified as important first steps in our 5-year Strategic Plan including:

1. Priority Projects announced on 30th September 2020
2. Rural-based Apprenticeships project launched on 30th January 2020
3. Rural-based Apprenticeships workshop delivered to Finderne businesses in partnership with Skills Development Scotland on 24th February 2020
4. Voices Scotland workshop delivered in partnership with the Scottish Health Council 26th February 2020
5. Finderne Coronavirus Support response launched on 18th March 2020, engaging 45 volunteers
6. Scottish Land Fund funding support secured to undertake an affordable housing feasibility study at Brockloch in Rafford
7. Supporting Communities Fund funding secured to fund volunteer expenses, provide school workbooks for every primary school aged child in Finderne, to distribution a Finderne Coronavirus Support flyer to every household and provide 12 weeks of £30 food parcels for 30 community members in need

3. 2019/2020 PROJECTIONS/BUDGET

FDT's accounts for the year end 31 May 2020 can be viewed [here](#).

2020/2021 GOALS

The key operation goals for 2020/21 include:

1. Broadband
2. Brockloch
3. Enhancing the Dava Way
4. Community Hub
5. Energy Efficient Living
6. Rural-based Apprenticeships
7. Home Care & Wellbeing

Goal	Key Deliverables	Timeline	Performance Indicator/Key Output
Broadband	<ul style="list-style-type: none">• Complete initial data submission for Community Fibre Partnership• Complete survey of actual community needs and interest• Obtain fully costed Community Fibre Partnership Plan	<ul style="list-style-type: none">• September 2020• November 2020• January 2021	<ol style="list-style-type: none">1. Fully costed CFP from Openreach2. Full survey analysis and report3. Community engagement

Brockloch	<ul style="list-style-type: none"> • Zero Waste Scotland energy audit of Rafford Village Hall • Housing and Community Needs survey • Pre-planning advice application • Feasibility report 	<ul style="list-style-type: none"> • August 2020 • October 2020 • December 2020 • December 2020 	<ol style="list-style-type: none"> 1. Zero Waste Scotland audit report 2. Housing and Community Needs survey analysis and report 3. Community Housing Trust feasibility study report
	* Decision Break *		
	<ul style="list-style-type: none"> • CARES funding application submitted • SLF Stage 2 application prepared • Detailed housing design • CARES feasibility study • Development funding streams identified 	<ul style="list-style-type: none"> • January 2021 • March 2021 • March 2021 • April 2021 • May 2021 	<ol style="list-style-type: none"> 4. SLF Stage 2 application prepared for submission in Summer 2021 5. Renewable energy feasibility report 6. Funding targets identified and initial contact made
Enhancing the Dava Way	<ul style="list-style-type: none"> • Dava Way rebrand • New website build • Promotional film created • Preparation of a marketing and communications strategy • Creation of a Digital Marketing role 	<ul style="list-style-type: none"> • March 2021 • March 2021 • May 2021 (depending on course of COVID-19) • May 2021 • May 2021 	<ol style="list-style-type: none"> 1. Dava Way launch with new brand, website and promotional video 2. Digital marketing strategy fully operational

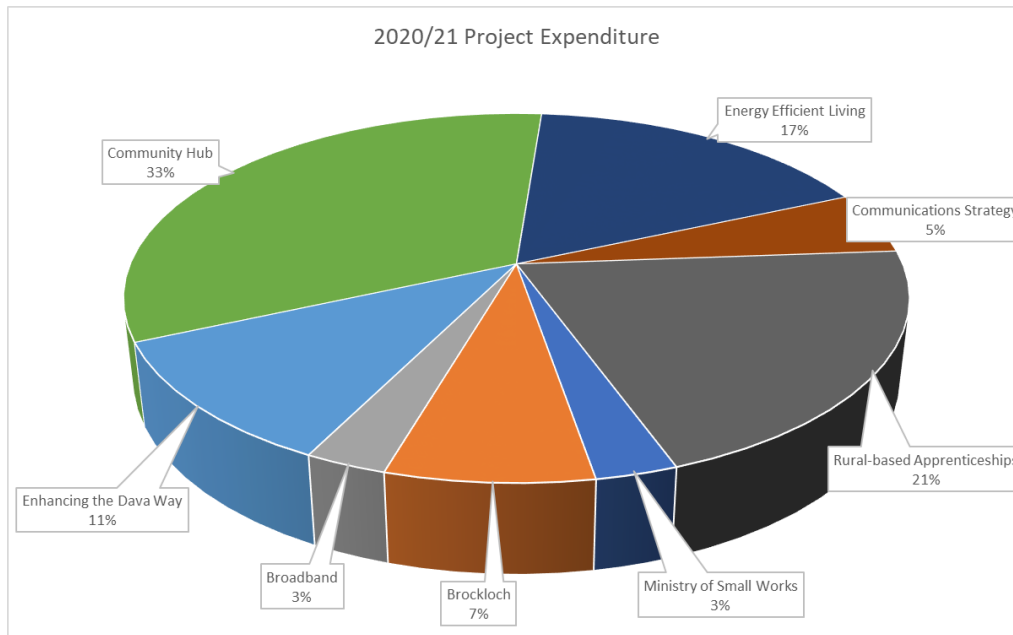
Community Hub	<ul style="list-style-type: none"> • Community consultation • Evaluate feasibility of location of Logie Primary School • Identify funding sources • Pre-planning advice from Moray Council • Preliminary design* • Negotiate agreement on land purchase or lease <p>* aspirational target</p>	<ul style="list-style-type: none"> • December 2020 • February 2021 • March 2021 • April 2021 • May 2021 • May 2021 	<ol style="list-style-type: none"> 1. Community engagement 2. Funding targets identified and initial contact made 3. Feasibility report 4. Lease agreement
Energy Efficient Living	<p>Fuel Poverty</p> <ul style="list-style-type: none"> • Create Terms of Reference document • Recruit a Fuel Poverty Project Officer • Design, distribute and analyse survey 	<ul style="list-style-type: none"> • January 2021 • March 2021 • May 2021 	<ol style="list-style-type: none"> 1. Fuel Poverty ToR signed off 2. Operational project officer 3. Full survey analysis and report
Rural-based Apprenticeships	<ul style="list-style-type: none"> • Engage with Funderne-based businesses • First Funderne apprentice in post 	<ul style="list-style-type: none"> • Ongoing 	<ol style="list-style-type: none"> 1. Apprentices in training

Home Care & Wellbeing	<u>Home Care</u>	<ul style="list-style-type: none"> Form partnership with care agency (dependent on course of COVID-19 & SG Review of Adult Social Care) 	<ul style="list-style-type: none"> May 2021 	1. Signed partnership agreement
	<u>Finderne Coronavirus Support</u>	<ul style="list-style-type: none"> Supporting Communities Fund project delivery 	<ul style="list-style-type: none"> September 2020 	
	<u>Community Wellbeing</u>	<ul style="list-style-type: none"> Train 3 Walk Leaders 	<ul style="list-style-type: none"> December 2020 	2. Training provided
	<ul style="list-style-type: none"> Finderne Walks project launch (COVID-19 social distancing restrictions permitting) 	<ul style="list-style-type: none"> January 2021 	3. Community engagement	

4. 2020/2021 PROJECTIONS/BUDGET

2020 - 2021 PROJECTIONS			
PROJECT	ITEM	BUDGET	
Office Costs			£7,158
Payroll			£49,120
Ministry of Small Works			£2,500
Communications Strategy	Website Upgrade	£1,000	£4,750
	Community Newsletter	£750	
	“We Make Finderne” Campaign	£3,000	
Broadband	Technical Consultancy		£2,500
	Title Examination	£720	

Brockloch	Site Investigations	£2,130	£6,320
	Feasibility Study	£2,970	
	Pre-planning Application	£500	
Enhancing the Dava Way	Rebranding	£1,125	£9,537
	Website	£5,052	
	Aerial & Ground Videography	£3,060	
	2 Days Marketing Consultancy	£300	
Community Hub	Community Consultation	£750	£28,750
	Legal Costs for Lease Agreement	£2,500	
	Architectural Services for Preliminary Design	£25,000	
	Pre-planning Application	£500	
Energy Efficient Living	9-month Graduate Project Officer		£15,000
Rural-based Apprenticeships	3 Apprenticeships @ £6,000.00		£18,000
Emergency Fund			£5,000
Reserve	3 months Office Costs		£11,400
TOTAL			£160,035



5. PERFORMANCE MEASUREMENT AND FUNDING STREAMS

5.1 PERFORMANCE

A Gantt chart for each priority project, outlining all tasks, will be used to monitor progress and track performance.

5.2 FUNDING STREAMS

The community benefit fund budget and any additional funding streams will be tracked within Quickbooks. The FDT Board will authorise and monitor project spend.

Funding Stream Monitor											
	Previous Years		This AOP		Future Years		Projected Final Costs				
Project	FDT Funding	3rd Party Funding	FDT Funding	3rd Party Funding	FDT Funding	3rd Party Funding	FDT Funding	3rd Party Funding	Total	Leverage %	
Brockloch			£6,320				£6,320	£0	£12,640		
Broadband			£2,500				£2,500	£0	£5,000		
Enhancing the Dava Way			£9,537				£9,537	£0	£19,074		
Community Hub			£28,750				£28,750	£0	£57,500		
Energy Efficient Living			£15,000				£15,000	£0	£30,000		
Communications Strategy			£4,750				£4,750	£0	£9,500		
Rural-based Apprenticeships			£18,000				£18,000	£0	£36,000		