



Minutes of the Board meeting held on
1st May 2024

1. Present/apologies for absence:

- **Present:** Iain Frazer (Treasurer), Fran Hall, (Vice chair) Anne Hislop (Chair), David Howell, Sharon McMurtrie, Chris Robinson, (Com.Sec) Kayt Howell (Manager), Kirsty Murray (Admin Officer) Gordon Cowtan (Consultant), Janine Rennie (Financial Consultant)
- **Apologies:** Isla Kinnear, Jo Skabara

2. Welcome Janine

- AH welcomed JR to her first FDT Board meeting.

3. Any Conflict of Interest (COI) on the agenda items?

There were no COIs.

4. Approve minutes of Board meeting 27.03.24

- The minutes were approved.

5. Actions from last minutes

- a. KH – email to Mrs Gibb. This has been done and circulated to the Board. Should another group within the community be constituted, the FDT would be willing to support them where possible.
- b. KH – email re: grant duplication. Done. The money was returned and the resident re-applied in the next round of grants.
- c. KH – quote for new Electric Vehicle (EV) charger. See Agenda item 12.

6. Any A.O.B. items for later discussion

- a. IT recycling
- b. Mattress recycling
- c. Visit to turbine.
- d. Swift boxes

7. Financial Report (IF & JR)

- JR had circulated a spreadsheet prior to the meeting.
- JR had identified some issues that needed resolving in the ledger. She had met with the accountants and made some journal entries to resolve the issues.
- JR shared her screen and gave a detailed explanation of the spreadsheet she has created. There are 3 tabs – monthly management accounts, total management accounts and balance sheet. The income and outgoings have been separated out. This will all be useful for preparing the end of year accounts.
- DH asked if there was work that JR could do that the accountants were currently being paid for. JR confirmed that she would be able to prepare the financial statements from now on and the accountants would just need to audit them.
- IF noted that the spreadsheet was now much easier to understand which was helpful to him but also for the FDT members at Annual General Meetings. JR stated that she could also generate information on SAGE which was even easier to understand.
- JR had questioned earlier whether too much money was being moved from the Fintry Renewable Energy Enterprise (FREE) account to the FDT account. GC explained that the reason for doing this was to avoid corporation tax and that money is only received from the wind turbine twice a year (November and May). As the FDT financial year end is June, he was concerned that HMRC might ask questions if a large sum of money was transferred in May. JR felt that the timings of the payments from Nadara (previously Falck) would fully explain the need to move the money towards the year end and HMRC would not be concerned.
- KH asked if the 'Grants' section on the spreadsheet could be further broken down into the different grants. JR said this would be easy to do. IF noted that although the FDT have all the figures for the log grants and the energy efficiency (EE) grants, they do not have the information for the fuel payment (FP) grants as they do not manage them. KH replied that Energy Action Scotland (EAS) who administer the grants will be producing a report next week which will give all the information required.

- GC asked if outgoings that deliver benefits to the community could be in one section. JR felt this was a good idea. **ACTION: GC to send a short narrative to JR to explain which items would need to go in this section.**
- DH thanked JR for the work she has done so far. AH seconded this and said she was relieved that JR had managed to sort out the issues in the ledger.

8. Balgair update (GC)

1. GC had circulated a report prior to the meeting.
2. The general optimisation works being overseen by Steve Luker is taking longer than intended and is scheduled to be completed by October rather than June. This will not affect the amount of money being paid to Steve.
3. The changes to the control system have now been done. This should reduce the amount of time that the LPG boiler cuts in.
4. Aggregated Micro Power (AMP) has finally agreed to investigate why the bio-mass boiler does not produce more than 100 kWh despite being rated as 200 kWh.
5. The work on the Heating Interface Units (HIUs) has been completed. All the HIUs have been inspected and SL has produced a report with recommendations. All the HIUs need to be replaced as they are in a poor state. The original manufacturer no longer exists. SL has put together a tender document to get quotes for replacements and will discuss with the Board once he has replies. The range of figures for each HIU is between £1500 and £3500. DH asked for confirmation that the replacement HIUs would be better suited to being outside. GC confirmed that the tender specified that that the HIUs need to be designed to work in enclosures outside residences.
6. AH asked if the outstanding heat agreements had been sent out yet. GC confirmed that they are ready to be posted. **ACTION: GC to send the heat agreements out by recorded delivery.**

9. Meeting with CEO, Richard Dibley (Falck, Renantis, Ventient, and now Nadara)

- A report of the meeting had been circulated to the Board.
- The fire at the wind farm had started at the base of turbine and worked its way up to the cell which is made of fibre glass and contains oil. The fire burnt itself out and no damage was done to anything else. The rest of the site is now operating as normal whilst investigations are carried out into how the fire started. The intention is to replace the turbine with a second-hand one of the same type (assuming there is no damage to the foundations) as this will not require any new planning permission. Once they know how the fire started, they will ensure that none of the other turbines are at risk.
- DH asked about compensation for damages and loss of income as the FDT should be entitled to 1/15th of this. GC said that this had not been mentioned at the meeting but that he would bring it up at the next meeting.
- RD confirmed that Nadara were in negotiations with the landowner with regard to extending the life of the windfarm but no decision had been made yet. There is no guarantee that the FDT will be included in this extension.

10. FCC request for information (KH & GC)

- Information has been requested with regard to the amount of money the FDT has spent on Balgair. AH suggested that information given to a resident previously could be pulled together by GC. GC suggested that as well as providing the figures, it would be useful to meet with the FCC to give some context to the figures. SL could possibly attend the meeting as well to explain the problems with the current system and how they are being addressed. It was felt that all this information has been made public before and that it will be all be available on the website. It should be made clear at the meeting that the FDT would not be spending any more time after this on answering to individuals. It should also be made clear that the FDT are not happy with the situation at Balgair and have worked hard over the years to rectify it. CR was concerned about how information from the meeting would be fed back to the community, but it was hoped that having all the information on the website would make the situation clear. **ACTION: KH to set up a meeting with FCC.**

11. New admin role (KH)

- There is a need for another staff member to work on admin. The Board agreed that KH and KM could draw up a job description (details to be agreed with the Board).

12. EV charger replacement (KH)

- A quote has finally been received from Charge Place Scotland for just under £10K. This includes taking away the old charger and ongoing maintenance. The idea is to hand the new charger over to the Sports Centre (SC). **ACTION: KH to speak to the SC first to ensure they want to go ahead with this.**

13. Party Pack (FH)

- There had been eight positive responses from the Facebook post. There would be a small outlay involved, and this would depend on the decisions made regarding the different types of materials of the items purchased. There was a suggestion to buy plates etc. from charity shops but it was felt that these could be easily broken and would be heavy to carry around. **ACTION: FH to circulate an email to the Board with options and costs.**

14. Grant update (KM)

- KM had circulated a report prior to the meeting.

- Round two of the EE grants has started. KM is still chasing up evidence from some people who received grants in round one. She suggested creating a spreadsheet in One Drive containing feedback from grateful recipients of the grants.
- There have been a few enquiries from people who had not received payments for the FP grants. KH had passed these enquiries on to EAS and they had been sorted. A report will be coming from EAS soon.

15. Next two policies

- Batch nine has been approved. Batch ten will now be circulated.

16. A.O.B

- a. IT recycling – two companies had been in touch recently to offer this but would need to know exactly what equipment people have. Data is cleared from the equipment and a certificate is provided. There have been a few responses to the Facebook post. KH/KM will follow up on this. There is no deadline.
- b. Mattress recycling – AH had taken a mattress to a recycling company on Balmore Road recently and had been impressed with their passion for recycling and making use of all materials from old mattresses, pillows, quilts, etc. They will collect from Fintry for a flat charge of £60 and charge £12 to recycle each mattress. Details will be circulated to the community.
- c. Visit to turbine – a classroom teacher had approached FH to ask if it would be possible to take a class of children to visit the turbine. KH did not think it would be possible at the moment because of lambing. FH said the proposed visit would be in June. KH suggested contacting the community liaison officer at Nadara. FH will send the details to KH.
- d. Swift boxes – a resident had approached FH to ask if the FDT would consider providing funding for nesting boxes for swifts. It was suggested that advice should be sought from the RSPB as to what kind of nesting boxes were needed in our locality.

Next meeting

Board meeting – Tuesday 28th May 2024, 7.30 p.m. at the Hub

Planning Meeting Number 2:

This assumes everyone has access to the planning meeting information and summaries set out in the folder sent on 30.04.24

1. Agree the strapline and Vision statements for use on website marked * - The strapline 'Empowering an environmentally sustainable future for Fintry' was agreed. KH and KM have been working on the vision statement, but it needs to be agreed by the Board. It explains what the FDT do, their core values etc. and will help to provide content for the website. Changes can be made even after the website has gone live. FH proposed one small change to the text and the vision statement was agreed.
2. Select our Core Values – see suggestions developed by staff. * - agreed.
3. Agree the workload breakdown and areas of focus on projects – It was agreed that the Board would look at this in more detail for discussion at the meeting at the end of June. KM has developed a pro-forma for any projects to be considered that links back to the FDT's vision and core values and what they are trying to achieve as well as linking Directors and/or staff that would be the contacts for the project. It will be a good tool to help set up projects in the future as it is a useful checklist including budgets and timelines. **ACTION: FH to complete for the party pack project as a trial.**
4. Review the extended DTAS Sort It plan should time allow – to be done at the meeting at the end of June.
5. Agree next steps – see points 3 and 4. Also, budgets need to be set bearing in mind 50% of income is earmarked for investment.