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**Minutes of the Board meeting held on**  
14<sup>th</sup> September 2022

**Present/apologies for absence:**

- **Present:** Fran Hall, Anne Hislop (Chair), David Howell, Chris Robinson, Kayt Howell (Manager), Gordon Cowtan (Consultant)
- **Apologies:** Iain Frazer (Treasurer), Iain MacKay

**I. Postponement of Community night**

- Robust preparation for awkward/challenging questions
- It was agreed at the last meeting that 27/09/22 was too soon to have the Community night. KH has spoken to David Smith (DS) and notified him of the cancellation. The proposed date is now 12/11/22. This will give time to collate more relevant information and will be after the Home Energy Scotland (HES) event. Householders will have more ideas about what they may want to use an Energy Efficiency Grant for and this will be a good time to give them information about the grants. A grant administrator may have been appointed by then as well. **ACTION: KH to check with the Sports Centre to check availability.**
- Robust preparations for this event are ongoing.

**II. Grants**

**i. Fuel poverty grants:**

- GC/KH have spoken to Energy Action Scotland (EAS) about distributing cash grants to householders in fuel poverty. EAS can handle the mechanism for doing this and have had lots of experience. They would take an admin fee of around 10%. The next step is for FDT to finalise the application form/questions, agree on the criteria and the amounts to be distributed. EAS would handle the data sharing agreement. Once the details have been finalised, information will be posted through every household's letterbox so that everyone is aware of the help available. This is important as people who are most in need are not always willing to come forward.
- Reserved business  
**ACTION: GC/KH work on finalising the application form etc.**
- EAS also have access to bulk buying for various items such as duvets, air fryers etc. FDT could liaise with Fintry Community Council (FCC) to help get these kinds of items to those in need.  
**ACTION: AH & KH to meet with Michele Bennett (MB) to discuss working together to help households in fuel poverty.**
- CR noted that there may be a tax incurred on windfalls in the future and this needs to be kept in mind when allocating funds.
- The Articles of Association (AofA) of Fintry Renewable Energy Enterprise (FREE) will need to be amended to enable cash grants to be distributed. This is a short-term solution to get the process initiated more quickly as it does not require the approval of FDT members. GC is meeting with REIF (the loan providers for the turbine) to ensure that they are in agreement with the proposed AofA changes. The loan amount outstanding is £120K so there could also be the option of repaying this if there are any issues with REIF. Changes to the AofA of the FDT will be made in parallel. Draft changes will be submitted to Burness, the Office of the Scottish Charity Regulator (OSCR) will be notified, and an Extraordinary General Meeting (EGM) will be called. The minimum amount of time for this process is 10 weeks which would be the end of November, but the end of January would be more realistic. This could tie in with the Annual General Meeting (AGM) which would negate the need to call an EGM.

- The Sort-It training will be useful for help with changing the AofA and the whole process will make it easier to answer questions at the History Night.
  - There was discussion about co-opting another Director temporarily until a new one can be appointed at the AGM, but the Board felt it may be difficult to get someone up to speed on everything that is going on at the moment. DH was keen to involve previous Directors and other friends of FDT to get other thoughts and opinions on how to use the increased income due in the next few years.
- ii. Energy Efficient Grants:**
- KH/AH have tweaked the criteria, and this had been circulated prior to the meeting. There is no restriction on residents who have had grants previously and it is hoped that some grants can be linked to HES grants to allow householders to do larger projects. There was discussion of how the process would work for rented accommodation. Difficulties may arise if Fintry residents own more than one property or if landlords are not Fintry residents. It was agreed that the aim of the grants is to improve the energy efficiency of all properties in Fintry and that applications would have to be considered on a case-by-case basis.
  - Similar grants which were awarded between 2011 and 2017 were for £500 (£1000 for residents in fuel poverty). The Board agreed to increase the amount to (RESERVED BUSINESS) to take into account increases in the cost of living since then. This amount will be reviewed with a view to possibly increasing the amount once the scheme is up and running but money needs to be kept in reserve as well. **ACTION: KH to amend the application and circulate to the Board.**

### **III. Holding newsletter**

- i. RESERVED BUSINESS**
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- ii. Proposals**
- Thanks will be given to the FDT members for their involvement in the consultation process and a list of proposed projects will be mentioned, including projects where the FDT are working alongside the FCC.
- iii. HES workshop**
- This is scheduled for the 1<sup>st</sup> October and will be mentioned in the newsletter. **ACTION: KH to check with the Sports Centre for availability and with David Smith that it is ok to use the museum and confirm with HES.**
- iv. Other**
- **ACTION: KH to circulate draft newsletter to the Board for comments and suggestions.**

### **IV. Onwards**

- i. Consultation event**
- The date for this is to be confirmed.
- ii. HES event**
- See agenda item III, iii.
- iii. Balgair**
- GC had received an email from Amy Tickell (AT) from the Scottish Government (SG) to say that they are progressing the issue with Balgair, no decisions have been made yet but she will get back to him as soon as possible. GC will wait another week to 10 days and then will ask Evelyn Tweed (ET) to chase it up if nothing has been heard by then.
  - GC is still reading through the latest version of the Harley Haddow (HH) report and will circulate to the Board soon as well as asking HH for a tracked changes version. A colleague of CR's will also be sent the report for his opinion. **ACTION: GC to circulate HH report to the Board and to CR's colleague and ask for tracked changes.**
  - GC has a meeting on site with AMP next week to discuss ongoing operational issues and whether anything needs to be done before the winter. GC estimated that there had been between 5 and 10 breakdowns in the last 12 months and wants to ask AMP's opinion about whether this is usual for a 7-year-old boiler. GC is in regular contact with the residents through scheduled meetings and casual contact when on site. He did not feel that there were any major concerns from the residents and will update them when there is something concrete to report.
- iv. New positions – Finance and Admin**
- A job description for a Finance Adviser has been drafted. **ACTIONS: KH to circulate to Board. GC to ask his partner for advice on where to advertise the role.**
  - KH & AH have been working on a job description for an Admin Officer (title to be confirmed). A salary of £12 per hour will be offered. The number of hours will depend on the number of grant applications so flexibility in availability will be necessary from potential candidates. The admin officer will only be working on the Energy Efficiency Grants, not the Fuel Poverty Grants. The

job description was discussed by the Board and there were suggestions about where the job could be advertised (LinkedIn, Indeed, Goodmove). **ACTIONS: KH to circulate finalised job description and speak to DTAS for advice on where to advertise the post.**

**v. KH – role/hours**

- KH's workload has increased and although the appointment of an admin officer will help, they will need training and it will be some time before the appointment is made. KH proposed to work an extra 7 hours a week for a 6-month trial. This will tie into the end of her current contract so can be reviewed then and will take effect from the 1<sup>st</sup> October. The Board agreed to this proposal. **ACTIONS: AH to inform IF and update KH's contract on One Drive. IF to inform payroll.**

**V. A.O.B.**

- A decision needs to be made about subsidising the purchase of logs.

Next meeting: 28<sup>th</sup> September 2022, 7.30 p.m.