



---

**Minutes of the Board meeting held on**  
19<sup>th</sup> February 2025

- **Present:** Iain Frazer (Treasurer), Fran Hall (Vice-chair), Anne Hislop (Chair), David Howell, Isla Kinnear, Sharon McMurtrie, Kayt Howell (Manager), Kirsty Murray (Project Support Officer), Jane Wild (Administration Assistant), Gordon Cowtan (Consultant), Janine Rennie (Financial Consultant).

**1. Apologies**

None

**2. Any C.O.I. on the agenda items?**

None

**3. Any A.O.B. items?**

- a) None

**4. Approve last minutes (29/01/25)**

- b) The minutes were approved.

**5. Financial reports for A.G.M.**

- a) Management accounts and budgets.  
JR shared her screen. The monthly management accounts showed a good financial position. Money has been received from heat sales and a good level of interest is being generated. Expenditure has been mainly on grants (Green Business grants, Energy Efficiency (EE) grants and log grants), consultancy costs and plant maintenance. Admin costs remain low.  
The total management accounts show a small deficit but looks good and it is now 7 months into the financial year.  
The budgets that were set for 2024/25 have been fairly accurate. The biggest variance is that the spend on remedial work has been higher than expected but there has been savings in other areas. Overall, the budgets show good governance and a good grasp of projected spend. These figures do not relate to the financial year that will be covered in the A.G.M. but it can be reported that budgets will be set every year now and that this first one is working out well.
- b) Draft accounts from auditor – approval?  
The audited accounts have been received from the accountant. IF and JR agreed that they look good. The Board approved the draft accounts.
- c) JR & IF – what will they include at the A.G.M. – who does what?  
It was agreed that IF will talk through the Annual Accounts summary which will be available to all attendees on a handout. Any questions will be directed to JR. JR will be attending the meeting online so will be able to share her screen if necessary.
- d) Investment sub-group – in AH’s report?  
The sub-group has not managed to meet yet but AH can report that a sub-group has been set up and will meet soon.
- e) Reserves policy.  
This is ongoing. GC still has a couple of queries for JR. AH can report that the reserves policy is in progress.
- f) Company House records update.  
IK and SM have now been listed as trustees of the FDT.
- g) Excuse JR.  
JR was excused.

**6. Reports required ASAP – by 24/02/25**

- a) Chair’s report.  
Done
- b) Financial summary.  
Done

- c) Grant update figures.  
Done
- d) Balgair summary.  
Done
- e) Printing.  
Will be done next week.

#### **7. Party Pack**

- a) Ongoing management.  
FH confirmed that she is happy to continue managing the party pack. A separate email will need to be set up. **ACTION: KH to ask Illuminate to arrange for any enquiries about the party pack to be forwarded to FH's new email address.**

#### **8. Directors' application process (KH)**

- KH recently attended a forum on the Development Trust Association website. There was an enquiry from another trust about the application process used by other trusts to select trustees. One suggestion was to develop an application form (similar to the one required by OSCR). Any applications could be reviewed by the Board. KH had discussed this with KM and JW and they felt that the application form was a good idea but that the final decision on trustees should be made by FDT members. KH suggested that the Board could use the application form to make recommendations based on skill set, for example, to the members. AH agreed that gathering information about applicants prior to them joining the Board would prevent any issues being discovered after they had joined. **ACTION: FDT's Directors' application process to be discussed at a later date.**

#### **9. A.G.M. Agenda and running order**

- Tea and coffee and biscuits on arrival.
- Close sound proofing door.
- Welcome and financial reports
  - i. Apologies (AH)
  - ii. Welcome by Chair and Chair's report (AH). AH will also point out that there will be opportunities to ask questions at appropriate moments during the meeting.
  - iii. Approve last year's A.G.M. minutes as sent out to members via A.G.M. newsletter –sent out twice.
  - iv. Financial reports (JR & IF) (JR online) – there will be one paper copy of the accounts available if any members wish to look at them.
- Any questions.
- Staff reports
  - i. Manager's report – general activities of the Trust (KH)
  - ii. Project support officer's report – grant updates (KM)
  - iii. Consultant's report – Balgair (GC)
  - iv. Steve's report
- Any questions.
- Election
  - i. AH – brief statement confirming that she would like to stand again.
  - ii. FH – standing down. FH may say a few words -TBC
  - iii. No additional enquiries to stand
  - iv. Election of Director's – SM to manage this. Unless contended, a show of hands to return Anne.
- Any questions
- Thank you and close

The A.G.M. will be advertised on Facebook etc. over the next two weeks.

#### **10. Any A.O.B. items**

- Balgair update – all HIU installations have been completed and feedback from the residents has been good.

Next meetings: AGM – 5<sup>th</sup> March 2025 6.30-8.30 p.m. Fintry Museum  
Board meeting – 19<sup>th</sup> March 2025 7.30 p.m.