



---

**Minutes of the Board meeting held on**  
20<sup>th</sup> July 2022

**Present/apologies for absence:**

- **Present:** Iain Frazer (Treasurer), Fran Hall, Anne Hislop (Vice-chair), David Howell, Iain MacKay, Chris Robinson (linked by Zoom), Josh Thornhill (Chair), Kayt Howell (Manager)
- **Apologies:** Gordon Cowtan (Consultant)

**I. Approval of minutes and actions arising (JT)**

- The minutes of the last meeting were approved.
- ACTION: IF to look at what the Bank of Scotland is offering in savings accounts where the money is not tied up for an amount of time. – covered in Agenda item II.
- ACTION: GC to find the conclusions found by Burness and circulate. This was related to any constitutional issues related to assisting people in fuel poverty. It would be against the constitution for the FDT to give out money but it may be possible to do this through FCE or FREE. **GC looking into this.**
- ACTION: KH to draft newsletter and circulate to the board. – covered in Agenda item IV.
- ACTION: KH to draft a History Night invitation with the other suggested points and circulate to the Board. Kayt has circulated the draft invitation and needs the Board to give feedback. The Board confirmed they were happy with the text. The invitation will include a QR code with a link to the history section of the FDT website. **ACTION: KH to finalise the text and work out the best size of paper for the invitation.**
- ACTION: JT to ask CR to register the FDT's interest with the wind farm developers. – covered in Agenda item VI.
- ACTION: KH to speak to David Smith about how the FDT can be involved in the repair workshop proposed by Hub committee. - covered in Agenda item VII.

**II. Financial report (IF)**

- Iain F had circulated his report prior to the meeting. The Renewable Heat Incentive (RHI) payment has still not been received so it may be necessary to transfer some money to cover some invoices that need to be paid. The money which has been set aside to pay Harley Haddow (HH) could be transferred now and used to ease cash flow and then the RHI payment will cover this when it comes in.
- IF has also been looking at interest rates to try and improve the interest being received. It is easier if the money remains in a Bank of Scotland (BofS) account. Currently the interest rates with BofS are as follows:
  - 32 day saving at 0.15%
  - 95 day saving at 0.15%
  - Instant access at 0.05%

National Savings Investments and ISA accounts have good interest rates but cannot be used for business accounts. The Board agreed that 50k should be moved to the FDT account and move some money to the FREE account and then the rest will be put into an instant access savings account with the BofS. This will not earn a lot of interest but may save in bank charges.

### **III. Long term financial management (All)**

- The Board discussed the need to have a Financial Director or advisor who may also act as the Treasurer when IF stands down at the next AGM. Currently, the Treasurer should only remain in position for two years but this could be changed if necessary. None of the current Directors are comfortable being Treasurer due to the large amounts of money which will be being received in the near future but may feel able to deal with the more day to day finances of the Trust with the backing of a co-opted Financial Director. There was also discussion about whether the Financial Director should be a Fintry resident or if it would be better if they were from outwith the village. In this case, there should still be a Board member acting as Treasurer who would be the interface between the Financial Director and the Board. It was agreed that a 'job description' needs to be put together and the role advertised to various bodies such as Pilot Light, Goodmoves, SCVO, SVE, and DTAS. DTAS are able to provide a template to help with this. The Board also discussed the possibility of setting up a Finance Working Group. This would consist of at least one Director and members of the community. They would have in-depth discussions and then feed back to the Board. **ACTION: KH and DH to put together a job description.**

### **IV. Newsletter and Balgair statement (KH)**

- KH had circulated a draft newsletter prior to the meeting. It contains lots of information for the membership and will be printed out to put on the noticeboard and posted to some residents who do not use email. The Balgair statement will be sent out as part of the newsletter and any responses can be discussed at the next meeting. **ACTION - KH to publish the newsletter and put placeholder responses if required for community enquiries to be discussed at next board meeting.**

### **V. Website design and management (All)**

- A design brief for the website was suggested to include the following:
  - Modern, fresh, clean
  - Easy to update by staff/Board
  - Smartphone compatible
  - Image and project focused
  - Simple design
  - Linked to social media.
  - Easy to navigate policies etc.
- **Action - KH to get quotes, timescales and ongoing maintenance costs.**

### **VI. Shelloch & Earlsburn extension proposals. (AH)**

- AH had not had chance to catch up with Michele Bennett (MB) from Fintry Community Council (FCC) yet.
- CR had tried to get in touch with Ian Rogers (FCC) but had been unsuccessful. He had spoken to Gordon Cowtan (GC) and JT and they had agreed that it would be easier to just deal with MB.
- It is clear that the first port of call for the windfarm developers is FCC so FDT need to liaise with FCC to work out how they can work together.
- **ACTION: AH and JT to meet with MB.**

### **VII. Repair workshop proposals by Hub committee. (KH)**

- KH had noticed this mentioned in the Hub minutes and had spoken to David Smith (DS) about how the FDT could be involved. DS will speak to Gail Reid and get back to KH.
- KH has a meeting with Circular Communities – a group who facilitate reuse, repair and recycling in communities to discuss other things the FDT can do.

### **VIII. Director training – SCVO Essential Trustees Training (JT)**

- IM had attended a training session and had found it to be very useful. The responsibilities and pitfalls were outlined and IM recommended it for all Directors.
- **ACTION: JT to get dates to fit future board meetings.**

**IX. Minutes Format (JT)**

- The way the minutes are being done take a considerable amount of time. It was agreed that they could be streamlined so that the key discussion points are reported and any actions agreed. It is not necessary to note what individuals have said as any decisions made represent the whole Board anyway. If a vote is taken, this will be noted. JT will also summarise the main points at the end of each agenda item and circulate this asap after the meeting.

**X. Strategic Structure (JT)**

- In order to ensure good governance through robust, transparent and an agreed upon skeleton structure the following strategic structure was proposed: plan 3-5 year strategic visions based on results of consultation; break these down into annual SMART (Specific, Measurable, Achievable, Realistic, Timely) objectives; plan how these can be achieved and the resources needed e.g. more staff, allocate a budget etc. Any questions about decisions made can be referred to the structure/procedure that has been followed and show that the Board are working to this agreed arrangement. The FDT Articles of Association are old and very broad which allows for flexibility.
- **ACTION: KH to speak to DTAS to arrange a session with them (SORT-IT)**

**XI. Windfall Grant Discussion (All)**

- **Reserved business**
- The ideas previously suggested by the Board, ideas from participants at the History Night and ideas suggested during the Jubilee weekend were amalgamated into a shortlist of projects. KH and the Directors will look at the shortlisted projects in more detail and bring back their findings to the next meeting. A decision will then be made as to which projects are feasible and then the community will be asked which projects will help them the most.
- **ACTION: KH and Directors to work up proposals and have discussions with potential suppliers or partners to report back to board as follows:**
  - Purchasing Fuel – Iain M – Biomass and wood
  - Grants – Kayt and Anne (to include grants for heating systems, grants for energy efficiency improvements – lighting, appliances etc. and grants for energy saving
  - Workshops – Fran
  - Investments – Iain F
  - Food bank – Fran and Josh
  - Renewables workshops – Josh
  - Community Fridge – Fran and Josh
  - Energy Efficiency Surveys – Chris
  - Energy Advisor – Josh speak to HES, Chris
  - Car Sharing - Kayt
  - Transportation – DRT Scheme. - Kayt
  - Website – David
  - Handyman – Iain M
  - Green Transport – David

**XII. A.O.B.**

- KH mentioned Climate Conversations but this will be carried forward to the next meeting.

Next meetings: 24<sup>th</sup> August 2022, 7.30 p.m.  
28<sup>th</sup> September 2022, 7.30 p.m.