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***Minutes of the Board meeting held on***

24<sup>th</sup> February 2021

A virtual meeting held via Google Meet

**Present/apologies for absence:**

- **Present:** Luke Emerton (Chair), Iain Frazer (Treasurer), Hugh Edmond, Anne Hislop (Vice chair), David Howell, Iain MacKay, Chris Robinson (Co.Sec), Kayt Howell (Manager), Gordon Cowtan (Consultant)
- **Apologies:** None

**I. Approve previous minutes**

- **ACTION:** Kayt to check the Fintry calendar on Facebook for any other events being held at the end of March and circulate a suggested date for the Annual General Meeting (AGM) along with notes regarding what needs to be done prior to the meeting. Kayt had checked the Fintry calendar and will put the AGM onto it once the date has been confirmed.
- The minutes were approved.

**II. Financial Report**

- Iain had circulated his report prior to the meeting.
- Fintry Community Energy (FCE) has been covering its costs.
- Kayt asked the Board to approve the draft accounts so that the accountants can finalise them prior to the AGM. Gordon had questioned some parts of the accounts with the accountants as follows:
  - An oddity with the money lent to FCE by FDT 'owing within 12 months'. This has been clarified.
  - The cost of woodchip had been included in one section but the cost of the LPG in another. This has been rectified.
  - A statement regarding the disposal of £75 worth of shares was connected to the end of the SMART project on Dunmore Gardens.
  - A query about Fintry Renewable Energy Distribution (FRED) owing tax/National Insurance – this was actually VAT.
- Gordon had also spoken to the accountants about closing the FRED account down. There is still an outstanding invoice to be paid to Heriot Watt University but this can be transferred to FDT.
- The Board agreed unanimously to begin the process of closing the FRED account.
- The Board agreed unanimously to approve the draft accounts.

**III. Reserved Business**

**IV. A.G.M**

- Kayt proposed a date of 31<sup>st</sup> March at 7.30 p.m. and asked the Directors for their availability for this date. All Directors confirmed their availability. **ACTION: Kayt to add this to the Fintry calendar on Fintry Buddies.**

- Kayt had suggested an agenda for the meeting which she had circulated prior to the meeting and asked for comments from the Board. Hugh said he was happy to stand down as a Director if there was anyone else interested or if the Board had someone in mind. Kayt was not aware of anyone being interested and told Hugh that his attention to detail and contribution was greatly valued.
- Kayt and Gordon have been looking at the best platform to hold the meeting on and in particular how the voting for any change of directors can be done. At the moment Zoom is a possibility although other options are being considered. The platform chosen needs to be accessible to as many people as possible and it was noted that at least 15 members need to be present for the AGM to reach quorum. It was agreed that a trial run should be done before the actual meeting to test the chosen platform.
- One suggested agenda item had been to engage with the members at the meeting with regard to the Futures project. Anne felt that it would be better to keep the AGM to the absolute minimum and look at hopefully holding a physical event later in the year. Luke and the rest of the Board agreed.
- Kayt requested a new printer to print out the documents needed for the AGM and the Board agreed to this request. Kayt will look at the options available and circulate to the Board prior to purchase.
- It was thought likely that a question about the Shelloch Wind Farm may be raised at the AGM. **ACTION: Gordon and Kayt to draft a response with input from Chris and circulate to the Board.**

#### **V. Policies**

- The last few policies have been drafted and circulated. Anne asked the rest of the Board to have a look at them and forward any questions and/or comments to her. It was agreed that a Board only meeting was needed to make decisions and review the contracts for Kayt and Gordon. Anne agreed to look at Kayt's contract and discuss it with Kayt first. **ACTION: Policies to be finalised by email and a Board only meeting to be scheduled.**
- Gordon and Kayt have been looking at the FDT website recently and wondered if the policies should be published there. Anne said it would be normal practice to do that and the Board agreed that it should be done.

#### **VI. Consultant's report**

- Gordon had circulated his report prior to the meeting.

#### **VII. Manager's report**

- Kayt had circulated her report prior to the meeting.

#### **VIII. A.O.B.**

- Correspondence had been received from Fintry Community Council (FCC) regarding the Shelloch Wind Farm proposal. A reply was sent.
- A request has been received for a representative from FCC to attend FDT meetings. This was discussed and it was agreed that it is important to maintain good working relationships with other groups in the village. An invitation will be extended to the FCC for a councillor to attend meetings as an observer. It would be beneficial if the same councillor could attend the meetings. They would not be able to be present for items of reserved business or at Board only meetings.

#### **IX. Date of next meetings**

- Wednesday March 24<sup>th</sup> 2021, 7 p.m.
- Wednesday March 31<sup>st</sup> 2021, 7.30 p.m. – Annual General Meeting.