



Minutes of the Board meeting held on
25th January 2023

Present/apologies for absence:

- **Present:** Iain Frazer (Treasurer), Fran Hall, Anne Hislop (Chair), David Howell, Iain MacKay, Chris Robinson, Kayt Howell (Manager), Gordon Cowtan (Consultant), Kirsty Murray (Administrator)
- **Apologies:** None
- **Declaration of any Conflict-of-Interest matters:** None

AH welcomed everyone to the meeting.

I. Financial update

- a. IF report – IF had circulated a spreadsheet prior to the meeting. There has been an issue with receiving Renewable Heat Incentive (RHI) payments – see Agenda item IIa which has affected the income in the Balgair account. There has been a good uptake on the grants.
- b. Graham Finegold – meeting on 31st Jan to begin – GF has been looking at a financial model for the FDT's future income and will have something ready to be presented at the Annual General Meeting (AGM).
- c. Amazon account – how do we move forward? Camera – The FDT credit card needs to be registered with the FDT Amazon account and then KH can go ahead with buying items. IF can get more cards if necessary.

II. Balgair update

- a. GC report – GC has drafted a job description for a project manager. He has spoken to some people in the industry and circulated the Harley Haddow (HH) report to them. An official request has been sent to Ken Brady at Energy Savings Trust (EST) for the loan to be cancelled. The system has been operating well since the second half of October with only a few minor repairs required to some Heat Interface Units (HIU). GC has been going through the process of removing Matthew's name from the RHI account with the Office of Gas and Electricity Markets (OFGEM). There are no issues but it is taking a long time. No RHI payments can be received until this has been completed.
- b. Thoughts from HH report presentation – The walk-through of the HH report with the Balgair residents went well. It was interesting to hear the response from the residents. They seem to be looking to the FDT to take a lead on moving forward. The Board also found it helpful.
- c. Meeting with Scottish Government (SG) on 23rd – GC, KH and DH had met with Alistair and Alex from the SG for a progress update. They reiterated that they are with the FDT on their journey to rectify the heating issue at Balgair. Five alternatives had been suggested by HH. Three of these are non-viable and the other two are expensive as well. Other options could be investigated by the project manager.

III. Log grants

- a. KH & KM report on progress – There have been between 40 and 50 applications. There have been a few hiccups and a small amendment to the form has been made. The spreadsheet system is working well. There are still funds left in the budget. **KH will mention again in the newsletter.**

IV. Energy Efficiency (EE) grants

- a. Update on application process (KH GC KM) – They have been working on a one form application with all the information needed by the FDT and this will be circulated to the Board for approval soon. There

was discussion about what would happen if people applied for and received grant money but did not spend it on the item(s) they had claimed for. It was agreed that photographic evidence will be required. The application form will make it clear that it is a condition of the grant that evidence is provided and that future applications would be jeopardised if evidence is not supplied. **KH will mention the EE grants in the newsletter** and they are scheduled to start on 01/02/23.

V. Fuel Poverty (FP) grants

- a. Update (KH, GC) – These grants have been retitled 'Help with energy' (HWE) grants. There was a soft launch before Christmas and there have been twelve applications so far. These are still being processed. Fraser from Energy Action Scotland (EAS) is preparing an information package which will be distributed to each household and will include information about the HWE grants as well as other funding that is available. **KH will mention the grants in the newsletter and on Facebook.** Fraser will invoice the FDT for his fees. **KH to clarify this and ask for a progress report.**

VI. AGM – 11/03/23

- a. Update (KH) – The AGM will start at 10.30 a.m. at The Bowling Hub and will be followed by the Repair Café. GC and IF gave their apologies as they will not be able to attend but will provide reports in advance.
- b. Who is standing? IF, IM & DH all up – It was suggested that two of the three Directors eligible to stand down do so this year and the third Director wait until next year. There is also one vacancy and there are two slots available for co-opted Directors.
- c. It was pointed out that there are several new residents in Fintry who may not be aware of the FDT. Lots of information about the AGM will be included in the newsletter.
- d. Draft Accounts should be with us next week and will need to be approved by the Board before the AGM.

VII. Repair cafe

- a. Update (KH) - The FDT will cover the catering costs but Share & Repair will cover any other costs.
- b. Meeting with DS, KH & KM – to finalise the details.
- c. Insurance – Public Liability Insurance is in place. **CR to double check the insurance documents to ensure coverage for events.**

VIII. Website

- a. Update (KH, KM) – KH & KM had met with the website designers (Chris & David). They had made some changes to the structure of the website based on feedback from the website subgroup.
- b. Subgroup meeting required – this will be held next week to approve the changes that have been made and then the designers will move to the design phase and costs will be finalised.
- c. Photographer/photos – good quality photographs are still needed. There was discussion about the legalities of using photographs with people in and/or private property. **IF to send some of his stock photos to KH.**

IX. Transport Day

- a. Update (KH) – This will be held on Saturday April 22nd (time to be confirmed) at the Fintry Museum. Home Energy Scotland (HES) are organising it. EST will be there with information about Electric Vehicles (EV), charging points, grants etc. and other information about green transport. Keith from Hiya Cars will present a bespoke package for Fintry and explain how it would work. The Board need to consider whether there would be an FDT car that would be part of this scheme. All paperwork, insurance etc. would be dealt with by Hiya Cars. Also looking to involve Bikeability and/or Recycle-a-bike to encourage the primary school children to use their bikes more and refresh their road knowledge. EST may also bring some electric bikes. **KH to contact the primary school to check what they already do and see if this would be useful.**

X. Articles revamp

- a. Directors as project beneficiaries (GC) – There is a clause in the Articles of Association that states that Directors cannot be beneficiaries of any schemes. GC and AH met with Burness and this clause will be amended so that Directors can benefit provided that there are safeguards in place to ensure that there is no conflict of interest. Applications for grants already have clear criteria to be met and Directors would need to meet the criteria. The HWE grants and the log grants are not an issue as the Directors are not involved in any decisions about who will receive a grant. Issues only arise in situations where the Board are making decisions but as long as safeguards are in place it will be fine. The new clause should be finalised in time for the AGM. Burness are also looking at the FDT's conflict of interest policy.

XI. Newsletter

- a. Proposed content –
 - i. Happy New Year
 - ii. Grants x3
 - iii. Repair café
 - iv. AGM – information about voting for Directors and how this can be done by proxy; information for anyone interested in standing.
 - v. Transport Day
 - vi. Website (call for photos)
 - vii. Other? – a section on recycling items which cannot be put in household recycling bins to be included e.g. wood pellet bags, coffee pods, cat food pouches, soft plastics.

KH asked the Board to email her if they had anything they wished to add to the newsletter. **KH to circulate newsletter to the Board prior to distribution.**

XII. After Sort-It

- a. Picking up on our plans as agreed at the training – a reminder that plans for short, medium and long term need to be looked at again soon and that it would be useful to make links with other development trusts to share ideas.

XIII. Housekeeping

- a. Personal emails/discussions with other residents – AH reminded the Board that only FDT email addresses should be used when corresponding with FDT members about grants etc.
- b. Access to calendar on outlook – GC has set up an FDT calendar that Board members can access.

XIV. A.O.B

- a. Air fryers, duvets etc. – AH had received correspondence from the resilience team with the numbers of each item required. KH had corresponded with EAS but the system for ordering the items seemed very complicated. KH sourced the items online and the cost would be around £1k. The Board agreed unanimously that KH should order the items and pass them to the resilience team for distribution.
- b. A Fintry resident who has been a supporter of the FDT for many years recently slipped on ice and was seriously injured. The Board agreed to send a card and their best wishes for recovery.
- c. A Fintry resident is interested in biodiversity and helping residents to make more sustainable choices. **CR to meet with them with a view to setting up a sub-group.**

XV. Next meeting

22nd February 2023, 7.30 p.m. at the Hub