

FINTRY DEVELOPMENT TRUST

- Minutes of Meeting – 25.09.19

Present/apologies for absence:

- Present: David Howell (Chair), Iain Frazer (Treasurer), Anne Hislop, Hugh Edmond, Kayt Howell (Manager), Gordon Cowtan (Consultant)
- Apologies: Luke Emerton, Chris Robinson

The Board were keen to offer their praise of Jo Skabara who had interpreted our meeting into accurate minutes despite it being her in her first FDT meeting!

1. Declaration of interest in any items of business

- No conflicts were recorded.

2. Approval of Minutes from previous meeting

- Minutes approved

3. Financial report

- Iain had circulated an updated spreadsheet of the current financial situation prior to the meeting.
- Iain noted that the FDT and FREE accounts are healthy but funds may need to be transferred to the FCE account as there are several payments scheduled to be made. An RHI payment into the account is due to be paid into this account in October and revenue from heat sales is also due.
- **ACTION: Gordon to take meter readings at Balgair and submit. Gordon advised payments may take several weeks.**
- **Gordon will be able to provide the 'value' to Iain to do the necessary calculations and decide whether further funds need to be transferred from FDT**
- Iain referred to the FRED account which Gordon stated was doing nothing but will be closed once the outstanding matters of SMART Fintry are tidied up.

4. Administration Changes

- The Board discussed the issues of access to important data and information relevant to the running of the Trust – file storage, contacts list, various procedures.
- Kayt had asked advice from DTAS but other Trusts seemingly use a mixture of Google Drive or Dropbox for file storage and admin use.
- Gordon suggested we need to adopt a professional email service, though there would be costs involved for any of these online professional services.
- Iain explained his experience with WIKI and its potential use for FDT as a method of recording
- The Board agreed we need to look into options and research what would work best for our Trust and its particular requirements
- **ACTION: Gordon, Kayt and others with appropriate experience to collate and consider options.**
- Kayt raised the point that this was a task which would require time to research and was essentially additional to current staff/consultant workloads.
- David discussed the need for transparency, the separate role responsibilities of the various positions within the Trust - Board, Staff, and Consultants.

5. Consultants report

- **DUNMORE** - Gordon reported that the closure of FLEDGE was ongoing and we expect to hear from LOCOGEN when there is a conclusion. We are hoping to avoid any HMRC costs given the timing of the closure, but there be minor costs involved.
- **ACTION:** Gordon will keep the Board posted.
- **BALGAIR** – Gordon referred to the unfortunate ‘Perfect Storm’ of events, MB leaving, holidays, new contract with HWE, Gordon’s illness, which had resulted in a number of issues accumulating which are currently in various stages of resolution.
- Gordon reported on each of the outstanding properties with recent repairs or work ongoing.
- The main issue had been communication, an information vacuum, leaving residents not knowing who to contact, when a problem arises - again due to the unfortunate timing of the various situations.
- Gordon is attending the Balgair residents meeting next week to discuss the new contract, advise residents on who to call and when, provide materials prepared by HWE and deliver household reports on annual energy use. HWE will also attend.
- The Board discussed the increasing energy costs and the need for a price increase to be applied at Balgair. The tariff has remained the same for five years and the Trust continues to absorb the additional costs. Gordon will discuss this at the meeting and the Board can agree action for implementation later in the year.
- **ACTION:** Gordon will report back on the residents meeting to the Board and update on the repairs.
- **ACTION:** Gordon will investigate a solution for maintenance of the internal monitors, initially contacting EE/Nottingham Council who supply the monitors and prepare the billing and heat usage amounts. A local electrician should be able to deal with the monitor installations and repair with assistance from Nottingham City Council.
- Iain asked about the invoice for Wood Leisure/Holiday Park.
- **ACTION:** Gordon will generate the invoice and copy to Iain.
- **FUTURES PROJECT** – Gordon explained the lack of progress on this project given all the various events of late.
- **ACTION:** Kayt and Gordon will meet to recap on where they were as they had developed a head of steam with meetings, gathering information and interviews and are keen to review where they left off. Intention is to present a summary of where they are at the next Board meeting.

6. Manager’s report

- **GENERAL** – Still receiving regular requests for grants or energy advice. In the main, though requests are varied, they are advised to contact Home Energy Scotland /EST for assistance on appropriate measures for their homes and what grants are currently available.
- **COMMUNITY CONVERSATIONS** – Support and positive feed back form initial discussions with representatives from other community groups to meet twice a year to discuss informally what is going on in Fintry and potentially assist or support.
- **ACTION:** Kayt will gather email addresses of as many community groups as she can identify, make an invitation and decide a date and location. Give it a try before Christmas.
- **ADAPTATION SCOTLAND** – relates to Futures Project and a link to their website was forwarded to Directors. A conference call is being arranged to discuss the ‘fit’ between FDTs futures ideas and their particular resources. Kayt & Gordon will participate.
- **GOVERNANCE** – Kayt is working with Holly O’Donnell on a Governance document for further discussion with the Board – covering many of the issues raised by the Board recently and to ensure we have robust and appropriate measures in place for our future development.
- Interviews have been arranged to discuss the topic of current and future governance issues with Board directors.
- **AGM** – again related to our Futures plans, Kayt suggested to the Board that we change the structure of our AGM this year, relocate to the Village Hall, change the timing to a weekend daytime slot.
- In addition to the formal AGM requirements we should add activities, demonstrations, other available information or presentations to the mix on the day.
- To attract new members and to communicate our future plans to as many as possible – we suggest organising a competition for all/various age groups, perhaps art, poetry, or photography to be exhibited in the lesser hall and with appropriate prizes.

- **ACTION:** Kayt & Gordon will develop proposals as part of the Futures project.

7. AOB

- FALCK payment to FREE due soon
- **ACTION:** Gordon to prompt Falck and Iain will shadow the process for information.
- Audit due in October /November for all accounts
- **ACTION:** Kayt will remind accountants and arrange a date for their visit.

8. DATE OF NEXT MEETING

- **30 October 2019 7pm HQ**