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**Minutes of the Board meeting held on**  
26<sup>th</sup> June 2024

**1. Present/apologies for absence:**

- **Present:** Fran Hall (Vice-chair), Anne Hislop (Chair), David Howell, Sharon McMurtrie, Chris Robinson, Kayt Howell (Manager), Kirsty Murray (Admin Officer) Gordon Cowtan (Consultant), Steve Luker (Consultant), Janine Rennie (Financial Consultant)
- **Apologies:** Iain Frazer (Treasurer), Isla Kinnear

CR has decided to stand down from the Board due to time constraints. He hopes to return to the Board at some time in the future and is happy to help with any technical questions/advice. AH thanked him for all his help and noted that the Board would miss his knowledge of the industry.

**2. Any Conflict of Interest (COI) on the agenda items?**

There were no COIs.

**3. Steve Luker – re: Heat Interface Units (HIU's) at Balgair**

- A report had been circulated prior to the meeting which summarised the two tenders for replacing the HIU's, SL's proposal of which to accept and a link to a folder with all the relevant information regarding the bids. SL summarised the process – the specifications were given to three companies on 15/05/24 with a deadline of 07/06/24. The response from Aggregated Micro Power (AMP) was not adequate so SL asked for more information. Additional detail was received including what they were proposing and their costs. Two bids were received – AMP (£73K) and Reheat (£93K). SL felt that both bids were technically competent and meet the needs of the project. The quote from Reheat was more detailed and appears to be better in quality and scope but is higher in price than AMP's quote. SL is aware that AMP is being sold by the investor that owns it but was not sure how this will affect things. The Board discussed the pros and cons of the two quotes.

**ACTION: SL to ask Reheat if they could reconsider the cost of their quote and to ask AMP to include everything that Reheat has included and see how that alters their cost.**

SL left the meeting.

**4. Financial report**

- a. Monthly report.  
JR shared her screen and talked the Board through the monthly report on Excel. Each month, JR includes further detail and has now also included the interest on the savings accounts. There are still some journal entries which JR wants to clarify with the accountant before the year end.
- b. Annual budgets.  
It was agreed that consideration needs to begin on allocating budgets for the coming financial year for example, how much to allocate to the grants etc. as well as ring-fencing money for short-, medium- and long-term projects. Time will be set aside to consider this alongside the decision on Balgair.
- c. Ethical investment and Foundation Scotland meeting.  
Information about this meeting had been shared with the Board prior to the meeting. Foundation Scotland has a lot of experience with ethical and/or sustainable investment and offered to share this with the Board and JR. **ACTIONS: KH to arrange a time for Foundation Scotland to present to the Board and JR. The Board to enter their availability into the FDT calendar.**
- d. Excuse JR  
JR was excused.

**5. Approve minutes of Board meeting 28.05.24**

- The minutes were approved.
- AH thanked FH for chairing the meeting in her absence.

**6. Actions from last minutes**

- a. Payment due from windfarm (GC) – payment now in bank account.
- b. Asking AMP about changes to Balgair heat cabin (GC) – GC has contacted AMP. They have promised a report but have not sent it yet. SL is chasing this up and arranging a meeting with them.

- c. Reducing web designers fee and going elsewhere (KH, KM) – done. A meeting with new web designers has been scheduled for next week.
- d. Party pack. Re-using existing kit at hub (FH) – There is already party equipment at the hub and at the Menzies Hall but this is only available for parties which are held at those locations. FH’s plan is for a kit which people can loan out to use for parties at home. FH also noted that people who hold parties at the hub and the hall usually want to put up banners etc. and these could be borrowed and then returned instead of being bought and thrown away. The party pack could be stored at the FDT hut. The Board agreed that FH should go ahead and buy what is needed to create the party pack.
- e. Survey regarding interest in pick up for Fintry – G63 (FH, KH) – on hold.
- f. Arrange separate planning meeting for workload, staffing and projects (ALL)
  - i. Lead with workload planning at July meeting
  - ii. Preparation materials will be circulated for reference beforehand
 See Agenda item 14 (Dates of next meeting)

**7. Any A.O.B. items**

- None.

**8. Balgair update (GC)**

- GC and SL had met with the caravan site manager to discuss the possibility of them taking over management of the heating system. He was open to the idea, but it is not his decision to make. SL is producing a briefing document for them, and this will be circulated to the Board.
- GC had asked Burness about whether the sale of the heating system at Balgair would be a concern to OSCR. They did not think it would be an issue but if the sale goes ahead, consideration would need to be given to any money that FCE owes to FDT.
- GC had met with Scott from Evelyn Tweed’s office just to touch base. Scott reiterated the positive offer of support from them.
- GC and KH had met with Scott Walker to discuss the possibility of him being a contact for the Balgair residents when any issues arise. He lives close to the site and has the skill set required. He is interested in principle. **ACTION: GC and KH to produce a job specification in discussion with SL.**
- GC has been chasing up the missing heat contracts. Of the seven that were outstanding, two have been returned, one has been promised, leaving four still to be returned.

**9. Grant update (KM)**

- a. EE grants – KM had circulated a report prior to the meeting. Still chasing up some evidence from round 1. Round 2 is going slowly but KM will continue to promote them.
- b. Agreement to proceed with this winter’s Log & FP grants – carried forward.
- c. Green grants /OSCR/DTAS/Burness (KH, GC) - there needs to be a separate method of distributing green grants to community groups and businesses. Burness said that there may be a way to give grants to businesses by doing it through FREE providing FDT are not compromised in any way. The criteria for these grants would specify that there had to be a benefit to the community.

**10. Website update (KH, KM)**

- Covered in agenda item 6c.

**11. New admin role update (KH, KM)**

- There were six notes of interest but only one application. An interview will be held next week and references will be sought. There will be a probationary period of three months.

**12. EV charger replacement (KH)**

- a. Burness Paull – Emma from Burness is checking that there will be no issues with the FDT’s plan to replace the charger and then gift it to the sports centre (FSRC). She will need to look at the FSRC’s Articles of Association.
- b. FSRC – no communication received from them to indicate whether they want to proceed with the idea.
- c. Direct connection – it has been difficult to get a quote for this so may not be a possibility as FDT do not have their own electrical supply.

**13. Next two policies. Approved – sign off Batch 11**

- a. STEP policies – STEP have been looking at all staff related policies. They have made some changes and updated them. They are also looking at the staff contracts. These policies will be circulated to the Board after the summer.  
Batch 11 to be looked at by the Board before the next meeting.

**14. Next meeting**

- Wednesday 31 July – planning meeting (including budget setting) followed by Board meeting.