



Minutes of the Board meeting held on
26th October 2022

To be moved to RB?

Present/apologies for absence:

- **Present:** Iain Frazer (Treasurer), Fran Hall, Anne Hislop (Chair), David Howell, Chris Robinson, Kayt Howell (Manager), Gordon Cowtan (Consultant)
- **Apologies:** Iain MacKay

I. Approval of minutes & reserved business from 28.09.22

- The minutes were approved after some minor changes.

II. Actions from last minutes

- ACTION: IF to open a new bank account through the FDT account for the Energy Efficiency (EE) grants. See agenda point IIIb.
- ACTION: GC to forward letter of engagement to CR to be signed and returned to Burness. Done.
- ACTION: CR to forward a template to GC to allow him to add a mitigation column to the risk assessment for the fuel poverty grants and then circulate to the Board. Done.
- ACTION: KH to compile a list of questions for Energy Action Scotland (EAS) with regard to the administration of the Fuel Poverty (FP) grants. Done.
- ACTIONS: GC/KH to continue working on finalising the criteria, the application form and the risk assessment for the EE grants. (CR to forward a template). CR forwarded the template. The criteria and application form have been done. Also see agenda point VI a.
- ACTION: KH to circulate the finalised job description for an admin person to deal with the EE grants and application form to the Board. The job description was finalised and circulated.
- ACTION: KH to speak to payroll to get final figures for the grant administrator role including pension etc. Done.
- ACTION: IM to speak the log suppliers with regard to being involved in the FDT subsidy scheme. See agenda point VII a.
- ACTION: KH/GC/DS to work on the plan for the community consultation night. Directors to contact KH if they have any ideas. See agenda point X.
- ACTIONS: Board to have a good idea of what they want with regard to the appointment of a financial person before the upcoming Sort-It training as this would be a good time to get advice. AH to remind GC that he was going to ask his partner where would be a good place to advertise this role. ACTION: GC to speak to his partner about a good place to advertise the financial adviser role.
- ACTION: KH to speak to GC about outsourcing I.T. support. KH spoke to GC and this is going ahead.
- ACTION: DH to continue to work on extending core paths in the area and liaise with Fintry Community Council (FCC). This is ongoing.
- ACTION: IF to look into adding all Directors as signatories on the FDT bank account and send an email round requesting any information needed to do this (name, mobile number etc.). See agenda point III a.

III. Financial report (IF)

- a. New signatories to accounts - ACTION: Any Directors wishing to be added as signatories to the bank account to send mobile phone number and email address to I.F.

- b. New account for EE grants - IF suggested an instant access account which would earn some interest but will check that payments can be made directly from such an account. There will be two signatories on the account. **Ongoing.**
- c. **Reserved business.**
- d. Renewable Energy Infrastructure Fund (REIF) pay off (GC) – there is currently £123K still to pay for the loan for the turbine to Scottish Investment Bank (SIB) although £30K is due to be paid soon. SIB has suggested that the FDT may want to pay off the whole amount. There is no penalty for early payment and, although 6 months interest would be included in the final payment, there would still be an overall saving of around £5K. Any changes to the Articles of Association for Fintry Renewable Energy Enterprise (FREE) would then not have to be approved by SIB which would also save on legal fees. The Board agreed unanimously to pay off the loan in full.
- d. Audited accounts for Annual General Meeting (AGM) (KH) – All information was sent to the accountants in July but there has been nothing back yet. **ACTION: KH to chase up the audited accounts once a date has been set for the AGM (see agenda point XV).**

IV. Balgair update (GC)

- See Reserved Business

V. Fuel Poverty Grants (GC/KH)

- a. Burness – The Articles of Association for FREE are part way through being amended. GC is chasing up what is happening with the Articles of Association for FDT.
- b. Energy Action Scotland (EAS) – The contact at EAS, Fraser Scott, has been difficult to get hold of. KH will keep chasing up as the FDT are not in a position to handle these grants themselves.

VI. Energy Efficiency Grants (AH/KH)

- a. Risk Assessment – AH and KH have been working on this. **ACTION: Draft EE grant risk assessment to be circulated.**
- b. Launch – The grants will be announced at the community consultation event in November with a view to starting them early December.
- c. Management (admin, accounts) – GC and KH have been looking at doing this online. **ACTION: GC/KH to finalise the procedure for applying for EE grants online and circulate.** IF will open an account with a minimum amount of money in initially until the figures are finalised. Bank details which have been supplied by applicants will be deleted once payment has been made. A record of applicants will be kept. Applicants will be able to apply for a number of small amounts in one application up to the agreed maximum total.
 - FH asked about the EE boxes which had been discussed previously but it was agreed to leave these for now.

VII. Log Discount Scheme

- a. Progress - IM was unable to speak to the suppliers in person but KH contacted them. CNJ Tree Services and Burnlogs have responded in agreement. **ACTION: KH to chase up Woodforfuel.**
- b. Launch – Monday 14th November 2022.

VIII. Website

- a. Subcommittee – a subcommittee of DH and AH has been formed and GC indicated that he was also happy to help out.
- b. Progress (KH) – KH thanked those Directors who had given feedback so far. The website designers had been asking about photographs of Fintry that could be included on the website. **ACTION: KH to post on Fintry Buddies asking if there are any photographers who could help with this.**

IX. Admin post (KH)

- a. Applications - The job has been advertised through DTAS, Facebook and QR codes around the village. The closing date is 31/10/22. Two applications have been received so far.
- b. Interview process – both candidates have been invited for interview and professional references have been requested. The interviews will take place on the 8th and 9th November and will be conducted by KH and AH. It is hoped the successful candidate will start at the beginning of December. The number of hours offered may increase depending on the number of grant applications received. **ACTION: KH to circulate suggested interview questions for feedback.**
- c. New person package –
 - i. Laptop
 - ii. Phone
 - iii. Printer/scanner

It was agreed that the new member of staff would need a laptop and phone. KH has a printer/scanner that could be used by them as well. **ACTION: KH to put together a training programme.**

X. Community Consultation 23rd November, 6 p.m. Fintry Museum (KH)

- a. Delivery of invites – The invites are ready to be delivered. **ACTION: KH to ask on FB if anyone would be willing to deliver the invites to all Fintry households for a small fee.** A stack of invites will also be left at the Sports Centre.
- b. Consultation session – KH outlined the proposed schedule for the evening. David Smith will do the history of the FDT presentation. Information will be given about the windfall, the grants, the logs and it will be explained that these are short term projects. The consultation is for suggestions as to how to use the increased income in the next few years. There will be a summary of ideas which have been suggested so far and then attendees will be able to give feedback on these ideas and make other suggestions in an informal way. It will also need to be made clear that some of the suggestions have been passed onto the community council and that these are only ideas for now – not definite plans. KH suggested having 6 boards with different focuses e.g. transport, food, biodiversity etc.
- c. Refreshments – Tea, coffee and biscuits will be available.

XI. Working with Fintry Community Council (AH/KH)

- AH & KH have met with Michele Bennett. She will make enquiries to find out who may benefit from the air fryers, duvets etc. which FDT can provide through EAS. There is no limit to the numbers of duvets per household. **ACTION: AH to confirm the situation with regard to the number of duvets and get numbers required off MB.**

XII. Repair workshop (KH)

- a. Proposal – 25.02.23 + Home Energy Scotland (HES) transport day (possibly) – This will be held at The Hub. Transition Scotland is no longer involved but the event will be run by Glasgow Repair Cafe. David Smith has contacted two local electricians to ask if they would like to be involved but has not received a response yet. HES are keen to run a sustainable transport day (information about electric bikes, electric cars, etc.) and it may be possible to have both events on the same day.
- b. Funding – the event will be funded by the Circular Communities group/ Share and repair.

XIII. Sort-It with DTAS

- a. Prep (agenda) – the aim of this training is to ensure that all Board members are aware of the structure of the Trust and to ensure that plans are in place to deal with the increased finances in the near future. The training will be held on the 9th and 16th November from 6.55 p.m. – 9.30 p.m. at the Hub.
- b. Results/adoption of changes – depending on advice given any necessary changes to the Trust's structure can be adopted.
- c. Financial person – advice about what sort of person is needed and how to find them will be available.

XIV. G.C's contract (AH/KH)

- GC's contract has been updated and signed.

XV. A.O.B

- FH reminded the Board that there had been some discussion previously about purchasing an infra-red camera which could be loaned to FDT members. The Board agreed to do this. **ACTION: KH to look into prices.**
- Date of Annual General Meeting (AGM) – the next AGM will be held on 1st February 2023

Next meeting: 14th December 2022, 7.30 p.m. at the Hub

Reserved business for 26.10.22

I. Actions from last minutes

- ACTION: GC to ask Harley Haddow (HH) to look at government support schemes. A revised version of the report has been sent to GC which presumably contains the requested information but GC has not had time to look at it yet. **GC to check that the HH report now contains information about government support schemes.**
- ACTION: IF to pay the HH invoice. **Done?**
- ACTION: Aggregated Micro Power (AMP) to compile a list of call outs in the last year. **Don't think GC said if this had been done or not.**

II. Balgair update (GC)

- a. Meeting with Scottish Government (SG) - KH, DH and GC had met with Amy Tickell (AT), Alex and Alistair from the SG. This had been a positive meeting although they had nothing definite to say as yet. They confirmed that they are putting together a package to help the FDT and should have something more in a couple of weeks. AT offered to speak to Balgair residents if necessary.
- b. Residents meeting – GC had met with Balgair residents recently. No major issues had been raised.
 - FH asked whether the cost of electricity to residents would need to be increased (the FDT charge residents for heat used in kWh and a standing charge). GC explained that

the FDT pay the owners of the caravan park for the electricity used to run the heating system. This cost is not due to be increased. The cost of Liquefied Petroleum Gas (LPG) will go up and the fuel bills from AMP for woodchip is also likely to go up. The cost to the FDT for running the system over the last few months has been £10K. GC has done some calculations to work out how this cost will change if the cost to residents is increased by 10, 20 or 30%.