



***Minutes of the Board meeting held on  
27<sup>th</sup> November 2019***

**Present/apologies for absence:**

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

**I. Declaration of interest in any items of business**

- None

**II. Approval of Minutes of last meeting:**

- Approved.

**III. Review action points of previous minutes**

- 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 repairs with assistance from Nottingham City Council.  
**Ongoing.**
- ACTION: Chris to send Kirsty's email address to Kayt as she is a member of the Parent Council. Done.
- ACTION: Iain to check a recent HWE invoice in case the quarterly checks which are included in the contract had been charged for in a previous invoice and ask for credit if necessary. Done.
- ACTION: Review the structure of FDT's interaction with Balgair at the next Board meeting. It was agreed that this should be done at a separate meeting and a date was set for February 26<sup>th</sup> at 7 p.m.
- ACTION: Gordon to address future invoices to FREE and to resubmit the last invoice. Done.
- ACTION: Kayt to circulate Adaptation Scotland's handbook to Board members. Done.
- ACTION: Futures Project Presentation to be circulated to all Board members for any questions to be raised at the next meeting. Done.
- ACTION: 'Governance Review' document to be circulated to all Board members for further discussion. Done.

**IV. Financial Report**

- Iain had circulated a spreadsheet prior to the meeting.
- The shortfall from the income from the wind farm was not as bad as expected although the FREE account has taken a dent.
- The major problem at the moment is the bills being received in relation to Balgair. It seems that both the wood chip and the gas boilers may be running at the same time

and a lot of gas is being used. This is not how the system should work. **ACTION: Gordon to ask HWE to look into this and ensure the system is working correctly.**

- There has been no heat income received this month so far.
- The FCE account currently stands at £163 and although all bills are paid up-to-date, there are several payments due in the next month – Bilsland will need to be paid by the 30<sup>th</sup> November, a loan payment will be due in December and the wood chip bill will need to be paid in December. As Iain will be away for the whole of December he suggested that money should be transferred into this account as a loan as soon as possible so that payment of the invoices can be dealt with easily. The Directors agreed that £10K should be transferred from the FREE account to the FDT account and then into the FCE account as a loan. Gordon agreed to monitor any invoices for Balgair and pay them with a Board member's approval. Iain noted that an RHI payment and a VAT rebate should be due in January.
- It was confirmed that any funds left in the FRED account would be transferred to the FDT account.
- There was some discussion about the situation at Balgair and the financial impact this is having. The main points discussed were:
  - Concern that there has been a gas leak.
  - Problems with the delivery of wood chip and the high usage of the gas boiler.
  - It was agreed that the Board needs to discuss and agree on how Balgair is to be managed in the future. A lot of issues are operational and should be dealt with by HWE but there will always be issues that the FDT will have to deal with and the financial cost of this needs to be considered.

**ACTIONS: An FCE Board meeting has been arranged for February 26<sup>th</sup> at 6 p.m. This will be followed by an FDT Board meeting specifically to discuss the way forward with Balgair. Gordon will meet with the HWE Service Manager before then to discuss the operational issues with the boilers.**

## **V. Governance Update**

- Kayt has circulated a draft 'Code of Conduct' to all Board members for approval by 04/12/19. This will be available for all FDT members to view at the AGM in February. Other aspects of the Governance document will be discussed by the Board in greater detail after that. It was agreed that there is a lot of detail in the Governance document and time needs to be spent discussing the items and recommendations it contains and considering any implications. Kayt noted that the document is easily broken down into smaller chunks for discussion purposes. **ACTION: A plan outlining which sections of the Governance document will be discussed at Board meetings after February's AGM needs to be drawn up.**

## **VI. Future Project Update**

- Following the presentation done by Kayt and Gordon at the last meeting, it was agreed that there needs to be more discussion about the suggestions made. It was also agreed that this should be done informally and not at a Board meeting. This will be on 18<sup>th</sup> December at 7 p.m. (Mince Pie Meeting).

## **VII. AGM Plans & Art Competition**

- Kayt reported that the Sustainability Day is taking shape with various groups participating. Kayt has a meeting with Home Energy Scotland next week to discuss what they can offer; Fintry Community Council will talk about their work on resilience; a meeting is scheduled with Hub 63 in the New Year – they are keen to develop a sustainability forum with other local villages and participate in the FDT's sustainability day; the Fintry Art Collective will be judging the Art Competition and the Guild will be serving teas and coffees throughout the afternoon.
- The theme for the Art Competition will be 'Fintry's Future' and there will be categories for Primary, Secondary and Adult.

## VIII. Consultant's Report

- Gordon reported that he has spent less time working on issues at Balgair this month than in previous months.
- Meetings have taken place with Home Energy Scotland and Falck. Gordon was pleased to report that Falck do not appear to be planning anything in the future which will affect FDT's future plans but have been thinking about what will happen when the current turbines reach the end of their life (approximately 12 years). It looks as though they are planning to continue with the wind farm after that and are assuming that the FDT will still want to be involved.
- Gordon attended the Climate Challenge Fund Gathering in Edinburgh in November where some interesting talks and ideas were presented.
- Gordon talked about the FDT's Future Project ideas at a recent Falck event. The talk was well received particularly by a representative from the Scottish Council for Development and Industry. Attendees at the event also visited the anaerobic digestion plant at Claylands Farm and found it very interesting.
- The final bits of the SMART Fintry project are being wound up.
- A couple of issues with the smart meters installed by Good Energy have arisen but seem to have been addressed.
- Gordon reminded the Board that his role working with Balgair was initially agreed until November. He is happy to continue now that the meetings to discuss the various issues had been planned and the Board confirmed that they were happy for Gordon to continue.
- Gordon also reminded the Board that they will need to start thinking about the best use of the money that will be coming in from the Earlsburn wind farm in the next few years. Some possibilities are restarting the grants for Fintry residents and paying off the loan quicker – there is the opportunity to pay £100,000 in May 2021 which would reduce the interest considerably.

## IX. Manager's Report

- General:
  - A new member signed up and pound paid. Have written a hello and welcome email.
  - Still receiving enquiries about grants and home energy advice. **ACTION: Gordon to update website before the AGM.**
  - Focus article draft is nearly ready despite not having my MAC - which presents some challenges not only with the article but all FDT work. Hope it will be fixed and returned soon.
  - Will use the Focus article for the basis of the FDT newsletter but will include more on AGM, voting procedures etc.
  - Falck awards dinner and Forum in Fintry seemed to go well last week.
  - Falck (Alessandro) interested in our Carbon Cutter Police project from years back - again this will need to wait until the return of Kayt's computer.
  - Have been in touch with Yvonne Gibb FPS re SCDIs (Scottish Council for Development and Industry) programme for Young Engineers and Science for Primary school - met their rep at the Falck forum and put them in touch with the school.
  - Also reminded the Headmistress of the funds available in the Solar Fund held by FDT and she is interested in using some of this to develop the woodland classroom.
- Governance:
  - Thanks to those who responded to the review information -we are working on a draft code for the AGM which will need Board approval. The suite of policies and the development of the Code require suitable time and planning to get right and be suitable for the Trust so will need to be programmed in as an ongoing responsibility for FDT over the next year.

- Futures project:
  - We are working on the summary of our discussions, Directors' feedback and community engagement to ascertain next steps of development.
  - We're conscious of the lack of engagement with the Youth age group (13-21) and getting their opinions and thoughts in decision making for their local community. Looking at ways of getting information to that age group in Fintry - ideas welcome. Other than posters and leaflets in Sports Club and around the village.
- Audit:
  - Kept the auditors company all day today (27.11.19) - feeding them information, bookkeeping info, tea and rolls and sausage. The accounts should be ready for Board approval prior to the AGM. A Directors report for the financial year of 18/19 is required. **ACTION: Kayt can help pull this together over the next weeks and seek Board approval before submitting to Auditors.**
- AGM:
  - Plans are coming together for an AGM wrapped up in a sustainability day. Ideally we can keep the necessary approvals and voting etc for FDT to a speedy session somewhere in the early afternoon..
  - FCC are in
  - HES are in
  - Guild are in
  - Fintry Art collective are in
  - Have invited Hub G63
  - Will advertise through Focus, Members Newsletter, posters in village, Fintry buddies and kids school bags prior to Christmas.
  - Will advertise as one director standing for re-election (Iain) and one additional available space for election? Two spaces.
  - What are the Board's thoughts on producing the usual handout at the AGM? It was agreed to keep this to one sheet of A4
  - Will need help that weekend to set up. Thanks in advance.
- Community Conversations:
  - Have confirmation of pub as location, think we have about 15-20 possibly coming. Enquiry from community rep for Active Stirling on what he heard was a community organisation meeting hosted by FDT – was explained that he brings his own beer money if he wanted to come. Oddly - no reply.

## X. **Mince Pie meeting**

- See point 6

## XI. **A.O.B.**

- David reminded the Board that he will be standing down as Chair and will need to be replaced. Kayt confirmed that she had circulated an email requesting any Directors who are interested to let her know. It was agreed that the Chair of the Board does not necessarily have to Chair all the meetings – this could be shared amongst all the Directors.
- It was confirmed that the Board can be made up of 9 Directors of which 2 can be co-opted from either within or outside of the Fintry community. It was agreed that it would be good if one of the Directors could be a young person.

## **Date of next meetings**

- Wednesday December 18<sup>th</sup> 2019 (Mince Pie Meeting/Discussion of Futures Project)
- Wednesday January 22<sup>nd</sup> 2020 (FDT Board Meeting)
- Sunday February 2<sup>nd</sup> 2020 (A.G.M.)
- Wednesday February 26<sup>th</sup> 6 p.m. (FCE Board Meeting)