



Minutes of the Board meeting held on
28th September 2022

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)
- **Apologies:** None

I. Approve all previous minutes

- Two agenda items were moved to Reserved Business and all previous minutes were then approved.

II. Financial report (IF)

- IF had circulated a spreadsheet prior to the meeting.
- Two savings accounts have been opened. One is instant access, and one requires 32 days' notice.
- Fintry Community Energy (FCE) is covering its costs at the moment although a big invoice from Bilsland is due soon. More money than necessary was transferred from FDT so IF will have a look at this and transfer some back.
- The invoice from Harley Haddow needs to be settled soon.
- A refund of £260 should be received soon from an overpayment for insurance.
- The Board agreed that a separate account should be opened for the management of the energy efficiency grants. **ACTION: IF to open a new account through the FDT account.**

III. Balgair update (GC) RESERVED BUSINESS

IV. Cash Grants (GC)

- AH and GC had met with Burness and a report of the meeting had been circulated. The process of amending the Articles of Association (AofA) of Fintry Renewable Energy Enterprise (FREE) is fairly straightforward and Burness could not see any problems arising. The amended AofA's will then be sent to Companies House. Changing FDT's AofA's is less straightforward, and the wording will have to be carefully considered to ensure that there are no objections from the Office of the Scottish Charity Regulator (OSCR). Burness will put together a proposal for the amendments and forward to FDT. The Board agreed to go ahead with engaging Burness to work on amending the AofA's of both FREE and FDT. **ACTION: GC to forward letter of engagement to CR to be signed and returned.**
 - GC had compiled a spreadsheet detailing a risk assessment for the fuel poverty grants. The Board discussed the risks involved and what steps could be taken to mitigate the risks. **ACTION: CR to forward a template to GC to allow him to add a mitigation column and then circulate to the Board.**
- a. Next steps
- The next step is to meet with Energy Action Scotland (EAS) to ensure that they can definitely manage the administration of the grants. **ACTION: KH to compile a list of questions for EAS.**

V. Energy Efficiency Grants update (AH/KH)

- a. Next steps
- The grant criteria are almost finalised. Previous conversation with the CORRA Foundation about putting the application form online didn't really lead anywhere so GC has been looking at a way of using a Google form. Uploading documents is not straightforward with this but they could be sent as an attachment to a separate email or as paper copies. The Board requested a risk

assessment to be carried out for these grants in a similar way to the one done for the cash grants. **ACTIONS: GC/KH to continue working on finalising the criteria, the application form and the risk assessment. (CR to forward a template).**

- b. Admin person
 - i. Job description approved – the job description has been approved. **ACTION: KH to circulate the finalised job description and application form to the Board.**
 - ii. Agree to distribute offer – the Development Trust Association (DTAS) have offered to share a link to the job advertisement through their contacts and it will also be posted on Indeed and Goodmoves.
 - iii. Set timeline for applications – looking to have someone in place by the end of the year.
 - iv. Set timeline for interviews – who, where & when. (And how!) – to be confirmed.
 - v. Kit required – laptop & phone? – to be confirmed.
 - vi. Other – Initially, the successful applicant will be based in Fintry (maybe in the Hub); all remaining paperwork needs to be removed from the Sports Centre and stored in a secure, fireproof unit in the FDT shed; salary will be £12/hour for 12 hours per week initially with the possibility of extending the hours if required. **ACTION: KH to speak to payroll to get final figures for this role including pension etc.**

VI. Log delivery discount update (IM)

- The criteria for subsidising householders' purchase of logs were agreed. There will be a maximum of 2 bags per household. Householders will send their receipts to FDT and be reimbursed by £25 per bag. The offer will apply to logs purchased up to 31/03/23. **ACTION: IM to speak the suppliers.**

VII. Meeting with Fintry Community Council (FCC) (29th) Michele (AH/KH)

- a. Offer additional help to vulnerable.
 - i. Provision of Air fryers, Slow cookers, Duvets, other? (EAS) – FDT can facilitate this through EAS if FCC can give them an idea of numbers.
 - ii. Making progress with Fuel Poverty grants – how do we reach those in most need? – This was discussed and explained that this was to add to what the FCC are already doing.
 - iii. Anything else? The Board discussed and agreed that it would be useful if a Board member could be present at FCC meetings.

VIII. HES event 1st October @ Museum. 10am – 2pm. (KH)

- a. Presentation at 11am
- b. Drop in sessions
- c. Tea & coffee tab & offer lunch to HES staff.

IX. Community Consultation (ALL)

- a. Date agreed – 23rd November 6pm @ Museum – this date has been agreed with David Smith (DS)
- b. Format of evening – DS is happy to meet with the Board prior to the event if necessary to go through the format.
- c. Method of consultation – **ACTION: KH/GC/DS to work on this. Directors to contact KH if they have any ideas.**
- d. Other?

X. Financial person

- a. Where are we? – KH had circulated an advertisement from another group who were looking for somebody similar.
- b. Next steps? – **ACTIONS: Board to have a good idea of what they want 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**

XI. I.T.

- a. Outsourcing IT support – currently everything is on GC's server and needs to be held centrally. There are also limitations to using One Drive. All data has to be stored securely. Cyber security insurance is in place. The Board agreed that KH should go ahead with outsourcing IT support. **ACTION: KH to speak to GC.**
- b. **NOTE OF CLARIFICATION post meeting from GC –** "The files and email aren't held on my (GC's) server, they're held on Microsoft's cloud platform. I (GC) have admin access for this and I'm happy to share with anyone else who wants access. The only thing that's on my server is the web site and hopefully that will be moving soon."

XII. A.O.B

- AH to go ahead and order a laptop.
- Core paths – DH has been looking into this and has spoken to a person who is trying to establish a coast to coast path across Scotland by revitalising old paths as much as possible (the Kingsway). Land owners are generally in favour of this as it provides definitive paths rather than walkers using their right to roam. **ACTION: DH to take this forward and liaise with FCC.**
- Some Directors still need to be added as signatories to the bank account. **ACTION: IF to look into it and send an email round requesting any information needed to do this (name, mobile number etc.).**
- KH's hours – DH should not have been part of the decision made about this at the last meeting so to ensure a quorate decision was made, AH had contacted IF and IM and they had been in agreement with the increase in KH's hours. IF has notified payroll.
- **ACTION: Companies House – CR will notify them that JT resigned.**
- EV charger at the Sports Centre – there has been no communication from Charge Place Scotland about changing the tariff. It was agreed to leave it as it is for now.
- NOTE OF CLARIFICATION re EV charger – FDT won't increase the tariff, at present, because it's based on the amount we are charged by the Sports Club rather than Charge Place Scotland setting the tariff.

Next meeting: 26th October 2022, 7.30 p.m. at the Hub