



---

***Minutes of the Board meeting held on***  
29<sup>th</sup> October 2020

**Present/apologies for absence:**

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

**I. Approve last minutes and check actions completed**

- Approved.
- ACTION: Kayt to circulate the next six policies as soon as possible before the next meeting for the Board to review. Done
- ACTION: Chris to feed the decision back to the primary school fund raising committee with regard to funding Chrome books. This was done but the money actually went to repairing the bridge in the woodland area instead.
- ACTION: Luke and Chris to complete the bank form to be added as signatories.  
Ongoing.

**II. Financial Report**

- Iain F circulated a financial report prior to the meeting.
- There was not much change in the Fintry Community Energy (FCE) account although a few payments are due soon. The scheduled pump replacement could be a considerable cost but Gordon confirmed that Highland Wood Energy (HWE) are going to try and replace the seal first. If this works, the cost will be less. Iain will monitor the account. VAT is due in December.
- Income from the windfarm could be a negative amount.
- A question was asked about the refund for an item bought in error which is shown in the income but the original purchase did not seem to be in the outgoings. Gordon explained that the information provided to the Board each month by Iain F is based on a format that he had devised previously. It is not a complete cash book but rather a snapshot of the current cash situation plus information about income/outgoings that are about to happen. This explains why the purchase is not included.

**III. Audit Preparations**

- Kayt has scanned and uploaded all information needed by the accountants for the audit. This has all been sent to the accountants now including information from the book-keeper. The trustees report has also been sent but Kayt asked all Directors to have a look at the report and let her know if they want anything added/changed. The accountants will look through the information and come back with any questions in a few weeks' time.

**IV. Reserved Business**

## V. FDT beyond Balgair

- Luke felt it was important to have this item on the agenda as everyone involved with the FDT wants to make a positive difference in the village. Considerable time and energy have been focussed on Balgair to resolve, however, it's important for the Board and the village to think about what the FDT can do in the future.
- Kayt agreed that newer Board members in particular need to remember that FDT has a broader history. There have been some great projects in the past that have been largely forgotten amid current challenges. There were lots of ideas with regard to the Futures project involving community engagement and renewables. Kayt feels it would be good to know what the village thinks and it is now 15 years since the FDT was established so this may be a good time to have some kind of event to show the history of the FDT, what's been done so far and have a consultation about the way ahead. There have been a number of new residents who may not know exactly what the FDT is and what their aims are. Kayt said she would like input from the Board.
- David pointed out that it would be difficult to have an event at the moment because of Covid-19 restrictions.
- Gordon agreed but felt it was important to plan for something in the future – maybe late spring or early summer.
- Iain M felt that the Covid-19 pandemic makes it difficult to plan for anything for the next six months.
- Anne agreed but thought it would be good to plan ahead, think about what might work and how the FDT can facilitate it and be ready to move when the time is right.
- Kayt recalled that past events have been called FRESH and have involved outside agencies etc. but the idea for this event would be more about the community to give them information about the FDT and get their ideas. She suggested calling the event RE-FRESH. Anne agreed that it would be good to celebrate the successes of the FDT and remind the villagers/educate new villagers about the aims of the FDT and look at the positives.
- David also thought it would be good to celebrate successes and wondered if an outing to the turbine itself could be repeated and made into a family day/picnic.
- Luke agreed that it would be good to have some sort of celebration next year but maybe there were some smaller things that could be done to raise the profile of the FDT e.g. recycling. He was aware of various funds that are available which could fund smaller projects.
- Kayt referred the Board to a bulletin from the Community Woodlands Association which has a comprehensive list of funding opportunities. She also thought it would be good to start with some smaller projects but noted that not many responses had been received following the last newsletter. Some ideas were facilitating Terracycle projects (collections of items that can be difficult to recycle), seed swaps, food larder, setting up a collection point for the G63 hub. Bigger projects could be community events in the bowling hall at the Sports Centre such as community cinema, Christmas events.
- Gordon pointed out that Kayt has lots of good ideas but it would be good to hear from the Board too.
- Luke wondered if anything could be done online. He recalled that the FDT had organised a meeting of community groups in the past and wondered if this could be done virtually. It would be good to hear about what other groups have been doing and see if the FDT can work with them.
- **ACTION: Board to send any ideas to Kayt before the next Board meeting and Kayt will circulate all ideas for discussion at the next meeting.**

## VI. Policies

- The next six policies had been circulated to the Board prior to the meeting. Anne thought they were all fine but asked for comments from the Board. David commented on the need to include the part about having a police check to work with under 16's as it was unlikely that parents would not be present in such a situation. However he

agreed that it was good to have the policy in place. Kayt clarified a reference to a register of systems that is needed as part of the General Data Protection Regulation (GDPR) policy. This has now been established and Kayt will send it to Anne to check over before it is included in the policy. Luke thought the policies were well set out but thought there were some specific details that needed clarifying for example, protocol of deleting data – who is in charge of this, having a named Child Protection Officer. Anne agreed that now the policies have been accepted the next step is to look at practical applications. The Board agreed to adopt these six policies. The next six will be circulated prior to the November meeting and the final six before the January meeting. **ACTION: Kayt to circulate the next six policies.**

#### **VII. Consultant's Report**

- Gordon had circulated his report prior to the meeting.
- He noted that the figures from FALCK had not been received yet and confirmed to Luke that these figures are usually received bi-annually – April to September and October to March.

#### **VIII. Manager's Report**

- Kayt had circulated her report prior to the meeting.
- She referred to a discussion she had had recently with the Edinburgh and Lothian Regional Equality Council about the car club. In Fintry, the costs outweighed the outcome but as they are city based it may be more viable. Kayt was able to give them useful information about insurance and noted that even projects that do not work out provide useful information to other groups.
- Kayt has also been looking into the possibility of holding the Annual General Meeting (AGM) virtually and has contacted Development Trusts Association Scotland (DTAS) for advice.

#### **IX. A.O.B.**

- Kayt notified the Board that a rent donation is due from the FDT to the Fintry Sports Centre. The office at the Sports Centre has not been used since March except for storage purposes. She felt that the donation for the period March 2020 – March 2021 should be honoured but asked the Board for their thoughts going forward Both Kayt and Gordon referred to the fact that it is not possible to work down there any more anyway as the internet reception is so poor. David asked if the paperwork that is stored there could be stored in the FDT's shed instead. Kayt said this was possible if other community groups moved their belongings out of it and if fire and burglar proof storage units were used. She pointed out that much of the paperwork down there will be scanned and stored digitally at some point anyway. The Board agreed to honour the 20/21 payment but then make a decision about what to do after that.
- A member of the community has asked if they could borrow the thermal imaging camera. Iain M asked about its value. Kayt thought it had cost around £60-70. The main issue at the moment is to ensure there is no contamination with regard to the coronavirus. It was agreed that a system could be put in place to clean it before it was loaned out and upon its return or that it could be left untouched for 72 hours. David thought it would be useful to have some basic rules in place and ask for a small deposit. Anne agreed that this would be a good idea and that they should be kept business-like with reference to the borrower cleaning the equipment before they return it. **ACTION: Kayt to draft some rules including a £20 deposit.**
- Luke thanked Gordon for setting up the new email system but asked if it would be possible to have a Board only email group. **ACTION: Gordon to set this up.**
- Chris told the Board about the running he has been doing to raise funds for the primary school. His place of work has agreed to match the donations he can generate. He asked if he could circulate the Just Giving page to the Board. The Board agreed and also agreed to the FDT supporting Chris's fundraising on their social media.

**X. Date of next meeting**

- Wednesday November 25<sup>th</sup> 2020, 7 p.m.