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**Minutes of the Board meeting held by Zoom on  
29<sup>th</sup> November 2023**

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

- **Present:** Iain Frazer (Treasurer), Fran Hall, Anne Hislop (Chair), David Howell, Isla Kinnear, Iain MacKay, Sharon McMurtrie, Chris Robinson (Co.Sec), Kayt Howell (Manager), Kirsty Murray (Admin Officer) Gordon Cowtan (Consultant)
- **Apologies:** Jo Skabara

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

- There were no COIs.

**3. Any A.O.B. items for later discussion**

- a. Insurance meeting 7/12 @11am – can anyone join KH?
- b. Mrs Gibb – Woodland

**4. Approve minutes of last Board meeting 25.10.23**

- The minutes were approved.

**5. Actions completed**

- Actions:
  - The Board had been asked to give serious consideration to taking on the position of Vice-chair. DH volunteered if no-one else offered but was not really keen as he had been Chair for so long previously. IM indicated that he was not in a position to take on this role at the moment. KH noted that the Articles of Association specify that a Vice-chair is required. A decision needs to be made by the next meeting. **ACTION ONGOING**
  - GC was to invite Scott (from Evelyn Tweed's (ET) office to the meeting with the Scottish Government (SG). Done.
  - A meeting of the financial sub-group was to be scheduled. Done.
  - Feedback was required from KH/KM regarding queries about IT (see Agenda Item 10)
  - KM to ensure that replacement double glazing was included as an acceptable for the Energy Efficiency grants. Done.
  - The next two policies were to be circulated. Done.
  - The Directors had been asked to add any ideas for a carbon free Christmas to the Ideas Bank. FH had contributed.
  - Letter to Minister - **ACTION ONGOING**
  - A response to Fintry Community Council (FCC) needed to be sent regarding their recent meeting minutes. KH has sent an email but has not received a response.
  - Shed clear out – the Sports Centre (SC) have cleared out most of their stuff.
  - Brownies – KH spoke to Kirsty Greenhowe (the Brownies leader). KG collected a raffle prize for the Brownies Christmas Fair and KH confirmed that the FDT would be happy to sponsor a 'green' badge.

**6. Vice-Chair position. Other Director positions**

- Vice-chair position – see Agenda point 5.
- AH asked the Directors to consider if they wanted to remain as Directors and to let her know as soon as possible if they intend to stand down or want to relinquish their positions. The longest serving two Directors have to stand down at every Annual General Meeting (AGM) but can stand for re-election.

**7. Financial Report (IF)**

- IF had circulated a spreadsheet prior to the meeting.
- The bank balance is looking healthy at the moment but there are cash flow problems with Balgair. Invoices have been received for repairs and for the work done by Steve Luker (Luker Consulting Ltd). In addition to this, income has not been received for heat sales. IF has been chasing this up but has not had a response yet. The figures for August, September and October have been received but no payment. Fuel costs have been high. IF will work out the exact amount but asked for a loan from FDT to FCE of around £20K.

## **8. Balgair update (GC)**

Reserved business

## **9. Financial subgroup report AH (IF, GC & KH)**

- The job description for the financial consultant is completed and a covering letter was added to set the context. This has been shared with SVO, Graham Finegold, DTAS, Foundation Scotland and Jennifer Kinnear (to put on LinkedIn). GF read through the cover letter and approved it but did not have any ideas where to advertise it. The advert has been posted on Goodmoves with a closing date of 18/12/23. The FDT's current accountants are not able to help. KM has passed the job description on to a third sector consultancy company. **ACTION: GC to ask his partner to circulate the job description within Aspiring (?)Scotland.**
- Colin Crawford had expressed an interest in the post but was offered a role somewhere else.

## **10. IT update (KM)**

- a. Decision re best package
  - KM, KH, GC, IK had met with Amanda from Illuminate IT on 07/11/23 and the minutes of that meeting had been circulated. Amanda had addressed the issues that had been raised and had advised on the level of security needed on the password package. She suggested Illuminate Pro. The Board agreed.
  - There had also been a discussion about FDT laptops and who needed one and the risk posed by Directors accessing emails and shared files on mobile devices. Amanda had suggested that policies and procedures should be put in place to address this for example, only accessing shared files through a browser, using 2 factor authentication and always logging out. She will send an example policy which can be tweaked to suit the FDT. She also noted that if phones and tablets are protected by pin codes, face recognition etc, then they will be secure enough.

## **11. Grants update**

### **a. EE Grants (KM)**

- 52 grants have been paid out to a total of £48K. 32 projects have been completed with photographs and receipts supplied. KM has chased up a few people for their photographs and receipts when it has been 6 months since they received the grant but on the whole they are being sent in without reminders. (Also see Agenda point 22).

### **b. Log grants (KM)**

- 20 grants have been approved so far to a total of £930

### **c. FP grants (KH)**

- Energy Action Scotland (EAS) felt that the uptake had been slow but 36 grants have been awarded to recipients from last year and eight new applications have been received. The posters at the Sports Centre mention that the household income bar is now £41,700.

All the grants continue to be advertised on Fintry Buddies, on posters at the Sports Centre and leaflets have been pushed through doors. A drop-in is scheduled for next week at the Sports Centre as well.

There was a suggestion to publicise how much money has already been paid out on the EE grants and to share photographs (with permission) of the kind of projects that have been funded.

## **12. Next two policies. Approved – sign off (6<sup>th</sup> batch)**

### **a. Title amended**

- The last two policies were approved with a change of name for the 'Code of Behaviour' policy to Code of Behaviour Policy for dealing with the young and vulnerable.
- Batch 7 will be circulated.

## **13. Website – update on illustrations and development (KH & KM)**

- KH was happy that IK had joined in the website discussions and the meeting held last week.
- The design is being broken down into chunks and templates have been sent over. KH & KM will look at the templates next week.
- It is hoped that the new website can be shown at the AGM.

## **14. EV charging and new approach (KH/KM/GC)**

### **a. Meeting with Sandy & KH 28.11.23**

- A meeting with Sandy Kelso and Dougie Spence was held with KH, AH, SM and IM. The SC are not keen to have more charging points. They already get hassle from people wanting to charge their cars but the spaces are taken by non-EV's because the car park is so busy.
- The reluctance from the SC to have more charging points prompted KH to have a rethink about this project. In discussion with KM & GC, a suggestion was put forward to approach various groups within the village (for example, The Fintry Inn, The Courtyard Café, The Menzies Hall, the kirk, and the SC) and to encourage them to install charging points. The FDT can offer information about grants that are available and potentially offer grants themselves. The FDT would step back from the responsibility of the chargers but would enable places to install them. There was general agreement to this idea, and it was agreed that further discussion was needed (hopefully before the AGM) as this may be a good way forward for the FDT

with this and other projects. It would be a positive development to offer help and funding and to enable other groups to develop projects. This is a process that could be applied to lots of ideas and projects.

#### **15. Thermal Imaging Project (KH)**

- 65 households signed up to get this done. The surveys were started last week and should be completed this week. All households will receive a report.

#### **16. Bike stand (KH)**

- At the meeting with SK and DS they agreed to a bike maintenance unit being installed at the front of the SC near the bike rack. KH then approached the company for a quote. This was a supply only quote as groundworks would need to be done first. KH has sent this information to SK and DS to make sure they are happy to arrange for the groundworks to be done and is awaiting their reply. KH has also contacted Recycle-a-bike with regard to maintaining the unit. They are happy to do a fairly regular maintenance check providing they can do it alongside one of their doctor bike sessions. Three sessions have been scheduled for March, June and September at a cost of £125 per session.

#### **17. Strategy and project plan (FH)**

- FH had been looking at the strategy and project plan and was happy to see that the FDT are on track with what had been planned. The emphasis had been on getting structures and financial management in place so plans had only been outlined until the end of this calendar year. This will need to be looked at again in the New Year. FH hoped that more projects and involvement days could be planned. Josh Thornhill had sent information about a potential collaborative project to FH and she will circulate the information.

#### **18. A.G.M. (KH/KM)**

- a. Date – The Board agreed to hold the A.G.M. on 02/03/24. This date can now be mentioned in the Christmas Newsletter.
- b. Office Bearers – Office Bearers are not nominated at the A.G.M. but at the first Board meeting following this but Directors need to consider if they want to retain their office or stand for an office.
- c. Who stands for election? – SM will need to stand for election as she was co-opted earlier in the year. IF will need to stand down but can stand again if he wishes to.
- d. Trustees report – This has to be submitted with the accounts. KH will draft a report and circulate to the Board.
- e. Supporting event – The A.G.M. worked well last year being held alongside the Repair Café. KH has been in touch with the Repair Café and, although they enjoyed attending last year, they felt that their attendance had been intended to kickstart Fintry's own repair café and so were not keen to attend again. There was discussion about what else could be done alongside the A.G.M. and KH asked the Directors to send her any ideas. FH mentioned Transition Scotland and Gartmore House. Other ideas included an upcycling workshop, a swap shop or a jumble sale style event where participants had their own stall/table.
- f. Accounts – KH has been in touch with the accountants and the accounts are virtually ready.

#### **19. Shed**

- The SC have cleared out most of their stuff. A date was set for the Board to finish clearing out the shed – 10 a.m. on 10/02/24

#### **20. Christmas night. Christmas jumpers compulsory**

- This will be on 13/12/23 in the Hub. Nibbles and non-alcoholic drinks will be provided. A small amount of business may need to be done but it is primarily a social meeting.

#### **21. Christmas break and return dates**

- Staff will finish on 20/12/23 and return on 09/01/24. These dates will be noted in the Christmas Newsletter.

#### **22. A.O.B**

##### **a. Insurance meeting**

- A meeting regarding the FDT's insurance is scheduled on 07/12/23 with Penny Kidd. This follows on from KH's meeting with Gary Dalton at the DTAS conference. He has looked at the FDT's insurance policies. This will be an online meeting and KH requested a Director to be present.

##### **b. Mrs Gibb - woodland**

Mrs Gibb sent an email to say "I have spoken to Andrew Haslam and he is happy to transfer the land to FDT for an outdoor classroom". KH responded to say that no commitment had been made by FDT and we are awaiting the answers to the questions previously provided.

##### **c. EE Grants**

- There was discussion about awarding an EE grant to a private tenant. Previous applicants in this situation have been told that the landlord must apply for the grant. The Board agreed that this should be the case. KM will add this onto the criteria on the grant application information.
- **ACTION KM to respond to tenants**

#### **Next meetings**

- Christmas meeting – 13<sup>th</sup> December, 7.30 p.m. at the Hub. **Christmas jumpers compulsory**
- Board meeting – 31<sup>st</sup> January 2024, 7.30 p.m. at the Hub
- Shed clear out – 10<sup>th</sup> February 2024, 10.00 a.m at the shed

- Annual General Meeting – 2<sup>nd</sup> March 2024 (time and location to be confirmed)