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**Minutes of the Board meeting held on**

30<sup>th</sup> March 2022

A virtual meeting held via Zoom

**Present/apologies for absence:**

- **Present:** Iain Frazer (Treasurer), Fran Hall, Anne Hislop (Vice-chair), David Howell, Iain MacKay, Chris Robinson (Company Secretary), Josh Thornhill (Chair), Gordon Cowtan (Consultant), Kayt Howell (Manager)
- **Apologies:** None

**I. Welcome – JT**

- Josh welcomed everyone to the meeting and thanked them for their attendance.

**II. Financial update – IF**

- Iain F had circulated a spreadsheet prior to the meeting. Income from the turbine is expected in May or June. Fintry Community Energy (FCE) is breaking even. They are owed some money and a Renewable Heat Incentive (RHI) payment is on its way. Iain F thought that he may need to move some money from Fintry Renewable Energy Enterprise (FREE) to help with cash flow. Iain M had noted that the income from heat sales had been exactly the same for two consecutive months and wondered why. Iain F explained that they were both the figures for January as he had not received the figures for February yet.

**III. Treasurer post – who will take over? – IF**

- Iain F confirmed that he will be standing down as Treasurer at the next Annual General Meeting (AGM) as the post should only be held for two years. It would be good to sort out who will be taking over so that they can learn the ropes and start the process of the changeover at the bank. Josh asked if anyone was interested in taking over. Anne, David and Iain M all stated that they were not interested. Fran was unsure if she would have enough time to take on the role. Kayt suggested that someone with accounting/bookkeeping expertise could be co-opted onto the Board to act as Treasurer. **ACTION: Fran to speak to Iain F about what is involved and everyone to think about the option of co-opting someone as Treasurer for discussion at the next meeting.**

**IV. Banking – IF**

- Iain F and David are the only two people named as signatories on the bank account at the moment and Josh felt it would be good to add more people. Kayt noted that some old Board members are still named on the account as well. All board members indicated that they were willing to be named as signatories. **ACTION: Iain F to speak to the bank about removing old Board members and circulate forms for adding more signatories.**

**V. Finance Sub Committee – JT**

- Josh felt it would be helpful to form a finance sub-committee that could meet once a month and take some pressure off the Treasurer. David thought this was a good idea providing the whole Board are still involved in any decision making.

**VI. Financial policy –AH**

- Anne explained that Kayt's work was often delayed by having to wait for consent from all Directors when needing to pay for anything. Anne had looked at the financial policy and found that as a budget holder, Kayt does have the authority to make decisions on purchases up to £150. Between £150 and £500 approval can be agreed by Kayt and the Treasurer. Over £500

has to be approved by the whole Board. This would be a much easier way for Kayt to work and may alleviate the number of emails which the Board have to deal with. Gordon felt that the limits should be increased. Anne and Chris agreed. Chris asked what the usual expenditure was. Kayt said that it varied quite a lot and confirmed that any purchases she made would still be reported to the Board. Josh suggested it would be useful to establish a budget structure within the FDT which would include a budget for events etc. Chris agreed with this and having an amount set aside for the management of the trust. David agreed that the lower limit should be raised to £200. Iain M also agreed. Josh asked if everyone was in agreement with this and all were. Anne pointed out that the policy can be reviewed and altered as necessary. Kayt suggested that a budget could be set by the Board for any projects or events that were planned. The Board agreed. **ACTION: Anne to amend the financial policy so that the lower limit is £200.**

- Anne referred to a section of the financial policy which stated that purchases up to £250 can be approved by one trustee. Iain F said that all payments required a second signature. Gordon noted that as a charity it was good practice for payments to be authorised by two directors. He also noted that the FCE account does operate with only one signatory. Iain F thought this might be to cut down on bank charges but also felt it would be better to have two. **ACTION: Iain F to contact the bank to add another signatory to the FCE account.**

**VII. Reserved Business**

**VIII. FCE Board & Balgair Working Group – GC & JT**

- There are currently only two Board members on the FCE Board (Gordon and Iain F) and three are legally required. Iain M offered to join the FCE Board. David asked if Eddy Pediani and Douglas Young had been happy about not being on the FCE Board. Gordon and Kayt reported that they had been happy about it and would be on the Balgair Working Group. This will consist of the FCE Board members, residents and other stake holders. Gordon felt that Terry Baitrum would be a useful addition to this group.

**IX. Draft Focus Article – GC**

- Gordon asked if the Board was happy with the draft article for the Fintry Focus. Everyone agreed that the article could be submitted.

**X. Reserved Business**

**XI. Managers Update - KH**

- Kayt had circulated her report prior to the meeting but had a couple of things to add.
- The FDT have been liaising with Fintry Community Council (FCC) with regard to the collection of soft plastic waste. Other councils (for example, East Dunbartonshire, Fife) do collect soft plastics for recycling. FCC/FDT have contacted Stirling Council (SC) to ask why they do not collect soft plastics. They have been told that SC has no resources or facilities. FCC/FDT will keep asking.
- Kayt had met with Hawk Property Maintenance (HPM) for a quote to repair the FDT's shed roof. They gave two quotes – one for budget felt and one for premium felt. Both quotes were for less than £370. The premium felt comes with a 15-year life expectancy. Iain M said that the current felt has failed because of the moss on the roof and any replacement will only be good for a few years before it fails again. He suggested running some copper wire across the roof and this would prevent the moss from going again. He also said that he could repair the roof himself with the help of one other person. David felt that for a cost of £370 with a 15 year life expectancy, it would be better to just let HPM do it. The Board agreed. Josh asked if Iain M could put the copper wire on the shed roof after the felt had been replaced. Iain M agreed and David offered to help.
- Surplus office materials from the FDT office at the Sports Centre have been given to the primary school.
- Kayt asked Chris to respond to an email re: Companies House.

**XII. Results of survey. -KH**

- Kayt had circulated the results of the survey. There had only been 19 replies and 4 of those were from the FDT so a tiny response from the community. There had been some questions about air quality and a few people had mentioned their Air Source Heat Pumps (ASHP) and that they were not pleased with how well they worked. Kayt suggested organising a workshop led by Home Energy Scotland (HES) which may help people to ensure that they are using their ASHP's efficiently. Fran agreed that this would be useful. One question had asked about which energy saving ideas people were interested in and Josh felt that the answers to this would help

to plan future projects and ways to spend the FDT's income. Kayt pointed out that, although people often indicate that they are interested in a bus service in Fintry, in reality the service doesn't get used. There is also the issue that if the FDT provide any sort of bus service, Stirling Council would scrap the Demand Responsive Transport (DRT) scheme. Fran suggested looking into a car-sharing scheme. Kayt mentioned that she had spoken to the Development Trust Association (DTAS) recently about similar schemes. Josh felt it was good to get lots of ideas to discuss at a project planning meeting and then decide which ones to try. Anne pointed out that the small number of replies did not give a good reflection of the community's views and it would be good to get more responses. Kayt said she would contact the FCC to see where they are up to with their Community Action Plan and look into the possibility of adding some FDT questions to any survey they were planning. Fran wondered if people could be encouraged to do the survey or answer a few questions at the Jubilee weekend where the FDT would have a table and Kayt agreed that this would be a good option. David felt that once people learn that the FDT have more money available, there will be a lot more engagement. Josh thought it would be good to tell everyone about the increased income and ask for input.

**XIII. Jubilee weekend activities and staffing – KH & AH**

- Kayt had circulated the program prior to the meeting and Anne referred to some points highlighted in red which required some decisions. Anne will be attending a Jubilee meeting on Monday and would like to report back on which activities will be going ahead. She asked about the proposed wind farm tours. Kayt had spoken to Falck and unfortunately, they are not able to man the site on a Bank Holiday weekend. The FDT will have a presence at the school on the Friday between 12 and 2 and Bike Doctor, a crown competition, promotion of the history night, games, information about the FDT and the opportunity for people to ask questions. The FDT will have a presence at the school on the Friday between 12 and 2 and on Sunday at the Menzies Hall. Fran, Iain M and Anne were all able to help on the Friday. Chris and Josh can help on Sunday. Iain M, Kayt, David and Chris will form an FDT quiz team for the quiz on the Thursday evening.

**XIV. Community Engagement Ideas - KH**

- Kayt said she has several ideas for community engagement but has put them on hold for now. Iain recalled a successful training day in the past about firewood and use of the log splitter. He wondered if it was worth rerunning that training. Josh was keen to get lots of ideas together for discussion.

**XV. History night - KH**

- The date for this is Wednesday 15<sup>th</sup> June in the Fintry Museum at 6.30 p.m. This will be hosted by David Smith and will be a reminder of what projects and achievements the FDT have had in the past and will help to inform future planning. The event will be for the FDT Board only but with a view to holding a similar event in the near future for the whole community.

**XVI. Operations Changes Trial – KH & JT**

- Josh had been discussing with Kayt ways in which to reduce the administrative burden on everyone but especially Kayt. There will be some trial and error in order to improve things. Kayt's weekly reports will be changed to monthly reports circulated prior to Board meetings although she will continue to send an email on Thursdays at the end of her working week with information for Directors and any decisions they need to make. Josh said that the idea is to transition to a progress update and that it would be good to list the things that the FDT have set out over the year based on community consultation. Josh requested that replies are sent to him and not to 'Reply All' and he will collate the responses and send them to Kayt. The Board agreed to this request and to the suggestion of monthly reports from Kayt.

**XVII. Policies – sign off**

- The FDT's policies as far as governance advice is concerned should be signed and dated every year as having been read and deemed to be appropriate for the trust. This should be done by the Company Secretary. **ACTION: Kayt to send the policies to Chris for him to read, sign and date.**

**XVIII. Future Planning – KH and GC**

- Gordon shared his screen to show the Board an Excel sheet that he and Kayt had been working on to show their forward planning for 2022/23. Josh thought that this was a good tool

to add to and plan budgets against. **ACTION: Kayt/Gordon to circulate the spreadsheet to the Board.**

**XIX. Insurance – JT**

- Josh had spoken to the insurance company and all has been sorted. Kayt confirmed that the documents had been uploaded to OneDrive.

**XX. Update on correspondence with Norman – DH & IM**

- David and Iain M had spoken to Norman. He seemed quite happy and agreed to hold off until things have been sorted with the Scottish Government (SG). He seemed happy with the FDT finances with regard to income and outgoings. Anne asked why he had wanted to write something about the FDT in the Fintry Focus. It was because he had been approached by other people. Josh hoped that the situation was sorted for now and that the FDT's increased community engagement would encourage people to approach them directly. Josh thanked Iain M and David for meeting with Norman.

**XXI. Directors Training Options – JT**

- Josh had spoken to Scottish Council for Voluntary Organisations (SCVA), Stirlingshire Voluntary Enterprise (SVE) and DTAS about training options. There is a lot of training available such as Health & Safety, Risk Assessment, Financial Training and Josh thought it was important for the Directors to feel comfortable and confident in their roles representing the FDT. Josh proposed to begin with Essential Trustee training which should be revisited every three years. Some of the training courses are free.

**XXII. Shelloch wind farm– with any additional info from – CR**

- Chris asked about the community benefits from this wind farm and if it had already been decided which communities would benefit. Gordon replied that there were two strands to this – there is the community benefit fund and also the option for communities to invest and own up to 10% of the wind farm. Gordon had spoken to Force 9 about how this would work but they were reluctant to give him any information as their point of contact is the FCC. They will be attending the FCC meeting in May. Chris asked if the FDT should approach the FCC before this meeting takes place to discuss a strategy. Gordon felt this was a good idea. Anne did not think that community councils could own assets. Iain M pointed out that the FCC own part of the Sports Field. Gordon clarified that community councils cannot have a financial stake in an enterprise and it would be good to ask FCC if they wanted any input from the FDT. Josh agreed that the FDT could offer to be a vehicle for delivery of the funds as they have a lot of experience. Anne noted that the FCC does already have a windfarm fund from Kingsburn. Gordon said this fund was managed by Foundation Scotland. Chris was aware that other communities had set up trusts to manage their windfarm income. Gordon noted that the windfarm has already been consented and Chris confirmed that the planning conditions are on the planning portal now. He said there were a lot of conditions attached to the consent and he referred in particular to a condition relating to aviation radar. Chris was aware of other wind farm developments that have not gone ahead when they have had this condition imposed on them. It was agreed that Chris should make contact with FCC and Anne said she was happy to facilitate this if necessary. **ACTION: Chris to contact FCC.**

**XXIII. OneDrive Access – JT & GC**

- Josh wanted to ensure that everyone had access to OneDrive. Fran and Iain M were not sure if they did or not. **ACTION: Gordon to send a trial email to everyone.**

**XXIV. Management Consultant Review – What does this look like? – JT**

**a) Strategic Objectives & Consultation?**

**b) Operations Review?**

**c) Financial and procedures audit?**

- **Carried forward to next meeting.**

**XXV. Meetings – Zoom V FTF – JT**

- Josh suggested that meetings should now be held in person as long as this could be done with social distancing. Anne, Fran and Iain M indicated that they would be happy with this. Josh asked that people message him directly if they did not feel comfortable with face to face meetings but did not want to speak up in the meeting.

**XXVI. A.O.B.**

- Chris asked if anyone knew what was happening with all the wood from the trees that have been cut down along the castle drive. Anne said Andrew Haslam would be the person to speak to about it. Iain M knew that the company who had done the work also supplied firewood so thought that they may be keeping the wood in part payment for the work done.
- Iain M thought that a good use of the FDT's future income would be to invest in a community woodland.

**XXVII. Board only - Contracts**

Next meetings: 20<sup>th</sup> April 2022, 7.30 p.m. at the Bowling Hub  
4<sup>th</sup> May 2022