



***Minutes of the Board meeting held on
30th September 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: Iain F to send link to Luke and Chris to complete the online mandate to be added as signatories. Iain had sent the link to Luke and Chris. **Luke and Chris to complete the form to be added as signatories.**
- ACTION: Iain F to look into adding a requirement for two signatories. Ongoing. Iain felt it would be a straightforward procedure whenever it is needed to be done.
- ACTION: Kayt to draft newsletter and survey and distribute to the Board. Done.
- ACTION: Kayt to put together some ideas for community engagement and circulate to the Board. Kayt had circulated a list of ideas and is currently putting together a survey on behavioural changes caused by Covid-19. The newsletter contained lots of links and Home Energy Scotland (HES) will feedback on the number of entries into their competition.

II. Financial Report

- Iain F circulated a financial report prior to the meeting.
- One invoice had been received after the report had been circulated for fuel for Balgair. This can be covered by the money in the account.
- There should be money coming in from heat sales soon but Iain had not received the details yet.
- Income from the windfarm should also be coming soon.

III. Reserved Business

IV. Review of first draft policies (6) following feedback

- Kayt had circulated six draft policies prior to the meeting. Kayt has been working on these and other policies based on policies from other trusts and charities so it is important to ensure that they are relevant to the FDT. Anne and Chris have been reviewing the policies and some amendments are needed but then they will be signed off and reviewed annually.
- Anne asked the Board to review the policies when they receive them over the next few months and let Kayt know if any changes are needed as the plan is to have as many policies as possible completed prior to the Annual General Meeting (AGM). The policies will not be presented at the AGM but members will be made aware that they are available.

- Anne noted that Kayt had started with the most relevant policies and was happy with the drafts so far. With a few minor amendments, Anne felt they should be accepted by the Board and then reviewed annually. This would not necessarily mean making any changes but has to be done to ensure that nothing has changed. One amendment Anne had noticed was in the Code of Conduct policy – the word ‘constitution’ should be ‘articles of association’. Anne asked if any other changes were needed.
- Luke wondered if the policies should specify where various pieces of information are stored. Chris felt that the policies should be kept as concise as possible and it may be better to have this sort of information as a procedure rather than part of the policy. Anne agreed.
- Kayt asked if there should be a link to the policies on the FDT website. Anne said that there is nothing confidential in them so they should be available via the website.
- Luke noted that a link in the conflicts of interest section was not working and a link to Scottish Territorial law needs to be checked to make sure it’s correct.
- Iain F referred to the Code of Conduct policy which specifies that reports should be circulated at least seven days prior to a meeting but this is not always possible. He wondered if it would be better to say ‘in reasonable time’ rather than specify an actual number of days. Anne agreed that some reports for example, financial reports, need to be as up to date as possible but other things should be circulated at least seven days in advance. Gordon felt that it would be useful to have a specified time limit as he was aware that he does not always circulate his reports in good time. Anne suggested that the wording was changed to ‘in good time’ and the Board agreed.
- Luke asked the Board if they were happy to sign off these six policies with the minor changes. The Board agreed.
- Luke thanked all those involved and appreciated the amount of work that had been involved.
- **ACTION: Kayt to circulate the next six policies as soon as possible before the next meeting for the Board to review.**

V. Consultant’s report

- Gordon had circulated his report prior to the meeting.
- Luke asked for clarification about the point in the report referring to chasing up Community and Renewables Energy Scheme (CARES). Gordon explained that this was the last bit of the Smart Fintry project that was an outstanding invoice from Heriot Watt University. They had been slow to submit the invoice and it then got caught up in CARES budget reconciliation which now needs to be approved by the SG. CARES cannot give the money to the FDT until the approval has been given so the FDT cannot pay Heriot Watt. This has been ongoing for two years now although Gordon noted that Heriot Watt have not asked for payment during that time. Iain M asked how much the invoice was for and Gordon said it was around £13K.
- RESERVED BUSINESS

VI. Manager’s report

- Kayt had circulated her report prior to the meeting.

VII. A.O.B.

- Chris asked if the Fund Raising Committee (FRC) from the primary school had been in touch. Kayt had been corresponding with the Headteacher with regard to the money generated from the solar panels but had not had any direct contact with the FRC. Chris explained that the school was struggling to provide I.T. equipment to the children including membership to Education City (an educational resource that the children need to access for homework etc.) and were relying on monies raised by the FRC. Chris asked if the FDT could help in any way. Kayt wondered if an appeal for unused I.T. equipment would be useful but Iain thought there had been problems in

the past with Stirling Council being unwilling to PAT test older equipment and there was also the possibility that newer software may not work on older equipment. Chris also said that what the children really need are Chromebooks as these have a free app which could be used instead of Education City. Kayt pointed out that Fintry Community Council (FCC) have money from the Kingsburn windfarm fund that is available to residents in the form of micro or macro grants. Luke asked if the FDT should ring-fence a pot of money for this kind of thing. Anne felt that this would not be possible at the moment but could be something to consider in the future. Iain M agreed with Kayt that an approach to the FCC might be useful but also wondered if some of the money generated by the solar panels could be used. Kayt recalled that the original stipulation had been that the money from the solar panels should be used for 'green' projects. Iain M felt that it could be argued that newer Chromebooks use less power than older machines but also felt that the FRC should speak to FCC. Luke asked if the Board would be happy for some of the solar panel money to be used to purchase Chromebooks and the Board agreed. **ACTION: Chris to feed this decision back to the FRC.**

- One item from A.O.B in reserved business minutes.
- Luke thanked everyone for attending the extra meeting last week and for the extra work that had been done with reading the policies and other documents. He thanked everyone for their time and commitment. Luke acknowledged that during the working week it is not always possible to respond to emails immediately but that it would be appreciated if the Board could check Kayt's Thursday emails and respond to them before she is back to work on Tuesdays.

Date of next meeting

- Wednesday October 28th 2020, 7 p.m.