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***Minutes of the Board meeting held on  
30<sup>th</sup> October 2019***

**Present/apologies for absence:**

- **Present:** David Howell (Chair), Iain Frazer (Treasurer), Chris Robinson, Luke Emerton, Kayt Howell (Manager), Gordon Cowtan (Consultant), Holly O'Donnell (Former director – voluntary consultant)
- **Apologies:** Anne Hislop, Hugh Edmond

**I. Declaration of interest in any items of business**

- None

**II. Approval of Minutes of last meeting:**

- Approved.

**III. Review action points of previous minutes**

- ACTION: Gordon to take meter readings at Balgair and submit. This has been done.
- ACTION: Gordon will be able to provide the 'value' to Iain to do the necessary calculations and decide whether further funds need to be transferred from FDT. Gordon had provided the information to Iain.
- ACTION: Gordon, Kayt and others with appropriate experience to collate and consider options (with regard to the Board accessing data and information). This had been done with the help of Iain and a summary of requirements had been circulated to the Board.
- ACTION: Gordon will keep the Board posted (with regard to the winding down of the Dunmore project). Dissolution of the company is ongoing but nearing a conclusion. Gordon pointed out that although the big project on Dunmore had not been successful; several house owners had gone on to install air source heat pumps.
- ACTION: Gordon will report back on the residents meeting (at Balgair) to the Board and update on the repairs. Gordon felt that the meeting had gone well. He had informed the residents that there would be a price increase and confirmed that this was the first price increase in at least four years. Representatives from Highland Wood Energy (HWE) attended the meeting to introduce themselves and clarify their role. Gordon and Kayt are planning to print and laminate information cards for the residents at Balgair which will have useful numbers and instructions on who to call if they have any problems with their heating system.
- ACTION: Gordon will investigate a solution for maintenance of the internal monitors, initially contacting EE/Nottingham Council who supply the monitors and prepare the billing and heat usage amounts. A local electrician should be able to deal with the monitor installations and repair with assistance from Nottingham City Council.  
**Ongoing.**
- ACTION: Gordon will generate the invoice (for Wood Leisure/Holiday Park) and copy to Iain. Done.

- ACTION: Kayt and Gordon will meet to recap on where they were (with regard to the Futures Project) as they had developed a head of steam with meetings, gathering information and interviews and are keen to review where they left off. Intention is to present a summary of where they are at the next Board meeting. Done – presentation given at the meeting.
- ACTION: Kayt will gather email addresses of as many community groups as she can identify, make an invitation and decide a date and location. Give it a try before Christmas. A meeting has been arranged on the 10<sup>th</sup> December at The Fintry Inn. Ten people from various groups have confirmed attendance so far. Some groups had not responded including the Parent Council. The meeting will take the form of an informal chat.  
**ACTION: Chris to send Kirsty's email address to Kayt as she is a member of the Parent Council.**
- ACTION: Kayt & Gordon will develop proposals (to attract new members and communicate future plans) as part of the Futures project. Done.
- ACTION: Gordon to prompt Falck (with regard to their payment to FREE) and Iain will shadow the process for information. Gordon had received provisional figures from Falck but is still waiting for these to be finalised. The income from the summer months does not look good due to a combination of not much wind and a low base price for electricity. Gordon said that he had begun making notes on how to do certain tasks to assist other board members who may have to do these tasks in the future.
- ACTION: Kayt will remind accountants that an audit is due in October /November for all accounts and arrange a date for their visit. Done – auditors are coming on 27<sup>th</sup> November. They usually access SAGE beforehand.

#### **IV. Financial Report**

- Iain noted that HWE had a habit of sending invoices at the point where they were overdue. Gordon confirmed that he had spoken to them about this.
- A large invoice from HWE had been received for approximately £8,000 for the months of September and October. This was a combination of charges for call outs for the Heat Interface Units (HIU) (£1,900; £1,400; £400), other work related to the HIU's (£2,000) and fuel (£2,000). Another invoice was expected soon for approximately £2,000 for the installation of an extra HIU. These costs included V.A.T. which will be claimed back.

David was concerned that these costs were high for an eight week period and asked how the FDT's outgoings compared with the income for this project. Iain had tried to look at this but it is difficult to assess at the moment. RHI payments are received which helps but the loan taken out to install the system will not be paid off for approximately eleven years. It was hoped that this may be paid off sooner and that hopefully the costs will balance out with the income at some point.

Gordon pointed out that it had been a particularly busy time at Balgair for one reason and another including the fact that the heating season has just started and he did not anticipate the costs to continue at this level. The HIU's are now five years old so it could be that parts need replacing but any work done recently should be under warranty for a period of time. Gordon stated his intention to look at all the invoices received from HWE and ensure that they match with what had been previously agreed. He has also asked for job sheets to be provided so that he can monitor which HIU's have been worked on. The service manager at HWE had not seen the contract and was not aware that quarterly checks of each HIU were included in the contract and should not be invoiced for.

**ACTION: Iain to check if this had been charged for in a previous invoice and ask for credit if necessary.**

Luke asked if the FDT would remain responsible for repairs and servicing to the HIU's or if this would become the responsibility of the residents at some point. Gordon confirmed that the FDT's responsibility for the system included the HIU's and that the

costs for fuel charged to the residents includes a standing charge which helps towards the costs. It was agreed that it was difficult to know if all call outs were strictly necessary but this would have to be left to HWE to decide.

- Iain confirmed that the income from the wind farm had been low over the summer but that the bank accounts are ok.

## **V. Consultant's Report**

- As previously mentioned, a lot of time has been taken up with Balgair but Gordon is working on ironing things out so that he doesn't have to be there as much. He had given a presentation recently about the project at Balgair to a law firm who are also working on governance for a number of charities at the moment.
- Gordon and Kayt had met recently with an energy person at the Scottish Government.
- David asked to be reminded how long Gordon had been contracted to work on the Balgair project. The initial agreement had been for six months which would be until the end of November. It was hoped that this would have been enough time to resolve the issues that had arisen there and that after this time, Gordon or someone else could be paid on an hourly basis.
- **ACTION: Review the structure of FDT's interaction with Balgair at the next Board meeting.**
- Gordon noted that his last invoice had been paid from the FREE account and was concerned that this may cause issues with HMRC.
- **ACTION: Gordon to address future invoices to FREE and to resubmit the last invoice.**

## **VI. Manager's Report**

- General:
  - Requests for grants are still being received from Fintry residents but cannot be considered at the moment.
  - Kayt had been contacted about an issue with the Nissan Leaf battery and had passed the information on to the new owners.
  - The missing bank statements from July had turned up.
  - Additional admin work has arisen recently following the Community Engagement stall – new members and sign up to newsletters etc.
  - The audit for all accounts has been booked for 27<sup>th</sup> November.
  - A new rent donation has been agreed with the Sports Centre.
- A.G.M. planning:
  - The application form to book the Menzies Hall has finally been received. This will now be booked for 02/02/20 and other bookings can now be made for the day.
  - A meeting is scheduled with Lilian Delaney from Home Energy Scotland to discuss creating a sustainability day around the A.G.M.
  - The FCC will be invited to do a resilience planning presentation.
  - There may be a contribution from Adaptation Scotland but a full discussion is needed to establish what form this might take.
  - **ACTION: Kayt to circulate Adaptation Scotland's handbook to Board members.**
  - Helen Robb from the Fintry Guild will be approached to do tea and coffee.
  - Time needs to be spent to organise the Art exhibition/competition. This will have primary, secondary and adult categories and can be drawing, painting or collage (A3 maximum).
- Community Conversations:
  - A meeting has been arranged for 10<sup>th</sup> December at The Fintry Inn. So far, ten people from various local groups will be attending.
- Xmas Newsletter:
  - This will include a summary of Futures plans and members questionnaires, possibly a link to the governance work/summary on the website, community engagement feedback, information on the A.G.M. including the sustainability day and the art competition and links to HES for advice.

- In addition to the above, Kayt has been working on Governance with Holly O'Donnell and the Futures project with Gordon.

**VII. Futures Project presentation**

- Gordon and Kayt presented the work they have been doing on the Futures project.  
**ACTION: Presentation to be circulated to all Board members for any questions to be raised at the next meeting.**

**VIII. Governance presentation**

- Holly and Kayt presented their conclusions from the work they have been doing on governance.
- **ACTION: 'Governance Review' document to be circulated to all Board members for further discussion.**

**IX. A.O.B. – Community Garden**

- Carried forward to next meeting.

**X. Directors' only (if required)**

Not required

**Date of next meeting**

- Wednesday November 27<sup>th</sup> 2019

David expressed his intention to stand down as Chair before the A.G.M.

David thanked Gordon, Holly and Kayt for their hard work on the governance and Futures project.

Gordon commended David on doing a good job as Chair over the years.