



**Minutes of the Board meeting held on
31st January 2024**

1. Present/apologies for absence:

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

4. Approve minutes of last Board meetings

- a. 25th November 2023 - the minutes were approved.
- b. Mini minutes of Christmas meeting 13th December 2023 – approved.

5. Actions from previous minutes

- a. Vice-chair (Directors) - The Board had been asked to give serious consideration to taking on the position of Vice-chair. FH agreed to take on the role until the Annual General Meeting (AGM).
- b. Letter to Minister (KH) – done. No response yet.
- c. Energy Efficiency (EE) grant – tenants at Culcreuch Castle (KM) – response sent.
- d. Balgair legal position and heat contracts for each home (GC) – GC stated that five households do not have heat contracts, but that Burness had done a legal review not that long ago and had not seemed concerned about this. **ACTION: GC to try and get the five missing heat contracts signed.** A resident who was unhappy with the potential sale of the heating system had raised the question of the FDT's legal right to sell it. GC did not feel it necessary to check with Burness at this stage. The Board agreed.

6. Financial Report (IF)

- IF had circulated a spreadsheet prior to the meeting.
- Money has been moved from the Fintry Renewable Energy Enterprise (FREE) account into the FDT account to avoid corporation tax.
- Money has finally been received from Nottingham Council for the heat sales but the next payment is now due. It may be necessary to look for another company to handle the billing for the heat sales as Nottingham Council is currently in financial crisis. Steve Luker (SL) may have some suggestions.

7. Balgair update (GC)

- A new monitoring system has been installed in the heat cabin and there have been some issues with Aggregated Micro Power (AMP) receiving data from it. The serial number of the new meter is needed for the Renewable Heating Incentive (RHI) payments. **ACTION: DH to go to Balgair to get the serial number and send to GC.**
- GC had met with AMP and they are saying that the Heat Interface Units (HIU's) are not fit for purpose. **ACTION: SL to do full audit of all the HIU's.**
- SL has agreed to attend the upcoming AGM.
- GC has chased the Scottish Government (SG) for the grant for SL's work, but no response has been received. **ACTION: KH to draft an email to the SG and send to GC. GC to contact Evelyn Tweed's (ET) office if not response is received from KH's email.**

8. Financial sub-group report AH (IF, GC, SM & KH)

- The financial sub-group interviewed two candidates for the position of financial consultant. They were both strong candidates who did good interviews, but the position was offered to, and accepted by, Janine Rennie. References have been received, and Janine's contract will begin on 1st March 2024. She will attend the AGM. **ACTION: KH & KM to put together a pack similar to the new Director's pack and put it onto One Drive so that Janine has all the information she needs.**

- FH thanked the financial sub-group for their work.

9. Grants update

a. Energy Efficiency Grants (KM)

- 61 grants have been paid out to a total of £57,500. 35 projects have been completed with photographs and receipts supplied. KM is continuing to chase up a few people for their photographs and receipts when it has been 6 months since they received the grant. **ACTION: KM to add a declaration of self-interest to the criteria to ensure full transparency.**

b. Log grants (KM)

- 37 grants have been approved so far to a total of £1770. Strathblane Firewood Company has been added to the list of suppliers. **ACTION: KM to compare the figures for last year and this year.**

c. Fuel Payment grants (KH)

- 51 grants have been awarded (there were 36 last year). There are 360 households in Fintry (including outlying farms). KH noted that Energy Action Scotland (EAS) have been great at administering the grants.

All the grants will finish at the end of March. The EE grants are on a rolling program and will restart on 1st April. The log grants and the FP grants will restart in the autumn.

10. Next two policies. Approved – sign off (7th batch)

- The Expenses and Flexible Working policies were approved

Batch 8 will be circulated.

11. Website – update (KH & KM)

- KH & KM had met with the website designers last week. They had been asked to fill out a template for the text to go on the website but had found it difficult to visualise how it would look. The website will now be created, and text can be added afterwards.
- Pdf visuals will be available for the AGM.

12. Thermal Imaging Project (KH)

- The process has been slower than anticipated but they have done a good and thorough job. The company has been quite difficult to communicate with, but KH has been impressed with the amount of images they have taken of each property and the reports produced have been very good. They also offer each household a ten-minute Zoom meeting to go through the report if required. **ACTION: KH to check if all the surveys have been completed and remind members that more detailed surveys are available.**

13. Bike Stand (KH)

- The bike stand is going ahead and will be sited at the Sports Centre (SC). A potential site has been suggested on the grassy area near the Electric Vehicle (EV) chargers, but some groundworks will need to be done. Maintenance of the bike stand will be done by Recyke-a-bike three times a year when they are in Fintry for their Bike Doctor events.

14. Drop-in (KH & KM) Date for next one?

- The drop-in this week was very successful. It was busy and is definitely a good way to spread information about the grants especially for people that do not use the internet.
- The next drop-in will be at the AGM but will usually be held on the first Tuesday of every month from 10 a.m. until 2 p.m. Directors are welcome to attend if they are free.

15. Ideas Bank and future planning

- With the upcoming AGM and with Janine about to start, it's a good time to revisit future plans and to think about what would be beneficial to the Trust. GC has put together a document and KH asked the Board to look at this and at the Ideas Bank for discussion at the next meeting after the AGM. This will be a dedicated project planning meeting.
- Ideas Bank
 - Business Grants - The idea behind this is to offer grants to businesses to develop projects which would be beneficial to the community.
 - Batteries – one suggestion is to look at acquiring batteries to store electricity. These could be used to provide power during power cuts. Some people in Fintry already have them. It may be possible to 'bulk buy' and get a good deal.
 - Fintry Balanced Scorecard as at 16/09/22 DTAS.

16. A.G.M. (KH/KM)

- Still waiting for the draft accounts from the accountants.
- KH and KM will prioritise preparations for the AGM during February including putting together a programme and advertising the 'New to You' event. Between 10 and 20 tables are needed. The event can also be promoted in the neighbouring villages.
- There is a vacancy for a director. There have not been any enquiries yet.
- A newsletter will go out soon to the members to remind them of the date of the AGM. The newsletter will contain the minutes of the last AGM.

17. Shed

- A new date was set for the Board to finish clearing out the shed – 10 a.m. on 17/02/24. The filing cabinets also need to be brought down from the office in the Sports Centre.

18. A.O.B

a. Illuminate training

- The Board were reminded to do their 'homework'.

b. Emails

- The Board were asked to acknowledge receipt of emails from Kayt so that she knows all Directors have seen them and that she can move on with her tasks.

Next meetings

- Board meeting (pre-AGM meeting) – 28th February 2024, 7.30 p.m. at the Hub
- Shed clear out – 17th February 2024, 10.00 a.m at the shed
- Annual General Meeting – 2nd March 2024 (time and location to be confirmed)
- Board meeting (project planning meeting) – Wednesday 27th March 2024, 7.30 p.m. at the Hub