



Minutes of the Board meeting held on
31st May 2023

Present: Iain Frazer (Treasurer), Anne Hislop (Chair), David Howell, Kayt Howell (Manager), Sharon McMurtrie

Linked in by Zoom: Gordon Cowtan (Consultant), Fran Hall, Kirsty Murray (Admin Officer)

1. Apologies for absence:

- **Apologies:** Isla Kinnear, Iain MacKay, Chris Robinson

2. Welcome Sharon

- Anne welcomed Sharon and explained that Sharon was present to observe the meeting and was welcome to participate but, as she is not a Director, would not be able to be part of the decision making.

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

- None

4. Approve minutes of 03.05.23

- The minutes were approved.

5. Financial report (IF)

- IF had circulated a spreadsheet prior to the meeting. All accounts were similar to last month. A couple of grants have been paid out. The next payment from Falck should be sizeable. Everything is rolling along nicely. The mortgage is now officially paid off. IF is happy to answer any questions.

6. Balgair update (GC)

- There have been four good tenders for the project manager's role. The selection panel have looked at them all and GC thanked them for their help. The four have been cut down to two and initial meetings have been held with both companies to clarify some points and get a feel for the companies. The selection panel will meet next week to make a decision.
- A letter has been sent to the Scottish Government (SG) to clarify Fintry Community Energy's (FCE) financial status.
- KH and GC had met with Scott from Evelyn Tweed's (ET) office to update them on the current situation with Balgair. Scott indicated that ET would be willing to attend a residents' meeting in the summer.
- Operationally, things are working well at Balgair – there are usually more issues over the winter months anyway but the past winter has been fine. LPG usage has dropped over the past six to eight months and this may have helped as wood chip boilers often perform better if they run continuously rather than stopping and starting. A couple of years ago, the wood chip boiler was switched off for a month during the summer but GC explained that this had been done to ascertain how much heat loss there was from the boiler house. It was found to be considerable. There would be no benefit from repeating this. IF noted that there had not been any correspondence recently from Nottingham with regard to heat sales. **ACTION: GC to send an email to check what is going on.**

RESERVED BUSINESS

7. Outsourcing IT (KM & GC)

- KM thanked GC for helping with his technical expertise. The third and final proposal is now in and a decision will hopefully be made next week on which company to appoint. All the proposals look good and the costings are similar.

8. Grants update

a. EE grants (KM)

- These have trailed off a bit now. A reminder went out on social media recently. 25 grants have been approved and around £24K has been paid out. Receipts and photographs have been coming in and KM will chase up any outstanding receipts etc.

b. FP grants (KH)

- Applications for these are now closed. A total of 37 grants were paid out. They will be offered again next winter although the criteria may need to be changed slightly. The final invoice is still awaited from Energy Action Scotland (EAS).

9. Social Media (IK, KM, KH)

- IK, KM and KH have been discussing how to revamp the FDT's social media presence. At the moment it is limited to Fintry Buddies on Facebook. They feel that this can be built on, particularly when the new website is up and running. They will concentrate mainly on Facebook and Twitter and will be running a social media campaign over the summer on sustainable food ideas as well as information on the FDT. They hope that this will generate interest in the FDT and hopefully attract new members. A free account with Canva has been created. This is a graphic design platform that is used to create social media graphics and presentations. This will help to maintain the same branding throughout which is instantly recognisable as FDT. Any interested Board members can be added to this account. Board members were invited to send any relevant blogs etc.

10. Second two policies. Approved – sign off.

- The second two policies have been circulated and approved and will be signed off. The next two policies will be circulated.

11. Website (KH & KM)

- The web designers have taken on board the feedback from the FDT and are getting nearer to a final product. It had been suggested that more graphic content was needed and the design company has proposed using an illustrator. The Board were happy with the example from the illustrator and KH will go ahead and get a cost for this from the web design company. It was suggested that a stock of illustrations be built up for future use if necessary.
- There was some question over whether the colours on the FDT logo may need to be changed so as not to contravene accessibility guidelines. The Board were not keen to change the logo so KH will ask the website company to check if this could be worked round.

12. Insurance renewal (KH, CR, IF)

- KH had contacted the insurers to explain that there had been some changes with regard to the number of staff employed by the FDT and that the turnover had increased. There has been no response yet. The renewal date is 26th June.

13. Transport (KH)

a. Electric Vehicle (EV) charging point (Charge Place Scotland – CPS)

- After contacting CPS in January, KH has finally received a response. A meeting is scheduled soon to look at the existing chargers and consider if they can be updated and/or look at potential sites for other chargers to be installed. Maintenance costs for the charging points will be free for the next year. It is hoped that any new chargers can be connected directly to an electricity supply rather than through a third party. QR codes have now been added to the existing chargers so that users do not need to have a CPS card.

b. Bike Maintenance Rack

- KH is still looking in to who owns the land next to the bus stop on Main Street. It was suggested that the Menzies Hall committee might know.

c. Response to Transport Survey

- A link to the results has been circulated to the Board.

14. Membership survey – response (KH)

- KH had put out a survey to find out why the transport event had not been well attended. It was felt that linking FDT events to other events in the village was a good option.

15. Locality - 28th June (GC & KH)

- Locality is a company who provide financial modelling for third sector organisations to help set budgets and plan for the future. They were approached to provide an overall picture to help the Board make decisions about how to allocate money now that larger amounts are involved. This was also partly in response to FDT members' requests to invest some of the income for the future. Graham from Locality will present his conclusions at a meeting on the 28th June by Zoom. This will include the possibility of hiring a financial advisor.

16. Fintry Sustainable Food Festival (KH, KM, AH, FH)

- The idea to have this in two parts with one event being held before the summer has not worked out. The plan now is to join in with the Fintry Fun Day. The date for this is to be confirmed but may be September 9th. There are lots of ideas about what may be included at the event such as – workshops led by Zero Waste Scotland; a smoothie bike provided by Forth Environment Link (FEL) who also suggested speed dating for sharing skills and many other ideas; food exchanges; foraging walk; children's competition. The local seed library and the G63 network are also keen to attend.

17. An exercise: add birthday to FDT calendar. Lots still missing. Add holidays too

- This was a reminder to everyone to add their birthdays and holidays to the calendar and to keep on with the training program.

18. Ideas Bank on One Drive (KH)

- KH has started to put ideas and suggestions into the online Ideas Bank including links for grant funding and asked the Board to add similar ideas.

19. A.O.B.

- a. Staff Holidays –
w/c 3/7 Kirsty holds the fort
w/c 10/7 Staff all away
w/c 17/7 Staff are all back
- b. **ACTION: KH to send list of useful acronyms to SM.**

Next meetings

- Board meeting – 21st June (a short meeting if required)
- Locality Presentation – 28th June 7-9 p.m. (location tbc)
- Board meeting – 26th July