



Minutes of the Board meeting held on

31st July 2024

1. Present/apologies for absence:

- **Present:** Iain Frazer (Treasurer), Fran Hall (Vice-chair), Anne Hislop (Chair), David Howell, Isla Kinnear, Sharon McMurtrie, Kayt Howell (Manager), Kirsty Murray (Administration Officer), Jane Willd (Administration Assistant), Gordon Cowtan (Consultant), Janine Rennie (Financial Consultant)
- **Apologies:** Jo Skabara

2. Welcome Jane

Jane Wild has been appointed as Administration Assistant. AH welcomed JW to the FDT and to her first Board meeting. All present introduced themselves.

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

There were no COIs.

4. Any A.O.B items

- a. Rugby bus sponsorship (KH)
- b. C.E.S conference 12.09.24 (KH, KM, GC)
- c. C.H.P.D. application (KH & GC)

5. Financial report

- a. Monthly report by JR
JR shared her screen and talked the Board through the monthly report on Excel. The June accounts are the last ones in this financial year. The only item of note was a donation to the FDT account to reduce any tax liabilities. Expenditure was fairly low.

Reserved business

- b. Ethical investment and Foundation Scotland meeting 25.09.24 (KH)
A Zoom meeting has been scheduled for 25.09.24 with a presentation from Foundation Scotland which will be very useful in deciding how to invest ethically. There is also a lot of useful information available from OSCR and this includes advice to create an ethical investment policy.
 - i) Extending invitations to past Directors and supporters (KH)
KH proposed inviting past Directors and supporters to the investment meeting. The Board agreed. **ACTION: KH to send out invitations to the meeting with the Zoom link.**

RESERVED BUSINESS

- c. Excuse JR
- d. JR left the meeting.

6. Approve minutes of Board meeting 26.06.24

- The minutes were approved.

7. Actions from last minutes

- a. AMP and Reheat to revisit quotes – done (see Agenda item 8)
- b. Arrange date for Foundation Scotland presentation – this has been set for 25/09/24
- c. Job spec for Triage person (Scott Walker) with Steve – ongoing. **ACTION: GC to look at this before the next Board meeting.**

8. Balgair update (GC)

- The final quote has now been received from Reheat and was around £5K less than their original quote. SL's recommendation is to go ahead with Reheat. GC asked the Board for their approval to go ahead. The Board agreed.
- Work on the optimisation of the boiler is ongoing.
- GC has spoken to the caravan site manager with regard to the sale of the heating system and has sent him the prospectus drawn up by SL. The site manager will forward this to the Managing Director of the company. GC will follow up in a couple of weeks.
- Of the seven outstanding heat contracts, three have been returned, one has been promised and there are three still to be returned. DH asked if a deadline should be set for these to be returned but GC felt that, although it was tidier to have the signed contracts, it was not an issue if they did not get returned. The fact that the system has been in operation for so long means that an unwritten contract is in place.
- IF noted that Nottingham is behind with their payment again and will be chasing this up with them.

9. Grant update (KM)

- EE grants – KM had circulated a report prior to the meeting. Still chasing up some evidence from round 1 and answering questions about round 2.
- Green grants – see Planning and Workload meeting minutes below.

10. Website update (KH,KM)

- Progress – Good progress – the website is now looking good and a meeting with the designers is scheduled next week.
- Board photos – KH asked the Board to send her a short bio to go on the website. **ACTION: Directors to send a short bio to KH.**

11. EV charger replacement (KH)

- See Planning and Workload meeting minutes below.

12. Policies – summer break and review STEP revised policies in Autumn.

- The staff related policies that were reviewed by STEP will be circulated from September (one per month).

13. Any Other Business

- Rugby bus sponsorship (KH) – information had been circulated prior to the meeting. Strathendrick Rugby Club have asked the FDT to sponsor the bus they use to take players to matches. It costs around £16K per year. The Board discussed the request but felt they needed more information. **ACTION: KH to reply and ask for reassurance/evidence that an FDT contribution would result in carbon reduction.**
- C.E.S conference 12.09.24 (KH, KM, GC) - See Planning and Workload meeting minutes below.
- C.H.P.D. application (KH & GC) – CHPD have a fund which pays for consultants' time to give advice on renewable heating systems. KH & GC applied, and the application was approved. The advice will cover new installations and the replacement of older renewable systems.
- Company Secretary – CR resigned at the last meeting, so a new Company Secretary is required. A lot of the responsibilities are notional and covered by the staff. JR also covers some of the tasks required. **ACTION: KH to circulate link to the list of responsibilities again.**
- Directors to be added to FCE and FREE Boards – AH will be added FCE and IF to FREE. **ACTION:GC**

14. Next meeting

- Wednesday 25 September – Ethical investment meeting followed by Board meeting. (To be held by Zoom)

Planning and Workload meeting

- Review the Sort-It DTAS work – KH asked if the Board had looked at the DTAS work and are happy that the FDT has progressed as was advised. The Board agreed.
- Review and approve short-, medium- & long-term goals/workload – KH shared her screen showing a table of ongoing, short-term (May – October), medium-term (1 – 2 years) and long-term (5 years+) goals. The Board looked at the short-term goals and made some decisions as follows:
 - Log grants – it was agreed that these should go ahead again this year. The amount will be determined once the suppliers have finalised this year's prices.

- Fuel payment grants – these will also go ahead again particularly in the light of the recent Government announcement to end fuel payments to pensioners. EAS are geared up and ready to go. The income threshold will remain the same as last year. EAS will contact previous recipients initially and ensure they still qualify for the grants and then publicise for any new applicants. There have been a lot of enquiries at the drop-in events.
- Energy Efficiency grants – the current round ends in March 2025.
- Recruit admin position – done. JW has been appointed as Administration Assistant for six hours per week.
- Green grants for businesses and groups – information about this has been discussed at past meetings and an application form is currently being worked on.
- Replacement EV charger – the Sports Centre have indicated that they would be interested in taking over responsibility of a two-point charger in principle. KH asked the Board if she could go ahead and contact other places in the village (e.g. the kirk, the pub, the Courtyard café) to see if they would be interested in the installation of EV chargers at their premises. The FDT would then facilitate an interaction with the rep from Opcharge.
- Forth Climate Forest investment – this project will be put on hold for now.
- Party Pack – this is now ready to go.
- Fintry Fun Day (31/08/24) – KH felt that there had not been much interest at the last few community events and questioned whether it was worth having a table at the Fun Day. FH said that she would be attending the event anyway and was happy to monitor a table promoting produce sharing as this aspect had been successful last year.
- Green guru – an idea to invite members of the community with experience of renewable technologies to talk to other interested residents. There was a suggestion to link this to the museum talks.
- Staff training – the Board agreed to support the staff attending training events. The staff were asked to identify areas that they feel they need training in and allocate time for it.
- Networking – a lot of invitations are received but it is not possible to accept most of them. GC, KM & KH will be attending an event hosted by Community Energy Scotland in Glasgow on September 12th. They will attend separate workshops and then feedback to each other. IK indicated that she would also like to attend. KH will arrange.
- IT recycling – a lot of items have been collected. KH has requested a collection date from the IT recycling company.

The Board agreed to look at the medium-term goals at a later date.

KH reminded them that they can view the table on One Drive and add any ideas or comments.

- c. Set date to review and amend – the goals will be reviewed at the **end of October**.