

MINUTE

12 MAY 2020

**Minute of meeting of Kilbraur Windfarm Community Benefit Trust
held online through "Zoom" software on Tuesday, 12 May 2020 at 5.30pm
Meeting hosted by VGS/Treasurer of the Kilbraur Windfarm Community Benefit Trust**

Please note that this meeting was held in response to the ongoing Covid-19 situation

PRESENT Ronnie Sim, Iain Miller (Chair), Linda Robichaud (Secretary), Sandy Crawford, Christine Ross (VGS/Treasurer)

OBSERVERS

APOLOGIES Erin Hunter (Falck Renewables), Mary Nicol

ITEM		ACTION
1.0	WELCOME	
1.1	Iain Miller welcomed everyone to the meeting and offered apologies from Mary Nicol and Erin Hunter with whom he had been in touch.	
2.0	APPROVAL OF MINUTES	
2.1	<p>Iain Miller asked for any comments concerning the minutes of the meeting held on 5 May 2020.</p> <p>As no comments were forthcoming the minutes were then approved as an accurate record having been proposed by Iain Miller and seconded by Sandy Crawford.</p>	
3.0	REGISTRATION WITH THE INFORMATION COMMISSIONER'S OFFICE (ICO)	
3.1	<p>CR reported that she had received various communications from CAB. CAB had raised the issue of the data consent form as it currently stands. This included our request for bank details. CR said that CAB were correct in pointing these matters out.</p> <p>It was decided that the Trust would apply to register with the ICO at a cost of £40. The application would require the appointment of one of the Trustees as Data Controller. CR and the Secretary would be data processors.</p> <p>CR pointed out that due to GDPR a separate email account would have to be set up for applications received. The email account would be one that could be accessed by all Trustees, the Secretary and Treasurer. This would avoid any link to private email addresses.</p> <p>The Secretary is to set up a new email address specifically for the Kilbraur Covid-19 Response Fund.</p>	

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	<p>CR is to remove the request for bank details from the form. Bank details will only be requested after an application has been approved.</p> <p>CR stated that the original form asked for the applicant to name a referee. This means we would have to go back to the referee.</p> <p>SC pointed out that he had already signed a couple of forms in his capacity as a member of the Brora Resilience Group.</p> <p>CR said that if a reference was made the referee would see our privacy policy.</p> <p>CR stated that completed applications and consent forms should not be sent to private email addresses. The review of applications could be carried out two or three times a week by Zoom. CR asked if everyone was happy with this process. The Trustees were in agreement.</p> <p>It was decided that the quickest way to set up a dedicated email address would be for the Secretary to use Google.</p> <p>IM said that he was sensitive to the situation regarding Trustees signing off forms – even although they were signed in another approved capacity. It was then decided that applications currently signed by SC and due for approval would not involve participation by SC. IM asked if there was anyone else on the Resilience Group who could sign off. Russell Rekhy and Kathleen Cunningham were suggested but it was pointed out that Russell was not part of the Resilience Group. SC is to ask Russell if he would like to join the Resilience Group.</p> <p>CR said that she would try and get the policies in place by Thursday, 14 May 2020 and the Fund would then be re-launched from that point. It was also necessary for those who had already submitted an application to sign a consent form.</p> <p>IM asked the Secretary to inform Tim Griffiths that there would be changes to the current artwork we had in place.</p> <p>CR said that we would have to take down the publicity we currently had in place. The Trustees said that this would be done.</p>	
	<p>NEXT MEETING It was decided that the next meeting would take place on Thursday, 14 May 2020 at 5.30pm.</p>	
	<p>There being no further business Iain Miller thanked everyone for attending and the meeting closed at 6.00pm.</p>	