

# MINUTE

## 14 MAY 2020

**Minute of meeting of Kilbraur Windfarm Community Benefit Trust  
held online through “Zoom” software on Thursday ,14 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), Erin Hunter (Falck Renewables),

**OBSERVERS** Mary Nicol

**APOLOGIES**

ITEM		ACTION
1.0	<b>WELCOME</b>	
1.1	Iain Miller welcomed everyone to the meeting.	
2.0	<b>UPDATE ON REGISTRATION PROCESS WITH THE ICO</b>	
2.1	<p>Christine reported that Iain Miller was now the main contact for the ICO and that the GDPR privacy statement related to the whole of the Trust's activities and not just to activities relating to the Kilbraur Covid-19 Response Fund.</p> <p>CR pointed out that on the application form a signature from a referee is required e.g Brora Resilience. CR asked if the Trustees were happy if New Start Highland could be added to the list of suitable referees. It was noted that Russell Rekhy works for New Start Highland. The Trustees agreed unanimously that New Start Highland should be added to the list of referees.</p> <p>CR then gave a summary of the situation regarding application enquiries and applications received:</p> <ul style="list-style-type: none"><li>• There had been a request for five application forms – all of these applicants had now received a consent form.</li><li>• A further two applications had been received with an incorrect referee – it would have to be decided as to what to do with these applications.</li><li>• Four more applications had been requested but not yet returned.</li><li>• Six people were on the waiting list for a form.</li></ul>	

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	<p>CR stated that we now need to consider sitting down and assessing the applications.</p> <p>The new forms and correspondence would now be sent to our new gmail address. CR and LR would monitor this account.</p> <p>It was decided that there would be regular zoom minutes and CR could share applications on screen.</p> <p>SC asked if he was disqualified from being a referee. CR said that the two application forms which he had signed could be countersigned – could he confirm with other members of the Brora Resilience Group i.e. could they endorse. CR stated that it would also be best practice if SC were not to be present when the two applications he had signed were being discussed.</p> <p>CR then asked how the Trustees would like to deal with the two applicants who had used their employer as a referee.</p> <p>Following discussion it was unanimously agreed that the referees would only be those organisations stated on the application – this would now include the addition of New Start Highland.</p> <p>CR stated that the data consent form would now be sent to the five original applicants along with the two with the incorrect referee. The form would also be sent to the other ten we know about.</p> <p>It was decided to set a date for the first assessment of the applications. It was confirmed as Monday, 18 May 2020 at 5.30pm by zoom. CR would host the meeting.</p>	
3.0	<b>APPROVAL OF MINUTES</b>	
	<p>Iain Miller asked for any comments concerning the minutes of the meeting held on 12 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>	
4.0	<b>AOCB</b>	
4.1	<p><b>Bank card reader</b> SC stated that he had not received the card reader from the bank. CR would now redo the forms.</p>	
4.2	<b>Rogart Development Trust and Rogart Community Council – funding received</b>	

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	<p>IM hand rung Frank Roach, the Chair of Rogart Community Council regarding funding received from Kilbraur. FR had misunderstood - the funding should have been for the RCC not the Rogart Development Trust (RDT). RS said that we had sent the money to the RDT and said in the explanatory email that it was for the RCC. IM stated that the RDT had taken the money in good faith. IM had, however, cleared up the situation. The secretary is to send FR the minutes of the meetings which were not yet up on our website. These would include minutes relating to the Kilbraur Covid-19 Response Fund. CR said that she had given advice to RCC regarding the money.</p> <p>RS stated that, in general terms, Rogart should be providing input into the decision making processes which were currently being carried out. The Trustees were still awaiting nominations for the Trustee positions from the RCC.</p> <p>It was decided that relevant links would be provided by the secretary which would signpost best practice for Trustees, in general. These links would be to relevant and appropriate organisations.</p> <p>RS said that he had a copy of the Trust Deed along with the amendment regarding the appointment of a Treasurer. He also had a copy of the agreement between Falck and the Highland Regional Council.</p> <p>IM is to forward email from RDT to FR – this was decided unanimously.</p>	
4.3	<p><b>Trustee Mary Nicol</b> The secretary is to send an email from all the Trustees regarding condolences on the passing of her mother.</p>	
	<p><b>NEXT MEETING</b> <b>It was decided that the next meeting would take place on Monday, 18 May 2020 at 5.30pm.</b></p>	
	<p>There being no further business Iain Miller thanked everyone for attending and the meeting closed at 6.00pm.</p>	