

MINUTE 4 FEBRUARY 2021

**Minute of meeting of Kilbraur Windfarm Community Benefit Trust
held online through “Zoom” software on Thursday, 4 February 2021 at 6.30pm
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 Sandy Crawford, Linda Robichaud (Secretary), Christine Ross (part of meeting-VGS/Treasurer), Frank Roach, Liz Allan, Iain Miller (Chair), Mary Nicol

OBSERVERS Erin Hunter – (Falck Renewables)

APOLOGIES Ronnie Sim

ITEM		ACTION
1.0	WELCOME AND APOLOGIES	
1.1	Iain Miller welcomed everyone to the meeting. Apologies had been received from Ronnie Sim.	
2.0	DECLARATION OF INTERESTS	
	IM stated that any declaration of interest should be made at the appropriate time during the meeting.	
3.0	DISCUSSION/APPROVAL OF APPLICATIONS RECEIVED TO THE KILBRAUR COVID-19 RESPONSE FUND AS AT 4 FEBRUARY 2021	
	CR introduced the applications. After discussion the following decisions were made: <ul style="list-style-type: none"> 1. £400 awarded to KW9 2. £250 awarded to KW10 	

	It was noted that there had been another enquiry but they were ineligible as they lived outside the area of benefit.	
4.0	KILBRAUR COVID-19 RESPONSE FUND - advertising in the Northern Times	
	Following discussion it was decided that there was no requirement for an advert to be placed in the “Northern Times”. This was due to the fact that Golspie and Brora had already advertised the fund on Facebook. LA is going to put the advert on a suitable Rogart Facebook page. MN would put a poster in the Rogart garage window and FR would put a poster in the Rogart shop. Posters would also be put up in Golspie and Brora.	
5.0	PROCEDURE FOR KILBRAUR COVID-19 RESPONSE FUND	

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	<p>Prior to the meeting the secretary had furnished the Trustees with Paper KT21-004. This contained a flow chart of the procedure along with copies of:</p> <ul style="list-style-type: none"> • Initial questions sheet when answering telephone enquiries • Template for responding to email enquiries (used by CR) • Application form • Data consent form • Data protection and GDPR Privacy Statement <p>The procedure was accepted.</p>	
	CR left the meeting at 18.59	
6.0	UPDATE ON MAIN FUND APPLICATIONS	
6.1	<p>Application ref: 2020/21/010 – Sutherland Stepping Stones A communication had been received by IM regarding planning. Although it was not what was requested it was felt that it would suffice.</p> <p>SC had contacted AH of Sutherland Stepping Stones regarding a Fire Certificate. He was assured that the organisation regularly has a fire person on the premises.</p> <p>Following discussion it was proposed that an award of £10,000 be made. The proposal was supported unanimously. The Secretary was requested to state in the outcome letter that this award took into consideration the evidence sent by Sutherland Stepping Stones stating that no planning permission was required. It was decided that SC could verbally inform Sutherland Stepping Stones of the outcome and that a letter would follow.</p>	
6.2	<p>Application ref: 2020/21/011 – Golspie ELC It was decided that SC would speak to Golspie ELC regarding clarification of the VAT element of the application.</p>	
7.0	GOVERNANCE REVIEW	
	<p>FR reported that he had dropped off some completed forms to CR.</p> <p>It was pointed out regarding the induction sheet that CR had made known that some items would have been completed verbally and that she needed to make changes to the induction form.</p>	
8.0	AOCB	
8.1	<p>Brora Social Amenities Group - application ref: 2019/20/029 Ronnie Sim had reported to IM prior to the meeting that the Masonic Hall building had been sold to Craig Mackay and that the Brora Social Amenities Group would therefore like to withdraw their application for</p>	

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	funding from the Trust.	
8.2	<p>Sandpiper Trust IM had seen an article in the Northern Times relating to the Sandpiper Trust. They provide emergency response bags of a value of £2,500 for use by first responders.</p> <p>IM asked if he could inform Henrietta Marriot that she could make an application to the Trust. Henrietta is a first responder.</p> <p>Following discussion it was decided that IM could contact Henrietta to inform her that she could submit an application.</p>	
8.3	<p>Year end accounts</p> <p>FR had a question to ask on behalf of CR in relation to the year end accounts. Once clarified CR would submit the year end accounts to the Trust's accountants, Mackay & Co. This related to items on the "committed funds sheet". The year end accounts had been distributed to the Trustees earlier in the day. It was decided that the outstanding Go Golspie application should be removed as they had not responded to the Trust's request for further information.</p>	
9.0	<p>AGENDA ITEMS FOR NEXT MEETING</p> <p>It was decided that the following items would be put on the agenda:</p> <ul style="list-style-type: none"> - Year end accounts - Golspie ELC application review - Doll Hall Association application 2020/21/013 review 	
10.0	<p>Date of next meeting A Zoom meeting will be held next Thursday, 11 February 2021.</p>	
	There being no further business Iain Miller thanked everyone for attending and the meeting closed at 7.30pm.	