

MINUTE

14 JANUARY 2016

**Draft minute of meeting of Kilbraur Wind Farm Community Benefit Trust
held on Thursday, 14 January 2016
at The Golspie Heritage Centre, Golspie at 7.30pm**

PRESENT Bob Meeres (Chair), Campbell Port (Vice-chair), Ronnie Sim (Treasurer), Iain Miller, Bill Honeyman, Linda Robichaud (Secretary)

APOLOGIES Jonathan Hedges, Hannah Brown (Falck Renewables),
OBSERVERS

| ITEM | | ACTION |
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| 1 | WELCOME AND APOLOGIES | |
| | Bob Meeres welcomed everyone to the meeting. Apologies had been received from Jonathan Hedges and Hannah Brown (Falck Renewables). | |
| 2 | MINUTES OF MEETING 24 SEPTEMBER 2015 | |
| | Bob Meeres asked for any comments concerning the minute. No comments were forthcoming. The minute was then approved as an accurate record having been proposed by Campbell Port and seconded by Iain Miller. | |
| 3 | TREASURER'S REPORT | |
| | The Treasurer, Ronnie Sim, provided a handout giving a comprehensive breakdown of the current financial position of the Trust. The Chair, Bob Meeres, thanked the Treasurer on behalf of the Trustees for all his diligent work in the preparation of the accounts for the Trust. | |
| 4 | REVIEW OF APPLICATIONS RECEIVED | |
| 4.1 | Application reference: 2015/16/026 Submitted by: Sutherland Stepping Stones Children's Centre (formerly Gaarfields) Amount requested: £5,000 Bob Meeres gave a brief summary of the background to the application: following discussion at the Trustees' meeting of 24 September 2015 regarding application 2014/15/013 from Gaarfields for which an award of £5,000 had been made but unclaimed and with the work of the project being carried out within the specified timeframe of one year - the Trustees had requested that Gaarfields should be written to and asked to re-submit their application for the same amount. Application reference 2015/16/026 represented the re-submitted application. It was also noted that Gaarfields now went under the name of | |

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| | <p>Sutherland Stepping Stones Children's Centre.</p> <p>Following discussion it was proposed that an award of £5,000 be made. The proposal was supported unanimously.</p> | |
| 4.2 | <p>Application reference: 2015/16/027 Submitted by: Brora Golf Club Amount requested/total project costs: £9,537.60</p> <p>It was noted that previous applications had been made by the organisation:</p> <p>i) application ref: 2010/11/028 for which an award of £10,000 was made for a fairway mower.</p> <p>ii) application ref: 2012/13/011 for which an award of £10,000 was made towards a replacement greens mower.</p> <p>iii) application ref: 2014/15/006. This application was withdrawn on 20/3/14 by email.</p> <p>iv) application ref: 2014/15/019 for which an award of £10,000 was made for replacement carpeting.</p> <p>iv) application ref: 2015/16/002 for which an award of £10,000 was made towards new curtains and furniture to complete refurbishment.</p> <p>Bob Meeres gave a brief summary of the application: the Brora Golf Club aims to provide the best possible playing and social/hospitality services for golfers. They now require funding for drainage in order to resolve the flooding problems alongside the 17th hole.</p> <p>Ronnie Sim then provided video footage of the flooding issue in order to give the Trustees a greater appreciation of the situation.</p> <p>Following discussion it was proposed that an award of £8,000 be made. The proposal was supported unanimously.</p> | |

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| 4.3 | <p>Application reference: 2015/16/028 Submitted by: Brora Community Centre Amount requested: £3,720</p> <p>It was noted that a previous application had been made to the Trust – application reference: 2013/14/031 for which an award of £7,951.60 was made for tables and chairs.</p> <p>Bob Meeres gave a brief summary of the application: The Brora Community Centre currently has twelve paid-up member groups and can offer lettings for such activities as public meetings and youth work. They aim to increase their lettings but the present flooring looks unsightly and is a tripping hazard. They now require funding for the removal, disposal, supply and fitting of new flooring.</p> <p>Following discussion it was proposed that an award of £3,720 be made. The proposal was supported unanimously.</p> | |
| 4.4 | <p>Application reference: 2015/16/029 Submitted by: East Sutherland Camera Club Amount requested: £1,335</p> <p>It was noted that a previous application had been made by the East Sutherland Camera Club - application ref: 2011/12/013 for which an award of £2,658 had been made towards a digital suite.</p> <p>Bob Meeres gave a brief summary of the application: the object of the East Sutherland Camera Club is to “promote the study, practice, and knowledge of the art of photography in East Sutherland.” The club now require funding for the upgrading of their computing capacity; the replacement of their projection screen and the updating of software.</p> <p>Following discussion it was proposed that an award of £1,230 be made. The proposal was supported unanimously.</p> | |
| 4.5 | <p>Application reference: 2015/16/030 Submitted by: Fascally Park Development Group Amount requested: £10,000</p> <p>Bob Meeres gave a brief summary of the application: the aims of the Fascally Park Development Group include the advancement of public participation in sport and the provision of recreational activities. The group now require funding to upgrade and add to the existing play facility at Fascally Park.</p> <p>Ronnie Sim began the discussion by informing the Trustees that he had spoken to George Duncan, chair of the Fascally Development Group regarding the project.</p> | |

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| | <p>Following discussion it was decided that in order to move matters forward regarding the application the secretary should write to the group and highlight:</p> <ul style="list-style-type: none"> a) that while the Trustees feel the concept of the group to provide upgraded facilities for the community of Brora is entirely positive they do have some very strong reservations about the overall project. These reservations are based around the location of the site and as a result of this who, exactly, will frequent the facilities. Due to these potential shortcomings, it should be stated that the Trustees cannot commit to providing support to this project at this point in time. b) that part of the decision making process would also depend on clarification of support from other funders highlighted in the application. It should be mentioned that the Trustees would like to receive this information when available. c) that we would like to ask that the group provide a list of their Trustees | |
| 5.0 | CORRESPONDENCE IN | |
| 5.1 | <p><i>VG-ES</i> The Secretary informed the Trustees that the annual membership of £10 was due to VG-ES. The Treasurer, Ronnie Sim, informed the Trustees that a cheque would be written in payment.</p> | |
| 5.2 | <p><i>Rory Baldwin (Designlike)</i> An email had been received from Rory Baldwin by the secretary regarding the hosting of the Trust's website. In his email Rory stated that due to his workload ie now being in full time employment, his system of support was now changing for his clients at Designlike, of which the Trust is one. Hosting renewals will now be processed in October of each year and duly invoiced. An invoice had been attached to the email received. This covered hosting, maintenance and domain name renewal for the Trust's website. The Treasurer now had a copy for payment. Rory also gave the Trustees the option to have control of their own hosting. It was decided to continue with Rory. The Secretary would get in touch with Rory and discuss matters further regarding moving forward the website and options on an email address.</p> | |
| 5.3 | <p><i>Golspie Community Council – outside gym – application reference: 2014/15/027</i></p> <p>An email had been circulated regarding the above application. Due to an error by the supplying company regarding the double sit up bench the</p> | |

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| | company was now offering to supply a double Air Skier at the same price as the double sit up bench with the Air Skier being a more expensive item. It was proposed that the change of equipment be approved. The proposal was supported unanimously. | |
| 5.4 | <p><i>Sutherland Sports Council (SSC)</i></p> <p>A letter had been received from SSC in respect of their supported travel scheme. In the letter a request was made for an extension to their grant from the Trust to the 31 January 2017. It was proposed that an extension be given. The proposal was supported unanimously. The Trustees requested that in the reply letter to the SSC that the secretary should also mention that the Trustees are happy to support the three trophies and leave these to the SSC's decision.</p> | |
| 6.0 | AOCB | |
| 6.1 | <p><i>Advert in Northern Times</i></p> <p>The next advert would be placed in the 28 January 2016 edition of the Northern Times.</p> | |
| 6.2 | <p><i>Logo</i></p> <p>It was decided that pricing for decals containing the new Trust logo should be obtained for the following size and quantities: A4 for 100 off, 150 off and 200 off. The decals would then be made available to successful applicants for display as appropriate once payment of an award had been made to an organisation. It was also decided that decals would be given out retrospectively to previously successful organisations.</p> | |
| 6.3 | <p><i>Expiry dates for successful applicants</i></p> <p>The Treasurer, Ronnie Sim, informed the Trustees that normal practice for those applicants who had been notified of an award but had not yet made a claim by their approaching deadline - is to contact the organisation by email six to eight weeks prior to the expiry date of the award.</p> | |
| 6.4 | <p>██████████ and Platform PR</p> <p>It was decided that Platform PR, the PR company used by Falck Renewables, should be informed of the purpose of the award made to ██████████ as it was felt that it may make a suitable and interesting press release.</p> | |
| 6.5 | <p><i>Training grant request</i></p> <p>A request had been received regarding individual funding towards chainsaw certification. It was stated in the request that after completion of the training employment would be immediate. It was decided that the Secretary should write a letter in reply requesting that in order to receive</p> | |

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| | £500 towards the funding of the certification copies of the certificates of completion along with receipted invoices should be sent to the Treasurer of the Trust. | |
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| 7.0 | CLOSING DATES FOR NEXT ROUNDS OF APPLICATIONS | |
| | The closing date for the next round of applications was confirmed as 26 February 2016 | |
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| 8.0 | AGENDA ITEMS FOR NEXT MEETING | |
| | <ul style="list-style-type: none"> - Year end draft accounts - Time requirement for Trust documents to be kept - Appointment of new Chair and Vice-chair | |
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| 9.0 | DATE FOR NEXT MEETING | |
| | The date of the next meeting was confirmed as Thursday, 14 April 2016. | |
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| | There being no further business Bob Meeres thanked everyone for attending and the meeting closed. | |