

MINUTE 22 APRIL 2021

**Minute of main meeting of Kilbraur Windfarm Community Benefit Trust
held online through “Zoom” software on Thursday, 22 April 2021 at 6.30pm
Meeting hosted by VGS/Treasurer of the Kilbraur Windfarm Community Benefit Trust**

PRESENT	Ronnie Sim (part), Iain Miller (Chair - part), Linda Robichaud (Secretary), Sandy Crawford, Mary Nicol, Christine Ross (VGS/Treasurer), Frank Roach (Chair – part), Liz Allan
APOLOGIES	Cllr Jim McGillivray
OBSERVERS	Erin Murchie (Falck Renewables), Cllr Richard Gale (part), Jenny MacPherson (part)

ITEM		ACTION
1.0	WELCOME AND APOLOGIES	
1.1	Iain Miller welcomed everyone to the meeting. The Secretary informed everyone that Cllr McGillivray was hoping to attend if not held up with lambing. There were no other apologies.	
2.0	DECLARATION OF INTEREST	
	It was agreed that the Trustees would declare interests as the meeting progressed.	
3.0	WEBSITE AND EMAIL	
	Jenny reported that the Trust could still have the same email address and that she had received all the Covid minutes from the Secretary. Jenny also had three videos which she would include on the website. If anyone tries to access our old website address they will automatically be pointed to our new website.	
	Ronnie joined the meeting at 18.37	
	Jenny had paid for Wordpress and had sent an invoice to Christine for reimbursement. Following discussion it was decided, by vote, that Christine could apply for a Credit Card for the Trust. Jenny concluded by saying that the new website, www.kilbraur.com , was live but that it would take a couple of days to be “seen” and should be available by the end of the weekend.	
	MN joined the meeting at 18.40 and Jenny left the meeting at 18.42.	
4.0	ELECTION OF NEW CHAIR AND VICE-CHAIR	

MINUTE 22 APRIL 2021

	<p>It now fell upon the Trustees to confirm the position of Chair from Rogart and Vice Chair from Brora. Frank Roach, Rogart, was confirmed as the new Chair having being proposed by Iain Miller and seconded by Sandy Crawford.</p> <p>Sandy Crawford, Brora, was confirmed as the Vice Chair having been proposed by Iain Miller and seconded by Mary Nicol.</p> <p>Frank Roach now took over the chairing of the meeting from Iain Miller.</p>	
5.0	MINUTES	
5.1	<p>Minute of 8 April 2021 meeting</p> <p>Frank Roach asked for any comments concerning the minute. A change of wording was requested at item 10.1. It now becomes: "SC reported that Nick Lindsay would be able to obtain a separate invoice from the contractor relating to the work supported by the Trust". The secretary would make the amendment. As no further comments were forthcoming the minute was then approved as an accurate record having been proposed by Sandy Crawford and seconded by Iain Miller.</p>	
6.0	TREASURER'S REPORT	
6.1	<p>Year end accounts</p> <p>CR reported that the year end accounts just needed to be signed off by SC and RS. This was to be arranged for after the meeting.</p> <p>The process for dealing with the year end accounts involved the Trustees approving the accounts in final form and then the accounts being signed by the accountant. The accounts would then be formally adopted at the Annual Public Meeting.</p>	
6.2	<p>General Update</p> <p>CR provided a general update on the financial position. RS requested that the accountants Mackay & Co submit the OSCR return. This was agreed.</p>	
7.0	GOVERNANCE REVIEW	
7.1	<p>Date for Annual Public Meeting</p> <p>It was decided that the Annual Public meeting would take place online, by Zoom, on Thursday 20 May 2021 at 6.30pm.</p> <p>It was also decided that the Secretary would draft an advert for approval by the Trustees. The advert would relate to the Annual Public Meeting and would be placed in the Northern Times in the 30 April 2021 issue. It would include the Trust's email address along with the Trust's new website address. The advert would also be used on social media. The advert would</p>	

MINUTE 22 APRIL 2021

	invite members of the public to register their attendance by email. A link to the Zoom meeting would be provided when available after registration.	
7.2	Limit for grants Following discussion it was decided that the new text for the application form be accepted having been proposed by Sandy Crawford and seconded by Liz Allan.	
7.3	Items for adoption	
	The following documents were adopted having been proposed by Mary Nicol and seconded by Iain Miller. <ol style="list-style-type: none"> 1. Privacy statement 2. Conflict of interest policy 3. Procedure we have for induction which includes declaration of interest form 4. Grant making and monitoring policy <p>The schedule for the review of documents was also approved.</p>	
7.4	Induction process	
	All Trustees had completed the induction process which comprised of: <ol style="list-style-type: none"> 1. Completion of the trustee eligibility form 2. Completion of declaration of interest form 3. Confirmation of receipt of trust deed, variation and agreement with the Highland Council 4. Confirmation of receipt of grant making and monitoring policies 5. Confirmation of receipt of OSCR good practice guide <p>These documents would be reviewed on an annual basis.</p> <p>SC raised the issue of having a “booklet” with links so that everything was in one place. It was decided that a hard copy would be made available and would either be in a ring binder or booklet format. The documentation is to include a hard copy of the OSCR Good Practice Guide. The Secretary would liaise with CR to carry out this task.</p>	
8.0	REVIEW OF ANY APPLICATIONS/ PROCESS FOR COVID-19 RESPONSE FUND	
	There was no discussion under this item apart from FR asking what would happen to any money “left over” from the fund. EH said that it could go into the main fund.	

MINUTE 22 APRIL 2021

9.0 and 10.0	<p>REVIEW OF APPLICATIONS RECEIVED WITH CLOSING DATE END OF FEBRUARY 2021</p> <p>Please note that items 9 and 10 on the agenda were discussed together.</p>	
9.1	<p>Application reference: 2021/22/001 Submitted by: Golspie Primary School Parent Council Amount requested: £7,771</p> <p>SC declared a conflict of interest.</p> <p>IM had circulated, prior to the meeting, information which he had received from the Parent Council today.</p> <p>IM had been asked to clarify if the application was for new equipment and not for equipment which had been financed in 2012 by the Trust. IM reported that it was for new equipment.</p> <p>Following discussion it was decided that the Secretary would send a holding email as FR and IM would be looking at the application information in depth.</p>	
9.2	<p>Application reference: 2021/22/002 Submitted by: Brora Community Enterprises Amount requested: £19,000</p> <p>Following discussion it was proposed that the application be declined. The proposal was supported unanimously.</p>	
9.3	<p>Application reference: 2021/22/003 Submitted by: Sandpiper Trust Amount requested: To be clarified</p> <p>Application ref: 2021/22/003 had now been replaced by application ref: 2021/21/003A which had been submitted in the name of Marriotts Highland Wild Swimming for The Sandpiper Trust. The amount requested was clarified as being £2,800.</p> <p>Following discussion it was decided that the secretary should get in touch with the applicant to request further information. This comprised of a copy of their constitution and accounts as well as bank details and the name of a second signatory.</p>	
9.4	<p>Application reference: 2021/22/004</p>	

MINUTE 22 APRIL 2021

	<p>Submitted by: Brora Rangers Youth Initiative Amount requested: £10,000</p> <p>The application which had been received from the Brora Rangers Youth Initiative had now been replaced with an application in the name of Brora Rangers. This now becomes application ref: 2021/22/004.</p> <p>Following discussion it was decided that a decision would be deferred until CR received a response from OSCR regarding the application.</p>	
11.0	CLYNE HERITAGE SOCIETY	
	<p>RS declared a conflict of interest as he is an honorary member of the society and did not vote.</p> <p>Following discussion it was proposed that an award of £10k be made subject to a separate invoice being provided by the contractor outlining the work supported by the Trust. Photography of this completed element of the project would also be required. The proposal was supported unanimously by those voting.</p>	
12.0	GOLSPIE SUTHERLAND FC	
	<p>IM reported that he had been contacted by Golspie Sutherland FC regarding the situation the club finds itself in due to Covid-19. IM had circulated an email.</p> <p>Following discussion it was decided that IM would contact the Club to find out further general information as well as ascertaining if they had received any government funding due to Covid-19.</p>	
13.0	MICROGRANTS	
	<p>As is customary at this time of the year the Community Councils are asked to provide a report of their usage of the Kilbraur microgrants for the previous year.</p>	
	Richard Gale left the meeting at 20.13	
	<p>Following discussion it was decided that the Secretary should email the Treasurer with the Secretary copied for each of the Community Councils to request a report of their usage.</p>	
14.0	DATE OF NEXT MEETING	
	6 May 2021.	

MINUTE 22 APRIL 2021

15.0	ADVERTISING FOR CLOSING DATE OF NEXT ROUND OF APPLICATIONS	
	The Secretary would proceed with the preparation of the advertising.	
16.0	AOCB	
16.1	<p>Ronnie Sim RS stated that he had been in touch with IM to advise him that he would be stepping down as a Trustee as from close of business this evening. This was due to personal circumstances. RS would send a formal email to the Secretary informing the Trust of his “stepping down”.</p> <p>Tribute was then paid to RS for his tenure by IM. IM stated that it was very sad that RS had to leave us as he had supported us so admirably over the years and had even saved us money by providing us his time gratis for his Treasurer responsibilities. He had been a steady hand and IM was very sorry that RS had to step down due to such personal circumstances.</p> <p>SC stated that he felt the same as IM regarding RS and added that RS was an asset that will be sorely missed.</p> <p>EM, on behalf of Falck Renewables, thanked RS for all his hard work and that he will be missed.</p> <p>RS said that he had enjoyed every minute of his involvement with the Trust.</p>	
	RS and FR left the meeting at 20.31	
16.2	<p>Secretarial/admin situation SC stated that there was an increasing amount of admin work to be dealt with and that the Trustees need to make sure that the Secretary is paid properly to do the job properly. IM supported SC. IM stated that Christine’s input had been invaluable.</p> <p>It was decided that the situation would be reviewed as an agenda item. It would take place at the end of a meeting with neither the Treasurer or Secretary present.</p>	
17.0	AGENDA ITEMS FOR NEXT MEETING	
	- Review of situation regarding Secretary/Treasurer	
	IM left the meeting and LA thanked IM for all his kind assistance when she first joined as a Trustee. Everyone present expressed their thanks for IM’s hard work during his tenure as Chair.	

MINUTE
22 APRIL 2021

	There being no further business the meeting closed at 20.36.	