

# MINUTE 15 NOVEMBER 2021

**Minute of main meeting of Kilbraur Windfarm Community Benefit Trust  
held online through “Zoom” software on Monday, 15 November 2021 at 7.00pm  
Meeting hosted by VGS/Treasurer of the Kilbraur Windfarm Community Benefit Trust**

---

<b>PRESENT</b>	Iain Miller, Linda Robichaud (Secretary), Christine Ross (VGS/Treasurer), Frank Roach (Chair), Liz Allan, Margaret Mackintosh, George Gunn
<b>APOLOGIES</b>	Mary Nicol (ongoing), Cllr Deirdre Mackay, Cllr Richard Gale
<b>OBSERVERS</b>	Erin Murchie (Falck Renewables – part of meeting), Cllr Jim McGillivray

---

ITEM		ACTION
1.0	<b>FORMAL APPOINTMENT OF BRORA NOMINEES AS TRUSTEES</b>	
	FR proposed that the Trustees appoint George Gunn and Margaret Mackintosh as Trustees representing Brora. The proposal was seconded by Iain Miller.  GG and MM were then welcomed by everyone to the Trust.	
2.0	<b>WELCOME AND APOLOGIES</b>	
	Frank Roach welcomed everyone present to the meeting. Apologies had been received from Mary Nicol (ongoing), Cllr Deirdre Mackay and Cllr Richard Gale	
3.0	<b>DECLARATION OF INTEREST</b>	
	It was decided that any declaration of interest would be made by a Trustee at the appropriate point in the meeting	
4.0	<b>MINUTES AND MATTERS ARISING</b>	
	<b>Minute of 18 October 2021 meeting</b> Frank Roach asked for any comments concerning the minute. MM pointed out two typing errors – the duplication of the word “comment” under item 3.1 and the misspelling of her surname under item 7.0. The Secretary said that she would make the changes before posting the minute on the Kilbraur Windfarm CBT website.  As no further comments were forthcoming the minute was then approved as an accurate record having been proposed by Liz Allan and seconded by Iain Miller.  <b>Matters arising</b> FR brought up the topic of the “Trust Deed”. It was decided that this would be on the agenda for the next meeting of the Trustees.	
5.0	<b>TREASURER’S REPORT</b>	
	The Treasurer had, prior to the meeting, circulated a comprehensive report of the financial situation of the Trust.	

# MINUTE 15 NOVEMBER 2021

ITEM		ACTION
	<p>Highlights from the Treasurer's report included:</p> <ul style="list-style-type: none"> <li>• The income for the whole year had now been received from Falck Renewables. The amount received was marginally down from the previous year.</li> </ul> <p>IM asked the Treasurer how much Golspie Community Council still had available to award regarding the Path Maintenance Grant. The amount was confirmed as £354.</p> <p>CR pointed out that there would be a potential issue if Rogart and Brora were not to claim from the Path Maintenance Fund.</p> <p>FR asked if any unused funds could be "rolled over".</p> <p>Following discussion it was decided that the situation regarding the Path Maintenance Fund usage would be reviewed after three years.</p>	
6.0	<b>GOVERNANCE REVIEW</b>	
6.1	<p><b>Trust Deed/SCIO</b> CR suggested a future agenda item to be Trust Deed/SCIO.</p> <p>IM suggested that a separate meeting be held to discuss the Trust Deed only. This was agreed.</p> <p>CR provided background information to the situation.</p>	
6.2	<p><b>Smaller Grants</b> The Secretary is working with CR on this matter to reaffirm that we have clear guidelines readily available for applicants.</p>	
7.0	<b>APPLICATIONS RECEIVED WITH CLOSING DATE 27 AUGUST 2021</b>	
7.1	<p><b>Application reference: 2021/22/016</b> Submitted by: Highland Food and Drink Club Amount requested: £2,500</p> <p>FR began by providing a brief summary of the application. One of the aims of the group is to promote/showcase local food &amp; drink producers and hospitality outlets. They now require funding for marketing materials.</p> <p>Following discussion it was proposed that the application be declined. The proposal was supported unanimously.</p>	
8.0	<b>REVIEW OF APPLICATIONS / PROCESS FOR COVID-19 RESPONSE FUND</b>	

# MINUTE 15 NOVEMBER 2021

ITEM		ACTION
	<p><b>Note:</b> At our meeting of the 18 October 2021, it was decided that the applications received from the Brora Social Amenities Group and the Brora Senior Citizens Xmas Party Group (application ref: 2021/22/014) would be dealt with in a manner different to what we would normally do. This was covered in Paper KT21-054.</p> <p style="text-align: center;"><b>EM joined the meeting at 19.28</b></p>	
8.1	<p><b>Brora Social Amenities Group/Russell Rehky</b> George Gunn declared an interest as a member of the group.</p> <p>The discussion took a wider perspective and IM provided background to the situation last year where each of Golspie, Brora and Rogart were awarded funds from the Kilbraur Covid-19 Response Fund.</p> <p>CR confirmed that £7,500 was outstanding from the Kilbraur Covid-19 Response Fund.</p> <p>Following discussion it was agreed that £2,500 should be distributed to each of Rogart, Golspie and Brora.</p> <p>It was decided that CR would deal with Rogart and Golspie. The expectation being that the Rogart funds would be allocated to the Rogart Community Council for the children and to the Rogart Entertainment Committee for the Senior Citizens.</p> <p>The expectation for Golspie was that funding would be given to the Golspie Fire Brigade. This was due to their inability to fundraise due to the Covid-19 situation. The funds would be used for benevolent Christmas costs for the community.</p> <p>The Brora allocation would be split between the Brora Social Amenities Group/Russell Rehky and the Brora Senior Citizens Xmas Party Group. £1,500 would be provided to the Brora Social Amenities Group/Russell Rehky with the proviso that the cost of the present per child be reduced. The balance of £1,000 would go to the Brora Senior Citizens Xmas Party Group. GG would help move the Brora situation forward.</p>	
8.2	<p><b>Brora Senior Citizens Xmas Party Group</b></p> <p>Brora Senior Citizens Xmas Party Group would receive funding of £1,000 which would come out of the £2,500 allocation to Brora. (see 8.1 above).</p>	
9.0	<p><b>UPDATE ON OUTSTANDING APPLICATIONS</b></p>	
9.1	<p><b>SOAP - Application ref: 2020/21/016A</b></p> <p>The Secretary had received a reply following a request for further information. The reply formed paper KT21-055 which had been circulated prior to the meeting.</p> <p>Following discussion it was decided that the Secretary would write again to SOAP requesting the same information as in the previous</p>	

# MINUTE 15 NOVEMBER 2021

ITEM		ACTION
	letter. This would cover the following areas – a request for two estimates with detail and a breakdown of the other funders. SOAP would also be reminded of the 80% rule.	
9.2	<b>Highland Wildcat – Application ref: 2021/22/011</b>	
	Following discussion it was proposed that £2,400 be awarded. The proposal was supported unanimously. It was also decided that CR would inform Highland Wildcat that £354 remained in the Path Maintenance Fund for Golspie.	
9.3	<b>Golspie Community Council – application ref: 2021/22/010</b> IM declared an interest as a member of Golspie Community Council.  Funding was required for the installation of benches which had been provided by NatureScot, the updating of cladding of seats and re-erection of signage.  As the amount requested was £1,800 and therefore under the £2,500 threshold - this meant the award could be made in full if desired.  It was proposed that £1,800 be awarded. The proposal was supported unanimously by those eligible to vote. IM was not eligible to vote.	
10.0	<b>DATE OF NEXT MEETING</b>	
	It was decided that the next meeting would take place on the 17 January 2022. It was also tentatively decided that the pre-meeting would take place on the 31 January 2022. This date would be reviewed at the meeting of the 17 January 2022.	
11.0	<b>AOCB</b>	
11.1	<b>Disposal of Kilbraur Windfarm CBT old paperwork</b> The Secretary asked for guidance as to how long paperwork relating to the Trust should be kept and subsequently how it should be securely disposed.  It was agreed that any paperwork over six years old should be destroyed, FR felt that the best way to destroy the paperwork would be by burning. The secretary felt that this was impractical for her and that perhaps a company with services like Iron Mountain may be suitable. The Secretary would first quantify the amount to be destroyed and then seek further advice from the Trustees.	

# MINUTE 15 NOVEMBER 2021

ITEM		ACTION
11.2	<p><b>Forthcoming application from Rogart</b>            LA informed the Trustees that the Rogart School would soon be submitting an application regarding a car kit project.</p>	
12.0	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>It was agreed that the meeting would contain only one agenda item – the Trust Deed.</p> <p>A PDF of the Trust Deed is to be circulated to everyone a week before the next meeting</p> <p>FR queried as to whether legal advice would be required. FR then suggested distributing a model SCIO constitution which would allow Erin to run it by the Falck Renewables legal team.</p>	
	There being no further business the meeting closed at 20.30.	