

# MINUTE 21 FEBRUARY 2022

## Minute of Main Meeting

Kilbraur Windfarm Community Benefit Trust

held online through “Zoom” software on Monday, 21 February 2022 at 18.00

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 Macintosh, George Gunn (part)
<b>APOLOGIES</b>	Cllr Richard Gale, Cllr Jim McGillivray
<b>OBSERVERS</b>	Erin Murchie (Falck Renewables)

		<b>ACTION</b>
1.0	<b>Welcome and apologies</b> FR welcomed everyone to the meeting.  Apologies had been received from Cllr Richard Gale and Jim McGillivray.	
2.0	<b>DECLARATION OF INTEREST</b>  It was agreed that any declaration of interest should be made at the appropriate time during the meeting.	
3.0	<b>MINUTES</b>  <b>15 NOVEMBER 2021</b> Frank Roach asked for any comments concerning the minute. As no comments were forthcoming the minute was then approved as an accurate record having been proposed by Margaret Macintosh and seconded by Liz Allan.  <b>Matters arising – item 8.1 on minute</b> FR asked if the £2,500 distribution to each of the communities of Rogart, Brora and Golspie had gone ahead. It was reported that £570 had been given to Rogart Community for the children of the village. The money ultimately went to the Rogart PTA. The children would be writing a “thank you” to the Trustees.  The Rogart Entertainment Committee would use the £1,930 allocated to them between now and December 2022 for their next Christmas dinner. The Entertainment Committee would acknowledge the funding in due course.  <b>Matters arising – item 11.1 on minute</b> It was decided that the Secretary should get a quote from Iron Mountain regarding the disposal of old paperwork.	

**MINUTE  
21 FEBRUARY 2022**

		<b>ACTION</b>
	<p>It was reported that the Brora children's party could not go ahead. It had asked if the funding could be carried over. The Senior Citizen's Xmas Party went ahead. GG is to follow up to find out more about how the money was spent.</p> <p>IM is to contact Doushtie to find out more about the usage of the funding received by the Golspie Fire Brigade.</p>	
3.2	<p><b>17 JANUARY 2022</b></p> <p>Frank Roach asked for any comments concerning the minute. There was a typo under item 1.0 regarding the spelling of "council". The secretary would make the change before it was uploaded to the Kilbraur 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.</p>	
3.3	<p><b>31 JANUARY 2022</b></p> <p>Frank Roach asked for any comments concerning the minute. As no further comments were forthcoming the minute was then approved as an accurate record having been proposed by Iain Miller and seconded by Liz Allan.</p> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>a. The Secretary was liaising with IM regarding a letter to Mary Nicol.</li> <li>b. FR asked if there was any update as to who would be financing any legal work involved in the establishment of a SCIO. EM stated that she would be discussing the matter tomorrow with Richard Dibley.</li> <li>c. IM reported that the "medical response bag" which had been provided to Henrietta Marriott is to have a badge embroidered on it to acknowledge Kilbraur's contribution.</li> </ul>	
4.0	<p><b>TREASURER'S REPORT</b></p> <p>CR stated that a summary, dated 31/1/2022 had been given out at the last meeting. It now included expenses from the Secretary.</p> <p>CR said that the term deposit account was renewed every three months. In addition, the Trust held two bank accounts with the Bank of Scotland.</p> <p>FR asked CR to define the meaning of a "donation". CR confirmed that it was a payment made without the use of an application form.</p> <p>The accounts were moved and approved having been proposed by Liz Allan and seconded by Iain Miller.</p> <p>CR stated that once the accounts had been returned from Mackay and Co they would then be signed by Frank Roach and Iain Miller.</p>	

**MINUTE  
21 FEBRUARY 2022**

		<b>ACTION</b>
5.0	<b>GOVERNANCE</b>	
5.1	<p><b>Draft Constitution</b>            CR had circulated a draft constitution but had not had an opportunity to make any relevant changes.</p> <p>Following discussion it was decided that CR would modify the constitution to reflect the decisions made at the meeting of the 17 January 2022.</p> <p>FR asked if we need to include our internal governance. CR replied that we would refer to external documents.</p> <p>CR suggested that the Trust become a SCVO member which could perhaps give access to a solicitor for free regarding the winding up of the Trust. CR also thought that she may then be able to "wind up" the Trust herself</p> <p>FR then asked about the process of becoming a SCIO. CR stated that a SCIO would be set up. OSCR would then be contacted to ask for permission to wind up the Trust. The bank would then be contacted for their input – e.g. would new bank accounts have to be set up? Also, OSCR would need to get sight of the final accounts from Mackay &amp; Co.</p> <p>FR asked for any comments. No comments were forthcoming.</p> <p>FR asked if SCIO status would be achieved within the current financial year. CR said, "yes" and that it could happen around September 2022.</p> <p>FR asked if we should wait until SCIO status before putting liability insurance in place. CR thought it would cost about £170 through Zurich. It was agreed that liability insurance should be put in place now with Zurich.</p> <p>Application form changes – the Secretary outlined the proposed changes.</p>	
6.0	<b>APPLICATIONS RECEIVED WITH CLOSING DATE END OF NOVEMBER 2021</b>	
6.1	<p><b>Application reference: 2021/22/017</b>            Submitted by: Rogart Primary School Parent Teacher Association</p> <p>LA stated that today she had received the following update regarding this application. Time was of the essence to get the car built and the PTA had decided that their application would now be split. This separates the requests for the funding of the kit car and the shed. The full amount for the car kit is £2,046.</p> <p>Following discussion it was proposed that the full amount of £2,046 be awarded. This was in keeping with the policy of the Trust as it was below the threshold of £2,500 which allowed the full amount to be awarded. The proposal was supported unanimously with the proviso that the PTA would need to provide a signed copy of their constitution – they PTA were already aware of this situation.</p>	

**MINUTE  
21 FEBRUARY 2022**

		<b>ACTION</b>
	<p>It was decided that LA would contact the PTA immediately after the meeting to inform them of the decision. The Secretary would follow up with the outcome letter.</p>	
6.2	<p><b>Application reference: 2021/22/018</b>  Submitted by: East Sutherland Canoe Club (ESCC)</p> <p>IM stated that the ESCC were going to put a bid into Gordonbush and that we would require to have written confirmation if any award was made by Gordonbush.</p> <p>As yet no information requested by the Secretary had been received.</p>	
7.0	<b>OUTSTANDING REQUEST FOR INFORMATION</b>	
7.1	<p><b>SOAP</b>  The Secretary reported that no requested information had been received.</p>	
8.0	<b>ADVERT</b>	
	<p>LA asked how applicants find out about the timescale regarding the review of their application. It was felt that perhaps this could be mentioned on the application form.</p> <p>IM felt that in order to speed things up – when an award was made at a meeting a Trustee should be allocated to inform the applicant of the outcome.</p> <p>FR acknowledged the request.</p>	
9.0	<b>DATE OF NEXT MEETING</b>	
	<p>It was decided that the next meeting would take place on Monday, 21<sup>st</sup> March 2022. It was further decided that the meeting would be face-to-face and would take place in the Golspie Heritage Centre at 7.30pm. IM would book the venue.</p>	
10.0	<b>AOCB</b>	
10.1	<p><b>George Gunn</b></p> <p>George Gunn had left the meeting earlier due to a poor signal. However, IM had previously had a discussion with GG about supporting sustainable projects. For example, renewable energy schemes.</p> <p>FR thought that this was something we could discuss in the future.</p> <p>Following further discussion it was decided that IM should contact GG to ask him to send an email or emails with his thoughts on the matter.</p> <p>EM pointed out that one windfarm group is looking at setting up an endowment policy as once a windfarm is no longer operational there will be no more funding.</p>	
10.2	<p><b>Status of Secretary</b>  The Secretary said that she would respond to the draft contract for her position.</p>	

MINUTE  
21 FEBRUARY 2022

		ACTION
	There being no further business the meeting closed at 19.19	