

# MINUTE 28 NOVEMBER 2022

**Minute of Main Meeting  
Kilbraur Windfarm Community Benefit Trust  
held online through “Zoom” software on Monday, 28 November 2022 at 6.30pm  
Meeting hosted by VGS/Treasurer of the Kilbraur Windfarm Community Benefit Trust**

<b>PRESENT</b>	George Gunn, Iain Miller, Frank Roach, Liz Allan, Alison Cameron, Margaret Macintosh
<b>OFFICERS</b>	Christine Ross (VGS/Treasurer), Linda Robichaud (Secretary)
<b>APOLOGIES</b>	
<b>OBSERVERS</b>	Cllr Jim McGillivray, Erin Murchie (Falck Renewables)

		<b>ACTION</b>
1.0	<b>WELCOME AND APOLOGIES</b> George Gunn welcomed everyone to the meeting.	
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 – 21 July 2022</b> George Gunn 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 Iain Miller and seconded by Liz Allan.	
4.0	<b>CONTRACT BETWEEN KILBRAUR WINDFARM COMMUNITY BENEFIT TRUST AND SECRETARY</b> An email had been circulated to the Trustees by the Secretary highlighting some overarching comments regarding the contract which had been generated by Colin McAndrew on behalf of the Trustees. Following the distribution of the email the Chair had received no comments from the Trustees.  It was pointed out that no contract was in place with VGS, although VGS had put forward a draft suggestion some time previously. The Chair said that the situation regarding VGS would be addressed as a forthcoming item.  Regarding the contract of the Secretary – Iain Miller referenced Amazon. This was in the context that not everyone reads through terms and conditions.  Following further discussion it was decided that the Secretary would meet with Mr McAndrew to discuss the contract. This would be done within seven days. The Secretary had an open case with CAB and the Secretary had been	

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	advised by the FSB to seek legal advice. The Trustees agreed that they would pay for the meeting between the Secretary and Mr McAndrew.	
5.0	<b>GOVERNANCE</b>	
5.1	<p>The Chair stated that papers KT22-21 to KT22-24 inclusive would be considered as one item.</p> <p>IM proposed that the name of “employment support grant” should be changed to “support into employment grant”. This was agreed and the Secretary would change the form accordingly.</p> <p>It was decided that with the approval of the Trustees these items would go to the Community Councils as the next step.</p> <p>The following documentation was approved:</p> <ul style="list-style-type: none"> <li>• Path Maintenance Grant</li> <li>• Employment Support Grant</li> <li>• Interim Grant Report</li> <li>• Microgrants</li> </ul>	
5.2	<p><b>Role of Trustees as Community Contact</b></p> <p>IM stated that the role of a Trustee should allow a Trustee to report back to the relevant applicants following a pre-meeting.</p>	
5.3	<p><b>In-kind funding contributions</b></p> <p>Following discussion it was decided that “in-kind contributions were not acceptable”.</p> <p>It was decided that this statement should be included in our grant making and monitoring policy as well as the application form. The Secretary would carry out these amendments.</p>	
5.4	<p><b>Application Form P.14 “statement of income or expenditure”</b></p> <p>On the checklist on P.14 of the application the wording should become: “statement of income and expenditure”. The Secretary would make the necessary change.</p>	
5.5	<p><b>Role of pre-meetings and situation regarding notes/minutes</b></p> <p>Following discussion it was decided that:</p> <ol style="list-style-type: none"> <li>1. Notes rather than minutes would be taken at pre-meetings. As such they would be more of an aide-memoire</li> <li>2. Any record of the meeting would not be formally adopted</li> <li>3. No decisions regarding applications would be made at a pre-meeting</li> <li>4. The discussion of applications would be the only item on the agenda</li> <li>5. The Secretary in conjunction with CR would supply a definition of pre-meeting for the next appropriate meeting</li> <li>6. Any pre-meeting minutes currently on the Trust website would be removed</li> </ol>	
5.6	<b>Updating of positive outcome letter – Paper KT22-25</b>	

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	<p>Paper KT22-25 highlighted a new paragraph for consideration by the Trustees. It was decided that the paragraph be included in the outcome letter.</p> <p>As a separate concern, on the grounds of gender equality and inclusion, it was decided that where an applicant did not complete the request for “Title” on the application form then their first name and surname would be used in correspondence e.g. “Dear Betty Blogg”.</p> <p>FR asked if the Secretary could insert a hyperlink to the Kilbraur website: <a href="http://www.kilbraur.com">www.kilbraur.com</a> into the PDF outcome letter. The Secretary said she would investigate.</p>	
5.7	<p><b>Updating of application form</b> This item was deferred until the next meeting.</p>	
6.0	<p><b>TREASURER’S REPORT</b></p> <p>The Treasurer had provided the Trustees with a current financial report and a statement of committed funds prior to the meeting.</p> <p>The Treasurer highlighted that:</p> <ul style="list-style-type: none"> <li>• there had not been a big movement in paying out grants.</li> <li>• The money received from Falck had seen an increase from last year.</li> <li>• There were no outstanding invoices to be paid</li> </ul>	
7.0	<p><b>UK SITUATION REGARDING WINDFALL TAX</b></p> <p>Erin said that due to changes the first £10m due on a Windfall Tax will be exempt from tax.</p> <p>The windfall tax will affect Falck but Erin could not say how at the moment. Erin will come back with any updates.</p> <p>Erin reminded everyone that the fund depends on how much generation is being produced.</p>	
8.0	<p><b>FALCK FORUM</b></p> <p>Erin reported that there had been a dinner in Fort Augustus which had been fairly well attended. It had not been an awards dinner. The next day there had been a visit to “Trees for Life” before returning to the village hall. This had been well attended. Erin said that the event had provided ideas for next year.</p> <p>IM felt that these events were worth attending.</p> <p>Erin finished by saying that next year advertising would go out earlier.</p>	
9.0	<p><b>APPLICATIONS RECEIVED WITH CLOSING DATE 28 AUGUST 2022</b></p>	
9.1	<p><b>Application reference: 2022/23/012</b> Submitted by: Brora Senior Citizens Xmas Party Group</p> <p>IM reported that he had been in touch with Elizabeth Gregory of the Brora Senior Citizens Xmas Party Group and he had followed this up by sending an email to the Trustees suggesting an amount of money which he felt the group</p>	

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	<p>should receive. This was £1000 for the event and £150 for the bus. This made a total of £1150. IM had left the situation with the group by suggesting that they get in touch with CR at VGS to assist with their accounts. CR now reported that the accounts had been generated for the group with the expectation that the accounts would be sent to the Trust.</p> <p>GG asked CR if she could provide clarity on the accounts. CR declined citing her role as independent examiner.</p> <p>It was decided that the Secretary would write a letter to the group requesting the accounts. IM was also given permission to contact the group after the meeting to make the same request.</p> <p>It was decided that £1150 would be awarded subject to the independently examined accounts being received and in order.</p>	
9.2	<p><b>Application reference: 2022/23/013</b> Submitted by: Golspie Youth Action Project Amount requested: £8645.95</p> <p>Iain Miller had provided the Trustees with updated information relating to the YMCA prior to the meeting. It was pointed out that that there was no start-up date for the Golspie Youth Action Project as yet.</p> <p>The Secretary reported that the information she had previously requested had not been received. It was decided that the Secretary should write again requesting the same information.</p>	
9.3	<p><b>Application reference: 2022/23/014</b> Submitted by: Friends of Brora Community Learning Centre Amount requested: £7373.96</p> <p>IM and AC had visited the Brora Community Learning Centre. It had been a good visit with volunteers and some service users present.</p> <p>Questions which had been raised by the Trustees prior to the meeting had been answered.</p> <p>There had been an issue with an “in-kind” contribution. However following the meeting IM had been contacted by the Learning Centre informing him that they had removed the “in-kind” contribution from their application.</p> <p>Following discussion it was decided that the Secretary should write to the Brora Community Learning Centre stating that in principle the Trustees were happy to support their application. The letter should also state that the Trustees would like the organisation to provide amended costs for their application now that the “in kind” element had been removed. This would further mean that the Trustees would need to know where the remaining 20% was being obtained.</p>	
10 .0	<b>UPDATE ON OUTSTANDING APPLICATIONS</b>	

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10.1	<p><b>East Sutherland Canoe Club (ESCC)</b> Application ref: 2021/22/018</p> <p>The Secretary requested that the award be recorded on the minute as it had been approved by email. This was approved.</p>	
10.2	<p><b>East Sutherland Swimming Club</b> <b>Application reference: 2022/23/009</b></p> <p>The Secretary reported that no updates had been received.</p>	
10.3	<p><b>Golspie Heritage Society</b> Application ref: 2022/23/011</p> <p>Alison Cameron declared an interest.</p> <p>Following discussion it was proposed that a grant of £1,457 be awarded. The proposal was supported unanimously.</p>	
10.4	<p><b>Golspie Primary School Parent Council</b> Application ref: 2021/22/001</p> <p>Following discussion it was proposed that an award of £2,000 be made. The proposal was supported unanimously.</p>	
10.5	<p><b>Golspie Stafford Football Club</b> Application ref: 2022/23/005</p> <p>The Secretary reported that a new application had been received and would be discussed at the next pre-meeting.</p>	
11.0	<p><b>REQUEST FOR FUNDING (Education)</b></p> <p>A request had been received from a student.</p> <p>It was decided that the Secretary should write to the student stating that the Trust did not currently have a process through which they could apply but if the situation changed we would let them know.</p> <p>It was also decided that CR and Erin should get together and look at other windfarm areas to come up with a proposal for dealing with this type of request.</p> <p>This item would be put on the agenda of the next appropriate meeting.</p>	
12.0	<p><b>SUTHERLAND SPORTS COUNCIL – Transport Grant Scheme (TGS)</b></p>	
12.1	<p><b>Minuting of approval of extension to claim date</b> As the approval to an extension had been made via email the Secretary requested that this now be minuted. This was agreed.</p>	

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12.2	<p><b>Request for potential change to claim area</b>            Jim McGillivray, chair of the Sutherland Sports Council, began the discussion by saying that the TGS was the legacy of Campbell Port. Jim McGillivray requested as we live in a post-covid environment, if it might be possible to extend the TGS travel area to outside the Kilbraur area of benefit to allow children to compete further afield.</p> <p>IM reported that that one person had difficulty accessing funds to go to Brora. Jim McGillivray said that the Sutherland Sports Council was sorting out strategies.</p> <p>It was decided that a change could be made to the claim area for matches etc.</p>	
13.0	<p><b>CONFIRMATION OF DATES OF MEETINGS</b></p> <p>It was decided that the Secretary should provide a schedule of meetings for the Trustees to consider and that it should be based on last year's schedule.</p>	
14.0	<p><b>ADVERT FOR CLOSING DATE OF APPLICATIONS FOR END OF FEBRUARY 2023</b></p> <p>The Secretary would circulate a proof of the current advert to request any changes nearer the time of the closing date for February 2023.</p>	
15.0	<p><b>AOCB</b></p>	
15.1	<p><b>Email</b>            The Secretary would liaise with the chair and vice-chair regarding access to the Trust's email account.</p>	
15.2	<p><b>Rebranding</b>            Erin reported that Renantis would be the new name for Falck Renewables following takeover.</p>	
16.0	<p><b>AGENDA ITEMS FOR NEXT MEETING</b></p> <p>As per this minute.</p> <p>There being no further business the meeting closed at 20.46</p>	