

MINUTE 12 APRIL 2023

Minute of Main Meeting

Kilbraur Windfarm Community Benefit Trust

held online through “Zoom” software on Wednesday 12 April 2023 at 6.30pm

Meeting hosted by VGS/Treasurer of the Kilbraur Windfarm Community Benefit Trust

PRESENT	Iain Miller (acting Chair), Frank Roach, Liz Allan (part), Alison Cameron,
OFFICERS	Christine Ross (VGS/Treasurer), Linda Robichaud (Secretary)
APOLOGIES	Cllr Jim McGillivray, Cllr Richard Gale
OBSERVERS	Erin Murchie (Renantis)

		ACTION
1.0	<p>WELCOME AND APOLOGIES</p> <p>As there was currently no Chair it fell upon the vice-chair, Iain Miller, to assume the position of chair for the meeting. This was with the agreement of the other Trustees present.</p> <p>Apologies had been received from Cllr Jim McGillivray and Cllr Richard Gale.</p>	
2.0	<p>DECLARATION OF INTERESTS</p> <p>It was agreed that any declaration of interest should be made at the appropriate time during the meeting.</p>	
3.0	<p>MINUTES – 16 FEBRUARY 2023</p> <p>Iain Miller asked for any comments concerning the minute.</p> <p>As no comments were forthcoming the minute was then approved as an accurate record having been proposed by Alison Cameron and seconded by Frank Roach.</p>	
4.0	<p>BRORA REPRESENTATION ON TRUST – Paper KT23-010</p> <p>IM reported that the Brora Community Council is meeting next Tuesday, 18 April 2023. At the meeting two representatives will be nominated as prospective Trustees representing Brora.</p> <p>The Trustees will then be told who the nominees are and they will be approved or otherwise. If approved then the Trustee(s) will complete a formal induction process and subject to that will formally become a Trustee.</p>	
5.0	GOVERNANCE	
5.1	Path Maintenance Funding	

MINUTE 12 APRIL 2023

	<p>IM reported that volunteers from Golspie purchased materials to carry out work for path maintenance.</p> <p>IM asked if the Path Maintenance Fund was to receive further funding from the Trust this year as the original £1500 allocated had now been fully spent. IM pointed out that once the path maintenance project currently being carried out reached the boundary at Strathsteven then money from the Path Maintenance Fund would be accessed via the Brora Community Council.</p> <p>Frank Roach proposed that £1500 be allocated to each community. This would mean that:</p> <ul style="list-style-type: none"> • Golspie Community Council would now have £1500 • Brora Community Council would now have £3,000 • Rogart Community Council Would now have £3,000 <p>IM stressed that the fund cannot be used to bring in contractors. It is purely for materials with which communities can look after their paths.</p> <p>The proposal was agreed by Alison Cameron, Frank Roach and Iain Miller.</p> <p>IM stated that the situation would be explained to Liz Allan when she joined the meeting.</p>	
5.2	<p>Trust Deed</p> <p>Frank Roach asked if CR had produced a draft SCIO constitution. CR said, “No” as membership model currently not possible. FR then asked what CR’s advice would be. CR replied that she cannot give advice but did say that if a change then was made it would be a radical change.</p> <p>CR said that there would be increased accountability as everyone in community would be eligible to take part.</p> <p>FR asked if SCIO status would make it easier for “bad actors” to get in. CR replied, “No”.</p> <p>IM felt that apart from a few items, the Trust Deed was fundamentally sound in nature.</p> <p>CR felt that a discussion regarding the Trust Deed should be carried out at a face-to-face meeting. IM supported this idea that everyone should get together along with the Trust Deed. Following discussions and decisions at this proposed meeting Erin would be contacted and informed of the outcome. We need membership to approve decisions. This means that a full complement of Trustees must be in place.</p> <p>IM stated that the current governance should be left in place until the new Brora Trustees were in place.</p>	
5.3	<p>Microgrants</p> <p>It was agreed that discussion regarding the current situation of microgrants would be deferred until the new Brora Trustees were in place.</p>	

MINUTE 12 APRIL 2023

5.3	<p>Replies to internal emails</p> <p>IM brought up the lack of response to internal emails and suggested that even a quick “thank you” would be sufficient to acknowledge that an email had been read.</p> <p>Frank Roach stated that the workload of emails was “tiresome” for those who worked and asked if we could reduce the number of emails. He reiterated that the Trustees were only volunteers.</p> <p>IM said that this topic would be revisited when the Brora Trustees were in place.</p>	
6.0	<p>OFFICE SPACE</p> <p>IM started the discussion by stating that we should have a fresh look at renting office space from VGS. VGS currently has office space available as Go Golspie are moving out. This means VGS are losing out on revenue so it would assist VGS if we took office space for one year as a trial. IM felt that it would help bolster applications as over time the number of applications received had dropped.</p> <p>FR felt that the Trust did not need a “shop window” and pointed to the proposals to have Trust branding on football strips etc. FR felt that having an office would add nothing as the fund is advertised on banners for use at events and potentially on football trips in the future. So far advertising on football strips has not been possible.</p> <p>Alison Cameron suggested that we should have an article telling of projects which had been supported in the past. This could be a news article. Alison also suggested that the article could go on our website. Erin suggested that we could get Jenny Macpherson to put something together.</p> <p>CR then suggested that we need to be more aware of local plans and revisit our Trust Deed/policies to re-assess what can and cannot be funded.</p> <p>Erin pointed out that another windfarm funded a community shop.</p> <p>CR suggested that it may be appropriate to contact an external consultant who could furnish the Trust with a “hit list” of what communities actually need</p> <p>FR said that, as chair of the Rogart Community Council, he was happy to have a loose forum regarding where needs lie. IM did not think that we were currently “shooting in the dark” regarding need.</p>	
	<i>Liz Allan joined the meeting at 19.05</i>	
	<p>On the basis that FR had said “no” and IM had said “yes” to office space it was decided that obtaining office space was currently not going ahead. IM said that we could return to this topic. Liz Allan said that she would mull over the office space situation as she thought it could be beneficial for both the</p>	

MINUTE 12 APRIL 2023

	<p>Secretary and the Trust. IM re-iterated that everyone should continue to think about the office space.</p> <p>The Trust invited CR to apply to the Trust, for example, for electricity costs. CR reported that the electricity bill for the building had now risen to £11k per annum.</p>	
7.0	ANNUAL PUBLIC MEETING (APM)	
	<p>The Secretary had provided paper KT23-012 prior to the meeting which contained agenda, adverts etc from the organisation of the 2022 APM to refresh everyone on the event.</p> <p>It had previously been decided that the APM would take place on Monday, 22 May 2023 at 7.00pm.</p>	
8.0	TREASURER'S REPORT	
	<p>The Treasurer had provided comprehensive financial information prior to the meeting stating the current position of the Trust.</p> <p>Highlights of the financial situation included:</p> <ul style="list-style-type: none"> • Not much funding had been given out this year • £140k continued to be invested until July 2023 • It was hoped that the signed off accounts to 31 January 2023 would be available for the Annual Public Meeting (APM) <p>IM stated that he had contacted Golspie Stafford FC. Their plans had currently slipped. By comparison Brora Wanderers FC had almost spent their grant.</p>	
9.0.	APPLICATIONS	
9.1	<p>Golspie Rowing Club Application ref: 2023/24/001</p> <p>Golspie Rowing Club had previously been asked to provide further items/details:</p> <ol style="list-style-type: none"> 1. Could the club split their application into two separate applications – one relating to the Three Peaks Challenge and the other to the Skiff Launch Trolley 2. Could we have an idea of how many people the club anticipates will attend the Three Peaks Challenge? 3. Is there any other funding expected for the Three peaks Challenge – if not could we put Kilbraur branding on the water bottles 4. Is the building leased or otherwise? 5. Is there an option for a second quote for the launch trolley? <p>CR was to ask Iain Sutherland of the Golspie Rowing Club for permission to distribute the accounts of the Rowing Club to the Trustees.</p> <p>IM felt that the club had enough to keep them going and that was about it.</p>	

MINUTE 12 APRIL 2023

	<p>The Trustees would await sight of the accounts.</p> <p>It was decided, subject to the accounts, that the Trust would provide funding for:</p> <ol style="list-style-type: none"> 1. The Three Peaks Challenge – Portaloos (£470), Sports bottles (£477.60) and medals (£296). This gives a total of £1243.60. 2. Skiff related funding - the launch trolley (£660), medals (£450) and anchors (£320). This gives a total of £1430. The anchors had been an addition to the original application. <p>IM reported that he had spoken to the club and it had been confirmed that the club had a lease with the Highland Council – see email dated 12 April 2023 which had been forwarded from Phil Tomalin, Ward Manager, Sutherland. There had been an extension to the lease of 25 years from 2021. This would be followed up with a letter.</p> <p>It was decided that the Trust would finance banners with the appropriate Trust branding and copy along with the Renantis logo. Renantis being the new branding, having replaced Falck Renewables.</p> <p>Erin would supply the copy and it was agreed that Iain Miller would liaise with Acorn Signs, Inverness to provide the banners. The Club were happy to store the banners.</p>	
9.2	<p>Engaging with Activity CIC (Brora Hub) Application ref: 2023/24/002</p> <p>Following discussion it was proposed that the application be declined.</p> <p>The proposal was supported unanimously.</p>	
10.0	UPDATES ON OUTSTANDING REQUESTS FOR INFORMATION	
10.1	<p>Golspie Youth Action Project (GYAP) Application ref: 2022/23/013</p> <p>Previously the GYAP had been contacted by the Secretary to find out :</p> <ul style="list-style-type: none"> • Who holds the positions of chair and secretary • If the Trustees could meet the GYAP committee on-site <p>The Secretary was now waiting for a reply in writing regarding the above questions.</p>	
10.2	<p>East Sutherland Swimming Club Application ref: 2022/23/009</p> <p>The Secretary had spoken to Rona Gordon and had been informed that Rona had now received the base accountancy information upon which to act.</p>	

MINUTE 12 APRIL 2023

11.0	UPDATES RE: ADVERTISING	
11.1	Brora Wanderers FC IM had contacted Brora Wanderers re: Kilbraur advertising on their strips/kit. IM had been informed that there was no space available on their kit for advertising. However, they could use banners at suitable matches.	
11.2	Golspie Stafford FC IM said that he could not contact the relevant person at the club but had previously been informed that the football tops were not suitable for advertising due to their quality.	
11.3	Golspie Rowing Club This had been dealt with earlier in the meeting – see item 9.1 above in this minute.	
12.0	EXTENSION TO GOLSPIE COMMUNITY COUNCIL APPLICATION (Application ref: 2020/21/007) IM declared an interest and did not participate in the ensuing discussion. A six-month extension had been requested to the application while the Golspie Community Council awaited written confirmation of matched funding.	
13.0	GINA RANKIN	
	Gina had previously been contacted regarding the disposal of assets provided by the Trust. Included in the letter was a request to let the Trustees know of the final destination of the equipment.	
14.0	EMAIL	
	It was decided that the Secretary would contact Jenny Macpherson regarding generating a new email address incorporating "Kilbraur.com". FR felt that too many emails were being received by Trustees.	
15.0	SECRETARY'S CONTRACT	
	The Secretary was awaiting a response from Colin MacAndrew regarding amendments to the contract.	
16.0	AOCB	
	No items were discussed under this heading.	
17.0	DATE OF NEXT MEETING	
	The date of the next meeting would be Monday, 22 May 2023. It would be the Annual Public Meeting (APM). This would be held via Zoom at 7.00pm.	
18.0	RESIGNATIONS	
	It was agreed that following the resignation of the Chair, George Gunn and Trustee Margaret MacIntosh that the Secretary would send a thank you card to each of them for their time on the Trust.	
19.0	ADVERTISING	

MINUTE 12 APRIL 2023

	<p>The Secretary asked for any changes to the current advert which would appear in the “Northern Times” later in the month.”</p> <p>The Secretary would circulate the final proof of the advert as normal to the Trustees.</p>	
	<p>There being no further business the meeting closed at 19.51.</p>	