

MINUTE

**Minute of meeting of Kilbraur Wind Farm Community Benefit Trust
held on Tuesday 19 April 2011
in The Heritage Centre, Golspie at 7.30pm**

PRESENT	Campbell Port (Chair, part of meeting), Steve Wonderley (Chair, part of meeting), Iain Miller, Ronnie Sim (Treasurer), John McMorran, Jonathan Hedges, Linda Robichaud (secretary)
APOLOGIES	Cllr Deirdre Mackay, Cllr Jim McGillivray, Ken Hardie (Falck Renewables), Euan Fraser (Falck Renewables)
OBSERVERS	Hannah Garden (Falck Renewables), Cllr Ian Ross

ITEM		ACTION
1	WELCOME AND APOLOGIES Campbell Port opened the meeting by welcoming everyone including Joanathan Hedges who, as a community council member for Rogart, had just been appointed as a Trustee and was attending his first Trustee meeting. A warm welcome back as a Trustee was given to Ronnie Sim. Apologies had been received from Cllr Deirdre Mackay, Cllr Jim McGillivray, Euan Fraser (Falck Renewables) and Ken Hardie (Falck Renewables)	
2	MINUTES OF MEETING 15 DECEMBER 2010 Campbell Port asked for any comments concerning the minutes. Ronnie Sim responded by referring to item 3.2 on the draft minute and stating that the accountant, Ian Mackay, had now been officially appointed with the current OSCR requirements to be fulfilled by the 31 October 2011. The minute of the meeting of the 15 December 2010 was then approved as an accurate record having been proposed by Steve Wonderley and seconded by Iain Miller.	
3	MATTERS ARISING 1. <i>OSCR</i> This would be dealt with under item 9, Treasurer's report. 2. <i>Community Council Payments</i> Ronnie Sim confirmed that there was nothing to prohibit the Trust providing each of the relevant community councils with an award. However, it was agreed that the letter to each of the community councils of Rogart, Golspie and Brora would contain the following: i) a reminder that a community council must use the award to support projects in keeping with those eligible for support by the Trust and that they should be referred to page 2 of the Guidelines and	

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	<p>Notes for Applicants which forms part of the application pack.</p> <ul style="list-style-type: none"> ii) that the awards should be described for use as microgrants by the respective community council iii) that the award should not be used as matched funding for a project for which an application had been submitted to the Trust iv) that an award from the Trust is not guaranteed for next year v) that a list of where the microgrants had been utilised should be supplied to the Trust when available by the respective community council <p>3. <i>Minute of variation</i> Steve Wonderley reported that there was still work to be done on this matter but now that the position regarding the appointments and resignations of Trustees had stabilised the matter could now move forward. Steve pointed out that it was acceptable to circulate the minute of variation to members for a witnessed signature. Steve would arrange for the documentation to be circulated over the forthcoming weeks with a view to having all signatures in place before the next meeting of the Trustees.</p> <p>4. <i>Kilbraur Wind Farm Community Benefit Trust website</i> The secretary reported that the minute for the July 2010 meeting of the Trustees along with a list of awards was now on the Trust's website.</p>	
4.	<p>POSITION OF CHAIR OF KILBRAUR CBT</p>	
	<p>Chair Campbell Port handed over the meeting to Cllr Ian Ross whereupon Trustees were asked to propose and second a chair.</p> <p>Campbell Port proposed Steve Wonderley. This was seconded by Ronnie Sim. Steve Wonderley duly accepted the position and took over the chair for the rest of the meeting. Steve immediately thanked Campbell for all his much appreciated hard work in his time as chair.</p>	
5.	<p>POSITION OF VICE-CHAIR OF KILBRAUR CBT</p>	
	<p>Steve Wonderley asked for nominations for the position of vice-chair. John McMorran proposed Iain Miller. This was seconded by Campbell Port. Iain Miller duly accepted the position.</p>	
6.	<p>NOTIFICATION OF NEW REPRESENTATIVES</p>	
	<p>Steve Wonderley welcomed Jonathan Hedges, the new representative from Rogart Community Council, to the meeting and the much appreciated Ronnie Sim was welcomed back as a representative from Brora Community Council.</p>	

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7.	<p>RESIGNATION OF TRUSTEE CHARLES GORER Steve Wonderley confirmed that the much respected Charles Gorer had resigned as a Trustee on the 8 March 2011. Steve reflected the feeling of all the Trustees when he stated that Charles would be missed from future Trust business. An email had been sent from Charles for the Trustees.</p>	
8. 8.1	<p>REVIEW OF APPLICATIONS</p> <p>Application reference: 2011/12/001 Submitted by: Golspie High School Amount requested: £8037</p> <p>Steve Wonderley gave a brief description of the application: a request had been made for funds to replace the curtains in the Golspie High School assembly hall.</p> <p>After discussion it was decided that the application did not fall within the remit of the Trust.</p> <p>The proposal was rejected unanimously.</p>	
8.2	<p>Application reference: 2011/12/002 Submitted by: The Friends of Sutherland Schools Pipe Band Amount requested: £12,182.04</p> <p>It was noted that a previous, successful, application had been made to the Trust (reference 2010/11/012). An award of £6,000 had been made, on that occasion, specifically for the purchase of drums.</p> <p>The organisation was now submitting a further, new application.</p> <p>Steve Wonderley gave a brief summary of the application: the band would like to renew 30 uniforms which consist of hats, cap badges, sporrans, kilts and jackets. The uniforms are issued to members when they reach the standard required to play in the full band.</p> <p>Steve went on to comment that the band had a very positive reputation within the community. Campbell Port continued by highlighting the completeness of the application.</p> <p>Ronnie Sim began a discussion regarding the application and its VAT implications.</p> <p>Steve Wonderley proposed that an award of £10,000 be made. The proposal was supported unanimously. It was decided that Cllr Ross would get in touch with the band regarding the VAT situation.</p>	

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8.3	<p>Application reference: 2011/12/003 Submitted by: Gaarfields Day Care Centre Amount requested: £1,748</p> <p>Steve Wonderley gave a brief summary of the application. Gaarfields is managed by the Care and Learning Alliance (CALA). CALA is committed to the support of families with young children. They require funding to create a chill out room for children to use after school.</p> <p>Steve went on to comment that there was a lot of detail in the application and felt that the project was worthy of support. However, he did query how the equipment would be kept secure. Ronnie stated that Gaarfields was part of Brora school and therefore under the control of the janitor.</p> <p>Steve Wonderley proposed that the project be awarded the full amount of £1,748. The proposal was supported unanimously. Iain Miller expressed an interest in visiting the project once it had been completed. It was agreed that a visit would be made after completion.</p>	
8.4	<p>Application reference: 2011/12/004 Submitted by: Golspie Golf Club Amount requested: £8,400</p> <p>Steve Wonderley gave a brief summary of the application: Golspie Golf Club wish to obtain funding for a rough rotary mower in order to maintain the extensive “rough” areas of the links lands.</p> <p>The application had been submitted with one quote. Following a request for another quote to be supplied, the Golf Club responded that there was nothing comparable.</p> <p>Ronnie Sim pointed out that Golspie Golf Club is a non profit organisation. He also clarified that the Trust cannot make awards to an organisation which distributes profit.</p> <p>Steve Wonderley proposed that an award for the full amount requested of £8,400 be made. The proposal was supported unanimously.</p>	
8.5	<p>Application reference: 2011/12/005 Submitted by: Rotary Club of East Sutherland Amount requested: £6,000</p> <p>Steve Wonderley gave a brief description of the application: The Rotary Club of East Sutherland is a charitable organisation set up in 1989. It is part of the worldwide charitable organisation, Rotary, but has its own charter, organisation, members and bank accounts. It was noted that the</p>	

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	<p>application was a partnership bid. Funding is required to help create a Scottish native wildflower meadow in land at Drummie, adjacent to the A9.</p> <p>Cllr Ian Ross declared an interest.</p> <p>A discussion took place regarding the individual costs of the project – specifically those for labour and plant.</p> <p>Iain Miller proposed that an award of £2,750 be made. The proposal was approved by a majority.</p>	
8.6	<p>Application reference: 2011/12/006 Submitted by: Golspie Bowling Club Amount requested: £9,630</p> <p>Steve Wonderley gave a brief summary of the application. The Bowling Club require funds to renew the artificial banking which is in place around the bowling green. The current banks are 12 years old and without them bowls cannot be played. Ronnie Sim noted that the quotes provided were significantly different.</p> <p>Steve Wonderley pointed out that the Bowling Club was an important facility for the village.</p> <p>After discussion Steve Wonderley proposed that £3,240 be awarded. The proposal was approved by a majority.</p>	
8.7	<p>Further review of Rogart PTA application (reference 2010/11/032) Following from the last meeting of the Trustees, Rogart PTA had been written to requesting specific information regarding their request for play equipment and installation. This covered the commitment of the council to the PTA for the foreseeable future regarding permission to the ground, the use of the equipment being open to everyone and a resubmission of section 4 of the application form.</p> <p>Steve stated that he had made a site visit and had taken some pictures which he circulated to the meeting. It was established that the Rogart PTA had rights to the ground for a further 5 years and that the equipment would be open to the public for use.</p> <p>Steve commented that the PTA are very committed to the school.</p> <p>Following a discussion Steve Wonderley proposed that £15,000 be awarded. The proposal was supported unanimously.</p>	
9.	TREASURER'S REPORT	

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	<p>1. Ronnie Sim circulated information to the Trustees which included a breakdown of payments made since 31 January 2011 and grants agreed but not yet claimed. Ronnie highlighted that the income this year to the Trust fund stood at £89,122.54.</p> <p>2. A set of draft accounts to 31 January 2011 which had been prepared by accountant Ian Mackay were circulated. Ronnie went on to suggest that where the overall figure of £47,169 for “voluntary grants” appeared in the draft, there should be an appendix providing a list of individual awards. The Trustees agreed with this suggestion.</p> <p>Ronnie continued by saying that he would seek clarification regarding the usage of “restricted” and “unrestricted” funds in the context of the Trust.</p> <p>Although a new chair and vice-chair had been appointed that evening it was decided that Campbell Port would remain a signatory.</p> <p>It was also decided that Campbell Port would sign off the accounts at the next meeting of the Trustees.</p>	
10.	PUBLIC MEETING	
	Steve Wonderley stated that the Trust is required to hold a single annual public meeting. However a date was unable to be fixed as the Financial Statements and Trustees Annual Report needed to be accepted by OSCR. It was therefore decided to make this an agenda item for the next meeting.	
11.	CORRESPONDENCE IN	
	All correspondence had been dealt with and Steve Wonderley read out the “thank you” letters from A Brighter Brora and the Lawson Greenspace project. It was noted that the Brora Social Amenities Group had been invited to re-submit a further application in due course.	
12	CLOSING DATE FOR NEXT ROUND OF APPLICATIONS	
	It was decided that the closing date for the next round of applications would be the 30 June 2011 with the meeting of the Trustees taking place in late July.	
13	AOCB	
	i) Advert in Northern Times It was agreed that one advert should be placed one month before the closing date for applications to the Trust.	
	AGENDA ITEMS FOR NEXT MEETING	
	<ul style="list-style-type: none"> • Setting of date for public meeting 	

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ITEM		ACTION
	DATE FOR NEXT MEETING	
	TBC	
	There being no further business the meeting closed.	