

MINUTE

14 APRIL 2016

**Draft minute of meeting of Kilbraur Windfarm Community Benefit Trust
held on Thursday, 14 April 2016
at The Golspie Heritage Centre, Golspie at 7.30pm**

PRESENT	Bob Meeres (Chair - part), Campbell Port (Vice-chair - part), Ronnie Sim (Treasurer), Iain Miller, Jonathan Hedges, Linda Robichaud (Secretary)
APOLOGIES	Bill Honeyman
OBSERVERS	

ITEM		ACTION
1	WELCOME AND APOLOGIES	
	Bob Meeres welcomed everyone to the meeting. Apologies had been received from Bill Honeyman.	
2	MINUTES OF MEETING 14 JANUARY 2016	
	Bob Meeres asked for any comments concerning the minute. No comments were forthcoming. The minute was then approved as an accurate record having been proposed by Jonathan Hedges and seconded by Campbell Port.	
3	TREASURER'S REPORT	
3.1	Year End Accounts The Treasurer, Ronnie Sim, had previously supplied Trustees with a copy of the year end accounts for the Trustees to comment on. Following a brief introduction the Treasurer proposed that the accounts be formally adopted. The proposal was seconded by Bob Meeres. The Treasurer then asked the Chair, Bob Meeres to sign and date the relevant pages. The annual accounts were therefore formally adopted and approved.	
3.2	Current financial situation The Treasurer provided a handout giving a comprehensive breakdown of the current financial position of the Trust. The Chair, Bob Meeres, thanked the Treasurer on behalf of the Trustees for all his thorough and much appreciated work in the preparation of the accounts for the Trust and the presentation of the current financial position of the Trust.	
4.0	REVIEW OF APPLICATIONS RECEIVED	
4.1	Application reference: 2016/17/001 Submitted by: Friends of Brora Hub	

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	<p>Amount requested: £3,120</p> <p>Bob Meeres gave a brief summary of the application: The aim of Friends of Brora Hub is relief of those in need by reason of age, ill health, disability or other disadvantage. They now require funding for transport for six months until they investigate an alternative and sustainable transport solution.</p> <p>Following discussion it was proposed that an award of £3,120 be made. The proposal was supported unanimously with a request that the secretary state in the outcome letter that the award should be considered a “one off” contribution to transport costs as there is no guarantee of continued support for transport. Ronnie Sim stated that he would get in touch with the organisation to discuss payment arrangements.</p>	
4.2	<p>Application reference: 2016/17/002 Submitted by: Highland Wildcat Limited Amount requested/total project costs: £9,980</p> <p>Bob Meeres gave a brief summary of the application: The main activity of Highland Wildcat Ltd is the ongoing management and maintenance of the world class Highland Wildcat trails at Golspie. They now require funding towards refurbishment of weathered sections of the trails above the treeline and Heavy Use Technical Features area.</p> <p>Ronnie Sim said that he had spoken to Ewen Pryde of Highland Wildcat Ltd about the lease mentioned in the Minute of Agreement (Highland Wildcat Ltd ref: doc 5 of their application). Ronnie Sim had been informed that the new lease was “in hand”.</p> <p>Following discussion it was decided that the secretary should write a letter stating that while the Trustees were happy to assist they could not disperse funds until Highland Wildcat Ltd put in place a ten year lease (Highland Wildcat Ltd ref: doc 5 of their application). This documentation is requested under the requirements of the Kilbraur Windfarm Community Benefit Trust deed. If the organisation can provide this information before July 2016 then it should be forwarded to Ronnie Sim.</p>	

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4.3	<p>Application reference: 2016/17/003 Submitted by: Golspie Youth Action Project Amount requested: £871.45</p> <p>It was noted that previous applications had been made to the Trust:</p> <ul style="list-style-type: none"> I) Application ref: 2013/14/024 for equipment – camera, printer etc plus take members on trip. £1,511 applied for but £475 awarded, specifically for camera, printer and laminator. II) Application ref: 2010/11/017 for funding of staff salaries. Application was unsuccessful. III) Application ref: 2012/13/003 for TV, cabinet, shutters and software. An award of £1,692.78 was made. <p>Bob Meeres gave a brief summary of the application: Golspie Youth Action Project provides two weekly supervised two hour sessions for children aged eight to twelve at the Golspie Youth Centre. They now require funding for a small cooker and baking equipment so that the children can learn a new skill. They also require four Kindle Fire tablets and a music tower.</p> <p>Following discussion it was proposed that an award of £871.45 for the full amount be made. The proposal was supported unanimously.</p>	
4.4	<p>Application reference: 2016/17/004 Submitted by: Rogart Gala Amount requested: £1,588.52</p> <p>Bob Meeres gave a brief summary of the application: Rogart Gala is a new volunteering group. They aim to hold events in Rogart that will encourage community cohesion and bring together a sense of community spirit through a variety of events – one of which will be the Rogart Gala family fun weekend. They now require funding for a gas barbecue, new advertising signage and a portaloo.</p> <p>Following discussion it was proposed that an award of £1,588.52 be made. The proposal was supported unanimously. The secretary was asked by the Trustees to state in the outcome letter that the Rogart Gala initiative is to be commended and that the Trustees hope that they will be able to give Rogart Gala further assistance in the future.</p>	
4.5	<p>Application reference: 2016/17/005 Submitted by: East Sutherland Wheelers Amount requested: £9,500</p> <p>It was noted that previous applications had been made by East Sutherland</p>	

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	<p>Wheelers:</p> <p>I) Application ref: 2012/13/006 for the purchase of specialised bikes. £3,329 had been applied for but at the meeting of Trustees the local Trustees informed the meeting that the East Sutherland Wheelers had received funding from an alternative source so the application was not discussed.</p> <p>II) Application ref: 2011/12/022 for the purchase of specialised bikes. £5,129 had been requested. The application was declined but East Sutherland Wheelers were asked to resubmit the following year.</p> <p>III) Application ref: 2010/11/034 – spin cycling equipment £3,020 for which an award was made.</p> <p>Bob Meeres gave a brief summary of the application: East Sutherland Wheelers aim to provide a framework for the growing number of cyclists in the East Sutherland Area. They now require funding to renew their current 20 spinning bikes.</p> <p>Following discussion it was proposed that an award of £9,500 be made. The proposal was supported unanimously.</p>	
4.6	<p>Application reference: 2016/17/006 Submitted by: Brora Medical Equipment Fund Amount requested: £7,823.56</p> <p>It was noted that a previous award had been made to the Brora Medical Equipment Fund - application ref: 2014/15/021 for which £3,350 had been awarded.</p> <p>Bob Meeres gave a brief summary of the application: The committee who manages the funds donated by various charities, patients' families and members of the public receive requests from the Practice for equipment that would assist the patients of Brora. They now require funding to purchase equipment to allow patients to measure their own blood pressure, BMI and consider a healthier lifestyle.</p> <p>Following discussion it was proposed that an award of £7,823.56 be made to purchase the equipment for use in the Brora Medical Practice. The proposal was supported unanimously.</p>	
4.7	<p>Application reference: 2016/17/007 Submitted by: Go Golspie Amount requested: £4,392</p> <p>Campbell Port declared an interest and did not enter into the discussion of the application.</p>	

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	<p>Bob Meeres gave a brief summary of the application: Go Golspie aim to ensure that the future of Golspie is more sustainable. They now require finance to fund the gap for a community development plan to be carried out.</p> <p>Following discussion it was decided that the application be put on hold and that the Secretary write requesting proof that the £5,000 expected from HIE had been received and that details of their bank account be provided to enable payment when appropriate.</p>	
4.8	<p>Request received re: training grant</p> <p>An application had been received requesting support towards training costs for qualifications in chainsaw/tree felling activities.</p> <p>It was proposed that a contribution of £500 be made. The proposal was supported unanimously.</p>	
5.0	<p>MICROGRANTS</p> <p>Following discussion it was proposed that £4,000, the same amount as in the previous year, should be awarded to the Community Councils of Rogart, Golspie and Brora for the purpose of microgrants. The proposal was supported unanimously.</p> <p>It was decided that the secretary should consolidate previous microgrant related letters and updates sent to the Community Councils regarding microgrants and circulate to the Trustees for approval. After that process had been completed - letters and cheques would be sent to each Community Council.</p> <p>The secretary was asked to include a request for a breakdown of the previous year's microgrant awards from each of the Community Councils and to inform them that if a Community Council receives a request for education/training support then the request should be passed to the Trustees for consideration.</p>	
6.0	<p>TIMELY KEEPING OF DOCUMENTS</p> <p>At the request of the Trustees the Secretary had written to Falck Renewables seeking advice on the length of time documentation relating to the Trust should be kept i.e. applications, bank statements and receipted invoices. A reply had been received stating that:</p> <p style="padding-left: 40px;">“.....In line with the agreement, as long as we are kept informed of funds awarded on a regular basis and that the successful applicants do not represent a conflict of interest, there are no requirements to keep records for any prescribed period.”</p> <p>On the above basis, Ronnie Sim stated he would keep everything from the</p>	

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	last three years and incinerate the rest with the exception of bank statements, annual accounts and documentation relating to OSCR.	
7.0	APPOINTMENT OF CHAIR AND VICE-CHAIR	
	<p>The time had now come for the positions of Chair and Vice-Chair to be rotated and new appointments made. Bob Meeres, the current Chair, was thanked by the Trustees for his tenure and the good job he had done.</p> <p>The Secretary temporarily took over the chairing of the meeting.</p> <p>Ronnie Sim proposed Campbell Port as the new Chair. Jonathan Hedges seconded the proposal and Campbell Port, the current vice-chair, accepted and was duly appointed.</p> <p>Bill Honeyman was proposed as vice-chair but declined. Bill had informed Brora Community Council this would be the case and the Community Council were happy with this situation.</p> <p>Ronnie Sim was proposed as vice-chair by Campbell Port and seconded by Bob Meeres. Ronnie Sim duly accepted and was appointed vice-chair. Ronnie Sim would also maintain the position of Treasurer within the Trust.</p> <p>Both positions would next be rotated when the accounts were due to be signed in 2017.</p> <p>Campbell Port duly took over the chairing of the meeting.</p>	
8.0	DATA PROTECTION AND PUBLICITY	
	The Trustees decided that the names of the recipients of training awards should no longer be released into the public domain and subsequently recipients would not attract follow-up publicity.	
9.0	CORRESPONDENCE IN	
	The secretary gave a brief summary of the incoming correspondence which included item 4 (ii) on the agenda.	
10.0	AOCB	
10.1	<p><i>Advert in Northern Times</i></p> <p>The next advert would be placed in the 28 April 2016 edition of the Northern Times.</p>	
10.2	<i>Logo and publicity</i>	

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	<p>It was decided that decals provided to past successful applicants as well as current successful applicants - on receipt of their awards - should be generated on an individual basis and contain the wording "We are pleased to support <i>[insert name of organisation]</i>." The Trust website address would also be included.</p> <p>It was noted that the materials would also have to be capable of being framed.</p> <p>It was decided that the Secretary would look into pricing and options.</p>	
10.3	<p><i>Training Awards</i> The Trustees decided that, in future, requests for funds for training should be discussed at quarterly meetings with no follow-up publicity.</p>	
10.4	<p><i>PR contact</i> It was decided that the Secretary should inform Platform PR that Campbell Port was the new contact for publicity.</p>	
11.0	<p>CLOSING DATES FOR NEXT ROUND OF APPLICATIONS The closing date for the next round of applications was confirmed as 27 May 2016</p>	
12.0	<p>AGENDA ITEMS FOR NEXT MEETING No agenda items were forthcoming.</p>	
	<p>DATE FOR NEXT MEETING The date of the next meeting was confirmed as Thursday, 14 July 2016. Apologies were received from Bob Meeres for the meeting on the 14 July 2016.</p>	
	<p>There being no further business Campbell Port thanked everyone for attending and the meeting closed at 9.15pm.</p>	