

# MINUTE

**Minutes of meeting of Kilbraur Wind Farm Community Benefit Trust  
held on Tuesday 27 July 2010  
in Fountain Road Hall, Golspie at 7.30pm**

<b>PRESENT</b>	Campbell Port (chair), Steve Wonderley, Iain Miller, John McMorran, Ronnie Sim, James Ritchie, Linda Robichaud (secretary),
<b>APOLOGIES OBSERVERS</b>	Charles Gorer, Euan Fraser (observer) Cllr Deirdre Mackay, Cllr Ian Ross, Cllr Jim McGillivray, Hannah Garden (Falck Renewables)

ITEM		ACTION
1	<b>WELCOME</b>	
	Campbell Port opened the meeting by welcoming everyone including Cllr Jim McGillivray who was attending a Trust meeting for the first time.  Apologies had been received from Trustee Charles Gorer and Euan Fraser from Falck Renewables.	
2	<b>MINUTES OF MEETING 24 MARCH 2010</b> The minute of the previous meeting was approved as an accurate record. Proposed by Steve Wonderley and seconded by Iain Miller.	
3	<b>MATTERS ARISING</b>	
	<ol style="list-style-type: none"> <li>1. <i>Minute of variance</i> Campbell Port stated that this was in hand and was to be signed by the Highland Council and Steve Salt.</li> <li>2. <i>Confirmation of the position of Treasurer</i> Campbell Port said that this was a straightforward matter and that he was awaiting the relevant paperwork.</li> </ol>	
4.	<b>RATIFICATION OF DECISION RE: £500 DONATION</b>	
	A decision had been made to make a £500 payment, outwith a meeting of the Trustees, to the family of a local boy who is suffering poor health. This decision was now ratified by the Trustees.	
5.	<b>REVIEW OF APPLICATIONS</b>	
5.1	<b>Application reference: 2010/11/003</b> Submitted by: Friends of Brora School (FBS) Amount requested: £4,994  FBS had previously submitted an application (2010/11/003) which had been awarded a grant of £3,300. This was now a request for an award for a new project: the Brora Healthy Hut.	

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	<p>Campbell Port gave a brief summary of the application: The Brora Healthy Hut aims to build an eco friendly, flagship structure for school and community use that supports a vegetable garden and an interactive environment for learning and play. While the overall budget for the project was estimated at around £200,000 FBS was seeking a grant of £4,994 to move things forward. They require to obtain a formal “concept design” for £4,054 and in addition need to find fees of £1,040 to cover the lease. £100 was being provided from other sources.</p> <p>It was proposed that an award of £3,500 be made to the FBS subject to copies of invoices being received. The award would be paid out on a) completion and b) on registration of the lease. The proposal was supported unanimously.</p>	
5.2	<p><b>Application reference: 2010/11/010</b> Submitted by: Brora Rangers Youth Development Initiative Amount requested: £20,000</p> <p>This application related to a previously submitted request, 2010/11/010, for funding for an all weather surface. Campbell Port stated that following the previous meeting of the Trustees in March 2010 there had been a request to the Brora Rangers Youth Development initiative to resubmit their application and provide further information. This had now been received.</p> <p>After discussion it was proposed and supported unanimously that an award of £20,000 be made and that it would be payable on completion of the project and subject to the acceptability of another quote which was to be provided by the Brora Rangers Youth Development Initiative.</p>	
5.3	<p><b>Application reference: 2010/11/014</b> Submitted by: Tain and District Branch Cats Protection Amount requested: £1384.05</p> <p>Campbell Port gave a brief summary of the application: a request was being made to assist in the purchase of equipment to trap and transfer feral cats for neutering and return. It was noted that most of the work done at the branch comes from Sutherland. The aim of the organisation is to rescue and find new homes for stray and abandoned cats as well as trapping, neutering and returning feral cats to their own locations</p> <p>It was proposed that £500 be awarded. The proposal was supported unanimously.</p>	
5.4	<p><b>Application reference: 2010/11/015</b> Submitted by: Brora Junior Club Amount requested: £600</p>	

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5.5	<p>Campbell Port gave a brief summary of the application: the club would like to hold a soup kitchen every Saturday with donations going to the local playgroup. The money applied for is for rent for the Scout and Guide Hall.</p> <p>It was proposed that £600 be awarded. The proposal was agreed unanimously.</p> <p><b>Application reference: 2010/11/016</b> Submitted by: Crossroads (East Sutherland) Amount requested: £16,000</p>	
5.6	<p>Campbell gave a brief summary of the application: the organisation provides respite care at home for carers. They would like to provide an outreach service for people aged over 65 and who live alone in isolated areas. Specifically, they were asking for a grant for wages and travel expenses. While it was agreed that Crossroads (East Sutherland) is a very worthwhile organisation, providing such an award would be outside the scope of what the Trust is able to do.</p> <p>It was proposed not to support the application. The proposal was supported unanimously.</p> <p><b>Application reference: 2010/11/017</b> Submitted by: Golspie Youth Action Project Amount requested: £10,496.80</p>	
5.7	<p>Campbell Port gave a brief summary of the application: the project was set up in 1993 to provide a youth service to the young people of Golspie. The application to the Trust was for £10,496.80. The organisation required funds to provide a continuation of the service which included salaries for two youth workers.</p> <p>It was pointed out that although money was also being requested for activities they would not happen without having the staff in place.</p> <p>The Trustees felt that the application was similar to the previously discussed "Crossroads (East Sutherland)" application and as such it was proposed not to support the application. The proposal was supported unanimously.</p> <p><b>Application reference: 2010/11/018</b> Submitted by: Rogart Under Fives Amount requested: £1,568</p> <p>Campbell Port gave a brief summary of the application: the group provide the opportunity, in a safe environment, for local children under five years of age to come together and participate in active play, arts and crafts and</p>	

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5.8	<p>regular outings. The group require funds to encourage new members and to organise educational and fun trips to such venues as wildlife parks and swimming pools. They expect to cater for 10 children and are actively fundraising.</p> <p>Steve Wonderley stated that the group did a lot of hard work and that the number of children attending was growing.</p> <p>Iain Miller proposed that the full amount requested be awarded. The proposal was supported unanimously.</p> <p><b>Application reference: 2010/11/019</b> Submitted by: East Sutherland Swimming Club Amount requested: £1926.71</p> <p>Campbell Port gave a brief summary of the application: the club is for young people aged 8 years and over and provides coaching in swimming, diving, lifesaving and waterpolo. The club has applied for funds for equipment, including prizes for their gala, along with training for one disabled swimmer.</p> <p>It was proposed that £1026.71 should be approved specifically for the equipment. The proposal was supported unanimously.</p>	
5.9	<p><b>Application reference: 2010/11/020</b> Submitted by: North of Scotland Kart Club Amount requested: £20,000</p> <p>Campbell Port gave a brief description of the application: The club promote RACMSA Kart racing, train youngsters and adults alike to take part in their MSA initiative "Let's go karting". They also encourage other local bodies to use the facility. They require funding to carry out emergency coastal erosion repairs. The total project is £66,223 with £46,223 coming from other sources with a request of £20,000 to the Trust.</p> <p>After discussion it was decided that in order to move things forward with the application the club should be written to requesting further information and clarification. Specifically the Trustees requested that the letter include:</p> <ul style="list-style-type: none"> <li>i) confirmation that the lease would be extended</li> <li>ii) clarification of a) where the boundary lies in the lease and subsequently b) clarification of whose land the work is going to take place on</li> <li>iii) information on any consideration the club had given to possible effects the defences would have once in place regarding the coastal line or otherwise</li> </ul>	

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5.10	<p>iv) evidence of where the matched funding was to be obtained</p> <p><b>Application reference: 2010/11/021</b> Submitted by: Girl Guiding Sutherland Amount requested: £600</p> <p>Campbell Port gave a brief summary of the application: the aim of the organisation is to develop the potential of girls and young women through the development of personal skills. As 2010 is the year of centenary celebrations for Girl Guiding UK, funds are requested for transport to two local events which form part of the celebrations.</p> <p>Steve Wonderley proposed that the full amount be awarded. The proposal was supported unanimously.</p>	
5.11	<p><b>Application reference: 2010/11/22</b> Submitted by: Sutherland Shotokan Karate Club Amount requested: £1479.25</p> <p>Campbell Port gave a brief summary of the application: the club provide a low cost entry into the sport and discipline of Shotokan Karate. They require funding for new equipment as well as advertising to encourage new members to join. The club would be contributing £80 themselves. Campbell went on to comment that although numbers of the club were small it is something that should be encouraged.</p> <p>Steve Wonderley proposed that the amount requested be awarded in full. The proposal was supported unanimously.</p>	
5.12	<p><b>Application reference: 2010/11/023</b> Submitted by: Rogart Campaigners Amount requested: £3,506.01</p> <p>Campbell Port gave a brief summary of the application: Rogart Campaigners is a child/youth group for ages ranging from 4-14 which aims to help all ages learn skills which will be of value in later years. Money is requested for an educational trip and for sporting equipment.</p> <p>Steve Wonderley pointed out that the Rogart Campaigners were well thought of and did a lot of good work. Steve then proposed that the full amount of £3,506.31 should be awarded. The proposal was supported unanimously.</p>	
6.	<p><b>TREASURER'S REPORT</b></p>	
	<p>The treasurer, Ronnie Sim, made the following points:</p> <ul style="list-style-type: none"> <li>i) £12,700 had been awarded at the meeting excluding the Brora Rangers Youth Development Initiative and the North of Scotland Kart Club.</li> <li>ii) Half the grants still have to be claimed from the last meeting</li> </ul>	

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	<p>iii) it was confirmed that the Girl Guiding Sutherland grant would be paid outright</p> <p>iv) there was currently £52,000 in the bank but £18,000 had been spoken for</p> <p>v) it was estimated that a grant for the marquee requested by the Brora Social Amenities Group would most likely be paid this time next year</p> <p>vi) £20,000 would be left if everything came in and was paid out. This meant that the Trustees would have to be cautious. Campbell Port stated that there would be one more dispersal this year.</p> <p>vii) £35,000 had so far been paid out in actual cheques. This included £20,000 to the Fountain Road Hall Development Group and £5,000 to Edderton Community Council as a disruption payment</p> <p>viii) Before the next meeting the PO Box number should go to Inverness rather than Brora. It was noted that there would be an overlap for a couple of months while this process was worked through. Ronnie stated that he would complete the relevant forms to change the PO Box number and would contact the designers of the Trust website at the appropriate time to update this information. However, bank statements would continue to be sent directly to the treasurer.</p> <p>After discussion it was decided that the Treasurer would meet with the accountant Ian Mackay, to discuss his appointment and the requirements of the Trust under OSCR guidelines.</p>	
7.	<b>MONITORING OF PROJECTS</b>	
	<p>It was agreed that most of the monitoring of the projects awarded grants would be achieved through invoices and bank statements with visits to those organisations who had been awarded larger amounts. It was also noted that the option of an end of project report was available.</p> <p>It was agreed that the Treasurer would put together a claim form for those whose applications had been approved.</p> <p>The extension of the Fountain Road Hall, which had received substantial funding from the Trust, had been viewed on the evening of the meeting to the satisfaction of the Trustees.</p>	
8.	<b>CONTINUATION OF COMMUNITY COUNCIL MEMBERS</b>	
	Campbell Port and Iain Miller had been reappointed for another year from June 2010.	
9.	<b>CORRESPONDENCE IN</b>	
	VG-ES: it was confirmed that Campbell Port would attend, on behalf of the	

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	<p>Trust, a local funders event being run by VG-ES.</p> <p>OSCR: The 31<sup>st</sup> January is the end of the financial year for the Trust. The treasurer in conjunction with the accountant Ian Mackay would provide the information required by OSCR in due course.</p>	
10.	<b>PUBLICITY</b>	
	<p>It was agreed that after applicants had been notified of the outcome of their application, a list of those projects approved would be sent to Hannah at Falck Renewables to be forwarded to their PR company, Platform PR. Platform PR would provide a list of projects approved to the "Northern Times".</p> <p>Girl Guiding Sutherland and the Rogart Campaigners would be notified of the outcome of their applications by phone.</p>	
11.	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>i) It was decided that the closing date for the next round of applications would be the 31 October 2010</li> <li>ii) It was decided that the usual advert would be placed in the "Northern Times" at the end of September and the beginning of October.</li> <li>iii) It was noted that the annual public meeting is due to take place within three months of the approval of the end of year accounts ie after the 31 January 2011 and before the end of April 2011</li> <li>iv) It was decided that the minute of the 24 March 2010 meeting which had just been approved should be put on the Trust website</li> <li>v) It was agreed that applications should be distributed to Trustees as the applications were received</li> </ul>	
12.	<b>AGENDA ITEMS FOR NEXT MEETING</b>	
	1. The position of Chairman	
	There being no further business the meeting closed.	