

**Draft minute of meeting of Kilbraur Wind Farm Community Benefit Trust
held on Wednesday 15 December 2010
in The Heritage Centre, Golspie at 7.30pm**

PRESENT	Campbell Port (chair), Steve Wonderley, Iain Miller, Charles Gorer, Ronnie Sim (Treasurer), Linda Robichaud (secretary),
APOLOGIES	John McMorran, Cllr Ian Ross
OBSERVERS	Cllr Jim McGillivray, Hannah Garden (Falck Renewables), Ken Hardie (Falck Renewables)

ITEM		ACTION
1	WELCOME	
	<p>Campbell Port opened the meeting by welcoming everyone including Ken Hardie of Falck Renewables who was attending a Trust meeting for the first time. Campbell also stated that this would be the last time he would be chairing a meeting of the Trustees as his term of office was now coming to an end.</p> <p>It was noted that Trustee James Ritchie had earlier in the day tendered his resignation as a Trustee.</p> <p>Apologies had been received from Trustee John McMorran..</p>	
2	MINUTES OF MEETING 27 JULY 2010	
	The minute of the previous meeting was approved as an accurate record. Proposed by Steve Wonderley and seconded by Iain Miller.	
3	MATTERS ARISING	
	<p>1. <i>Minute of variation</i> It had been planned that Trustees would sign the minute of variation at the current meeting. However with the absence of John McMorran and the resignation of James Ritchie, the Trustees now had to review the situation. Following discussion and discussion later in the meeting it was decided that the minute of variation would be changed to reflect the resignation of James Ritchie and passed to the solicitor of the Trust to see that all was in order. The minute of variation would then be signed by Trustees at their next meeting.</p> <p>2. <i>The appointment of accountant to the Trust</i> Ronnie Sim stated that Golspie accountant, Ian Mackay, was willing to accept the appointment of accountant to the Trust. The secretary would now write to Mr Mackay to confirm his appointment and to ask what is required in order to progress matters regarding OSCR requirements</p>	<p>SW</p> <p>LR</p>

ITEM		ACTION
4.	TREASURER'S REPORT	
	<p>Ronnie Sim circulated a handout to the Trustees and went on to make the following points:</p> <ul style="list-style-type: none"> • Recent payments had been made to: <ul style="list-style-type: none"> (i) VG-ES, application ref: 2010/11/026 for £252.11 (ii) Feis Chataibh application ref: 2010/11/011 for £3,690 • The total income for the year had been £90,766 • £42,850 had been issued in cheques • £26,527 was now in hand and that from this was to come the honorarium for the secretary, £150 to the web designer and fees for membership of VG-ES. • £10,000 had been ring fenced for the Brora Social Amenities Group. It was noted that they should be written to in order to remind them that on the 28th March the money would go back into the fund if not claimed. They would however be welcome to reapply if they ran out of time. 	LR
5.	REVIEW OF APPLICATIONS	
5.1	<p>Application reference: 2010/11/024 Submitted by: Sutherland Partnership Amount requested: £6,000</p> <p>Cllr Jim McGillivray declared an interest and offered to leave the room. Campbell Port gave a brief summary of the application: The application is in respect of a collaborative project to enhance the grounds of the Lawson Memorial Hospital, Golspie which serves local communities and the whole of Sutherland. Funds are requested for such items as seating, water features and paths. The total project cost is £50,000.</p> <p>Campbell proceeded by asking Trustees for their comments. It was commented that there was no direct expense to the NHS.</p> <p>Campbell asked about a timescale for the project and Cllr McGillivray said he would report back to the Trustees on this matter.</p> <p>It was proposed that the full amount of £6,000 be awarded. The proposal was supported unanimously.</p>	
5.2	<p>Application reference: 2010/11/025 Submitted by: Golspie Recycling & Environmental Recycling Group (GREAN) Amount requested: £18,510</p>	

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5.3	<p>Campbell Port gave a brief summary of the application: GREAN was formed in 2001 to provide viable recycling options for households and businesses in Sutherland. It now provides a dedicated kerbside collection service to over 4,000 homes and commercial collections to well over a hundred businesses. GREAN have applied for funds towards a new 3.5 tonne vehicle.</p> <p>Campbell continued by referring to a press article which had appeared in the "Northern Times". The article indicated that future funding for GREAN was in doubt.</p> <p>Cllr McGillivray clarified that funding for 2011/12 was in place and currently negotiations were underway regarding the situation from 2012. GREAN had been asked to make a 5-6% cut in allowance and they had found a 9% cut in operations.</p> <p>It was questioned as to who would own the vehicle in 2012.</p> <p>It was decided that GREAN should be written to asking for:</p> <ul style="list-style-type: none"> I) clarification in any way or reassurance regarding the funding situation of GREAN after 2012 II) details regarding the currently leased vehicle including when the lease finishes <p>Application reference: 2010/11/026 Submitted by: Voluntary Groups – East Sutherland (VG-ES) Amount requested: £252.11</p> <p>Campbell Port gave a brief summary of the application: VG-ES are working in partnership with the Lieutenancy of Sutherland to produce a booklet and CD of remembrance.</p> <p>Campbell continued that due to the amount involved and timeliness that the Trustees had decided to pay out to VG-ES prior to the meeting. Treasurer, Ronnie Sim, confirmed that the full amount requested of £252.11 had been paid into the bank account of VG-ES on the 13 December 2010.</p>	
5.4	<p>Application reference: 2010/11/027 Submitted by: Rogart-in-Bloom Amount requested: £14,902</p> <p>Campbell Port gave a brief summary of the application: Rogart-in-Bloom is a new organisation which aims to promote a brighter Rogart by adding flower displays throughout the parish. The application was for funds to</p>	

ITEM		ACTION
5.5	<p>purchase such items as flower baskets, planters and flowers. It was noted that Rogart-in-Bloom had no funding from other sources and were looking for 100% from the Trust.</p> <p>The floor was opened up for discussion.</p> <p>It was proposed that £3,000 be awarded and that in the letter of notification it should be stated that the Trustees supported the work of Rogart-in-Bloom and that they should feel free to apply again in the future.</p> <p>The proposal was agreed unanimously.</p> <p>Application reference: 2010/11/028 Submitted by: Brora Golf Club Amount requested: £20,000</p> <p>Campbell gave a brief summary of the application: Brora Golf Club is a non-profit making body dedicated to the supply of sporting services. They require funding for an additional fairway mower to maintain the golf course.</p> <p>Steve Wonderley suggested that £10,000 should be considered as a grant.</p> <p>It was proposed that an award of £10,000 be made to Brora Golf Club and that the award letter should state that the funds would be released in March 2011.</p> <p>The proposal was supported unanimously.</p>	
5.6	<p>Application reference: 2010/11/029 Submitted by: Brighter Brora Amount requested: £6,457</p> <p>Campbell Port gave a brief summary of the application: Brighter Brora aims to benefit the people of Brora by providing floral displays as well as planting flowers and shrubs. The organisation also promotes the supply and maintenance of Christmas decorations for Brora. They require funds to purchase replacement and extra street planters, hanging baskets and planters to affix to poles.</p> <p>Campbell began the discussion by pointing out that 25% of the total cost for the project came from the funds of Brighter Brora. He also commented that it was a good application and worthy of support. It was noted that the organisation had been in operation since 1997 and were therefore experienced in what the work of such an undertaking entailed.</p> <p>Iain Miller proposed that the full amount requested be awarded. The proposal was supported unanimously.</p>	

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5.7	<p>Application reference: 2010/11/030 Submitted by: Royal British Legion – Golspie Branch Amount requested: £3807.79</p> <p>Campbell Port gave a brief summary of the application: The organisation aims to bring together ex service men of all ranks, their families and friends. They also support active members and promote a greater understanding if the role of the armed forces. They require funding to provide (i) a powerpoint at the war memorial in Golspie to relay the live broadcast from the Cenotaph and (ii) to upgrade the lighting at the memorial.</p> <p>Steve Wonderley commented that it was a very good application.</p> <p>It was proposed that an award for the full amount requested be made.</p> <p>The proposal was supported unanimously.</p>	
5.8	<p>Application reference: 2010/11/031 Submitted by: Golspie Heritage Society Amount requested: £1,770</p> <p>It was noted that Golspie Heritage Society had previously been awarded funding, ref: application 2010//11/08</p> <p>Campbell Port and Iain Miller both declared an interest as both were members of the society.</p> <p>Campbell Port gave a brief summary of the application: Golspie Heritage Society is involved in the advancement and preservation of local knowledge and history in the local community. They now require funding for new seating and a laptop.</p> <p>It was proposed that an award for the full amount requested be given. The proposal was supported unanimously.</p>	
5.9	<p>Application reference: 2010/11/032 Submitted by: Rogart Primary School Parent Teachers Association (PTA) Amount requested: £14,254</p> <p>Campbell Port gave a brief description of the application: The PTA promotes partnership between the school, its pupils and all its parents. They require funding to purchase and install safe play equipment in the school playground of Rogart Primary School.</p>	

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5.10	<p>Cllr Jim McGillivray suggested that the PTA seek clearance as to whether the playground would be open to families or under lock and key.</p> <p>In principle the Trustees were happy to provide support but required further information.</p> <p>It was agreed that the PTA should be written to requesting that the following information be supplied:</p> <ul style="list-style-type: none"> (i) clarification as to whether the PTA have permission to the ground (ii) clarification as to whether there would be free access to the playground (iii) a re – submitted section four of their application <p>Application reference: 2010/11/033 Submitted by: Feis Chataibh Amount requested: £2940</p> <p>It was noted that that a previous application, ref 2010/11/011, to the Trust by Feis Chataibh had been successful.</p> <p>Campbell Port gave a brief summary of the application: Feis Chataibh is involved in the promotion of Gaelic arts, language and culture. Funds are required for the provision of masterclass workshops. The total cost of the project is £3920 with £980 coming from other sources and a request of £2940 to the Trust. Iain Miller commented that Feis Chataibh does a lot of good work and supported the application in full.</p> <p>Steve Wonderley proposed that an award of £2500 be made. The proposal was supported unanimously.</p>	
5.11	<p>Application reference: 2010/11/034 Submitted by: East Sutherland Wheelers Amount requested: £3020</p> <p>Campbell Port gave a brief summary of the application: East Sutherland Wheelers are a newly formed cycling club based in Golspie. The club was formed to promote the benefits of cycling and to provide a badly needed framework of support to the growing number of cyclists from all cycling disciplines in East Sutherland. They are applying for a grant to provide spinning bikes for indoor cycling training and health improvement. The total project cost was for £13,020 with a request to the Trust for £3020.</p> <p>Following discussion it was proposed that an award of £3,020 be given to allow the project to move forward. The proposal was approved by the Trustees.</p>	

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5.12	<p>Campbell Port continued by giving a brief summary of the activity over the year.</p> <p>11 applications had been received for consideration that evening and 34 applications had been received in total throughout the year. The Trust had supported at least 75% of applications which meant that very few applications had been rejected. Campbell also commented that the model used by the Trust to allocate funds had worked well so far. The variety and quality of the applications was commented on by Steve Wonderley. Iain Miller also commented that the awards made gave vitality to the communities involved.</p> <p>Ronnie Sim asked when the 8 other wind turbines were due to come on line. Ken Hardie from Falck Renewables stated that erection would begin on 11 March 2011.</p>	
6.	<p>GRANT FOR COMMUNITY COUNCILS</p>	
	<p>Campbell Port began by saying that a request had been received that each of the three community councils should be given money from the Trust for microprojects. £5,000 was mentioned as a starting figure to be given wholly to each of the three councils. In Golspie, for example, the use of the money was envisaged to include repairs to the village clock and seats ie items which do not warrant an application form.</p> <p>Charles Gorer, thought in principle, that this was an excellent idea and went on to suggest that (i) there should be no duplication (ii) it should be made clear that the Trust would not be contributing to the normal upkeep of the council (iii) it is not something that creates its own bureaucracy ie discretion is given to the community council.</p> <p>Steve Wonderley stated that it must be checked that we are in compliance with our own rules.</p> <p>Ronnie continued that there should be no cross applications ie some for the community council and some for Trust ie anything coming from us cannot be supported by a community council. Ronnie also suggested that a specific amount given one year would not guarantee a future amount.</p> <p>Steve Wonderley said that the paperwork must be reviewed to confirm what we cannot support they cannot support. We need to make sure that we can make awards outwith normal circumstances.</p> <p>It was decided that the Trustees would award an amount to each community council and that the Trustees would make it practicable to do so. An amount of £3,000 was proposed by Iain Miller and approved unanimously but it was also agreed that Ronnie Sim would review the paperwork, bearing in mind that there would be no matched funding</p>	

ITEM		ACTION
	involving a community council and the Trust. Once this had been done correspondence would then be sent to each of the community councils.	RS/LR
7.	PUBLICITY OF AWARDS	
	It was noted that the "Northern Times" had carried an article regarding awards made from the last round of applications. A list of awards from the last round would be put on the Trust website along with a copy of the Press Release. It was suggested that pictures in the local paper of suitable, completed projects which included Trustees might be a way forward regarding increased publicity.	LR
8.and 9.	POSITION OF CHAIR OF KILBRAUR CBT POSITION OF VICE-CHAIR OF KILBRAUR CBT	
	<p>Campbell Port pointed out that in keeping with the annual rotation of the positions of chair and vice-chair his appointment had now come to an end. He thanked everyone his fellow Trustees, especially James Ritchie who had resigned. Ronnie Sim received a special thanks for the work he had carried out in setting up the Trust and was continuing to carry out.</p> <p>Steve Wonderley stated that he would take action regarding the vacancy for the Rogart Trustee.</p> <p>After discussion it was decided that the appointment of a chair would be made at the next meeting as not everyone was present and would need to be considered. It was also decided that item 9 on the agenda ie the appointment of the vice-chair would be left to the next meeting. It was therefore requested that both these items be put on the agenda for the next meeting.</p>	
10.	LIAISON WITH GORDONBUSH WINDFARM	
	<p>Campbell Port suggested that it may be beneficial if there was a joint application form suitable for both wind farms with the first pages being specific to the individual Trust.</p> <p>After discussion it was decided not to take any further action at this time but that the Trustees would revisit the subject in the future.</p>	
11.	CORRESPONDENCE IN	
	i) The Sutherland Shotokan Karate would be written to outlining the position regarding when payments are made by the Trust.	LR
	ii) Friends of Brora School (Healthy Hut Concept Design) had already been sent a letter in answer to their query.	
	iii) A response had already been put together for the East Sutherland Swimming Club	
	iv) Correspondence from the Brora Junior Club was tabled and had already been actioned	

ITEM		ACTION
	A discussion took place as to whether the Trust pay awards "up front" or wait until receipts had been received. After discussion it was decided that the Trust must adhere rigidly to its rules where receipted invoices must be received before payment.	
12	CLOSING DATE FOR NEXT ROUND OF APPLICATIONS	
	It was decided that the closing date for the next round of applications would be the 28 th February 2011 and that one advert would be placed in the Northern Times a month in advance of the closing date.	
13	AOCB	
	<p>i) Ken Hardie gave a summary of what was happening regarding the extension to the Kilbraur Wind Farm. Ken began by stating that the project to put up 8 new turbines had suffered due to the weather. Two bases had now been built with 6 still to be completed. It had been planned that the bases would be completed before Christmas but with the weather that was not now possible. Realistically the bases would not be finished until the end of January 2011 and once in place this would be followed by cable installation through February. In parallel with this would be the first delivery in February, with a crane in place in March to erect the turbines. Following this the turbines would then be commissioned with completion taking place in September. At present there were over 20 people on site. Ken also stated that there would be a liaison group meeting on the 17 June 2011.</p> <p>ii) The public meeting of the Trust would take place in April 2011 after the next meeting of the Trustees in March when the accounts would be presented. At the public meeting there would be a financial report and a chairman's report.</p> <p>iii) A list of those who had been allocated grants would be sent to Hannah at Falck Renewables</p>	
	AGENDA ITEMS FOR NEXT MEETING	
	The appointments of chair and vice chair of the Trust	
	DATE FOR NEXT MEETING	
	It was decided that the next meeting of the Trust would take place on the last Wednesday in March 2011 in the Heritage Centre, Golspie but would be dependent on the availability of the venue.	
	There being no further business the meeting closed.	