

Gargunock Community Trust Directors Meeting

Monday 14th August, 2017

Present

Douglas Johnston, Elizabeth Mansion, Geoff Peart, Iain Gullan, David King, Gavin Fleming, Jeremy Wilkinson

Apologies

Stuart Ogg, Edmond Mansion, Jackie Campbell, Lovat MacGregor, Mike Pizey,

Minutes of Previous Meeting on Windfarm Funding (27 July 2017) - Approved.

Actions on Windfarm Funding:

- Douglas Johnston has prepared an overview of the Governance & Regulations relating to the Community Trust to help explain the relationship between the Trust and the Windfarm Panel. This presentation was reviewed at the 14th August Trust Directors Meeting, and a few minor amendments suggested. Douglas will incorporate these suggestions and circulate the revised presentation to the Trust Directors. Douglas will attend the next meeting of the Windfarm Panel to show the presentation and explain duties, responsibilities and accountabilities of the Trust and the Panel.
- The following three Windfarm documents have been circulated by Douglas Johnston to the Trust Directors:
 - a) Investment Strategy.
 - b) Terms of Reference.
 - c) Fund Guidelines.

A draft covering letter to the Windfarm Panel has also been prepared and circulated by Geoff Peart.

These four documents were reviewed and accepted, with the following minor actions:

- Eliminate change-tracking details.
- Add issue date.
- Add page numbers
- Investigate whether we need to include formal reference to (or relevant logo/artwork for) Falck and/or Foundation Scotland on the documents (Action: Geoff).
- Check that the Trust's Company Number and Charity Number are on the letterhead for the cover letter (Action: Douglas).

Geoff and Douglas will make the above amendments where necessary and forward the documents to Carol for issue to the Windfarm Panel.

Minutes of Previous Regular Meeting (20 April 2017) - Approved.

AOB

1. **Update on Trust Membership List:** Old versions of the membership list have been located. Edmond has agreed to consolidate the lists (and update by adding any known missing names, etc.).
2. **Purpose of the Community Trust:** Iain agreed to work with Carol to generate an article for the next Bugle on the structure/role of the Community Trust.
3. **Community Centre Sinking Fund:** Douglas will prepare a request to the Windfarm Panel for £3,500 for the Sinking Fund.

4. **Changes to Memorandum of Association:** We have no records of the recent proposed changes to the MofA being submitted to OSCR or Companies House. Jeremy will check on status with Douglas Coupethwaite.
5. **Recycling Facilities at the Community Centre:** Iain will investigate options for the recycling facilities; and also chase whoever is responsible for the clothing bank to ensure regular emptying.
6. **Register of Directors:** Jeremy will circulate a list of Trust directors with director's contact details (and including director's other details currently held at Companies House). All directors to check the register and pass any corrections or missing data to Jeremy.
7. **Windfarm Payments:** Geoff reported that the year 2 payment has been received; however, the template for the annual reporting has not yet been received.

Future Meeting Dates:

Thursday 19 October 2017

Thursday 7 December 2017