Registered Charity Number SC041048
Company Number SC285953

**Minute of Meeting of the Board of Directors of Point and Sandwick Trust held in the PST Office on Tuesday 15 December 2015 at 6.00pm.**

**PRESENT**

Angus McCormack (Chairperson)
Duncan Mackay (Vice-Chairperson)
Andrew Mackenzie
Donald Taylor
Matt Bruce
Liz Chaplin
Jenny Pain
Eddie MacGregor
Kenny D Macdonald
Sonya Macleod
Alison Carty
Donald John MacSween
Calum Macdonald

**APOLOGIES**

Nan Morrison
Agnes Munro

## 1 WELCOME

The Chairperson welcomed all those present, including Alison Carty to her first Board meeting as a co-opted member of Point and Sandwick Trust.

## 2 SCOTTISH RENEWABLES GREEN AWARDS

The Chairman announced that on Thursday 20 November 2015 Beinn Ghrideag was awarded the best community project at the Scottish Renewables Green Awards in the Edinburgh International Conference Centre and the trophy which had been presented at the Green Awards was duly displayed at the meeting of the Board. The Chairman went on to say as follows -

*"There were in excess of 1,000 people there whose principal interest was in renewables. Consequently, there were people there who understood our achievement and they were delighted for us – absolutely delighted for us. I have never, ever seen Calum Macdonald smile so much and I think I was smiling quite a bit myself! One disappointment for me personally was that I was not able to have with me Donald John and Duncan because they have been a very important part of the four person team who run things at least since I have become Chair of the Board and I would like to say that there is absolutely no doubt that we would not have got where we are without all those years of support from this Board.*

*Some of you have been here since the beginning, others have been here a long time and some are just new to the Board but the support that we got from the Board every time we met, every time we faced yet another issue, the Board would say "Ok, let's overcome this issue, we are not going to go back, we are going to overcome this*

*issue" and that is what we did. We have always had such positive support from the Board.*

*In addition to that, we have also had wonderful support from the following, all of whom were represented on the night:-*

*Santander Bank*
*Baker Tilly, our financial consultants*
*RJ Macleod,Construction*
*SgurrEnergy, who also won an award on the night*
*HBJ Gately, our Solicitors*
*Brodies, the Bank's Solicitors who were so supportive of us and helped us hugely; and*
*The Scottish Investment Bank".*

The Chairman paid tribute to all those organisations who had an involvement with the project over the years, who understood all of the issues that had to be dealt with during that time and who appreciated how difficult it had been from time to time to overcome hurdles as the project went along. He stated –

*"They really felt we did exceptionally well and the people in the room, they kept coming up to both Calum and I and saying "this is a wonderful achievement". These were people who have spent their lives on renewables, they knew all about renewables, they knew the issues that we were facing and what we were overcoming and so on. So I felt very heartened on the night. It really brought home to me in a way that maybe I hadn't really appreciated before just what an achievement it is that we have done as a Board and I think you should all congratulate yourselves.*

*One other thing that I would like to add is that Calum Macdonald is so well known to these people and that has been a key to why we've got to where we've got to. He knows the people to talk to, he knows how to talk to them, they are his friends, he doesn't go around making enemies and it was very interesting that people from organisations who had not helped us have shown an interest. I was asked to make a little speech. I said something along the lines of that this was very encouraging and that we would like to do more and that kind of thing and so people were coming up to me and saying "If you're thinking of doing more will you keep us in mind for the future?" So that was very good indeed and one point that Keith from Santander made was "if you get too big we might not be able to help you" which I thought was very good!*

*The important point about all that is we are a bona fide organisation, we are recognised as an organisation that delivers, we have a good pedigree, we have a good name in Scottish Renewables and I think that will stand us in good stead in the future for what we do. If we say something then people are going to listen. So, it was a good night and well done to all of you".*

## 2 DECLARATION OF INTEREST

The Chairperson asked if anyone wished to declare an interest or, alternatively, an interest could be declare at any time during the meeting.

There were no declarations of interest at this point.

## 3 MINUTES

(a) The Minutes of Meeting of 17 November was **approved.**
(b) The Minute of Meeting of PSP Ltd of 26 November at 12.30 pm was **noted.**

## 4 MATTERS ARISING

There were no matters arising.

## 5 TIG ENERGY COMMUNITY PROPROSAL

The General Manager referred to the revised proposal submitted by TIG which had been negotiated in line with recommendations and suggestions previously made by the Board. The proposal outlined the aims of the project to create an LED energy community across Point and Sandwick by advising residents on how to save money on their fuel bills, educating them on energy efficiency, reducing the high level of fuel poverty and undertaking Energy Performance Certificates in as many properties as possible.

The General Manager indicated that the proposal was fully costed and was included in PST budgets as a Priority Revenue Client delivering one of the six key projects outlined in the Business and Community Development Plan. He further indicated that the project would be launched in February 2016 with a view to commencing on 1 April 2016.

**It was agreed to approve the TIG Energy Community Proposal.**

## 7 BEINN GHRIDEAG PROGRESS REPORT

**Handover**
Calum Macdonald reported that the formal handover documents had been signed on 20th November 2015 and that Beinn Ghrideag was now officially in the ownership of PST.

**Grid Connection and Electricity Sales**
Calum Macdonald reported that the wind yield had been lower than predicted in the SgurrEnergy yield model in the period up to handover. He indicated as an example that November's predicted output was 43% whereas the actual output was only 36% and that he had requested an analysis of this discrepancy from SgurrEnergy.

He further reported, however, that since handover the wind yield had matched the predicted output for December which was just under 50% and that the cumulative output since the first turbine started in June was 8,910,952 kW hrs.

**Civil Works**
Calum Macdonald reported that further text had been included in the signs for Beinn Ghrideag.

**Legal**
Calum Macdonald reported that registration of the Macaulay farm lease was still outstanding.

**SOCIAL MEDIA**

8 The General Manager confirmed that although PST's Facebook was very active, the Twitter account was currently inactive and, after discussion of the merits of using Twitter as a means of social media, it was agreed that the Twitter account be re-activated and that Alison Carty would undertake to keep PST's account up to date.

**This was noted.**

**9 RISK MANAGEMENT**

The Chairman referred to the Risk Management paper which had been prepared by Andrew Mackenzie following discussion at the Away Day on 30 October and circulated to Board members. Andrew Mackenzie indicated that the purpose of the risk management policy was to identify the likelihood of risk and thereby control and minimise risk.

**After discussion it was agreed that in order to give members time to study the paper and make any suggestions or amendments they wished included, this item be included on the agenda for the next meeting of the Board on 26 January 2016 and thereafter on the agenda for every third Board meeting for further review and input by Board Members.**

**10 MEETING DATES FOR 2016**

The General Manager referred to the list of meeting dates for 2016 for Point and Sandwick Power and Point and Sandwick Trust which had been circulated and sought approval for the dates as follows:-

| DATE | PSP | PST |
|---|---|---|
| Tuesday 26 January | 12.30 pm | 5.30 pm |
| Tuesday 15 March | 12.30 pm | 5.30 pm |
| Tuesday 3 May | 12.30 pm | 5.30 pm |
| Tuesday 14 June | 12.30 pm | 5.30 pm |
| Tuesday 6 September | 12.30 pm | 5.30 pm |
| Friday 25 November | 12.30 pm AGM | 5.30 pm AGM |
| Tuesday 13 December | | 5.30 pm |

**It was agreed to approve the meeting dates for 2016 with which may be subject to alteration if required.**

**11 GENERAL MANAGER'S REPORT**

**A) FINANCE**

The General Manager updated the Board on its current financial position and indicated that the remainder of the Big Lottery Grant would have to be drawn down shortly for the Trust to remain solvent.

**B) HIGH TECHNOLOGY INNOVATION PROPOSAL**

The General Manager referred to a paper which had been received from the University of the Highlands and Islands/Lews Castle College (UHI/LCC). He indicated that this proposal was an opportunity for PST to establish strong links with UHI/LCC.

**It was agreed that discussions continue with UHI/LCC on developing the proposal with a view to a further detailed report with costings being presented to the Board in the New Year.**

## C) OFFICE HANDBOOK

The General Manager indicated that work on establishing and revising the Office Handbook containing all PST policies was now being completed, with all the suggestions and amendments incorporated into the final version as far as possible. This Handbook would be available for inspection in the PST Office and would be reviewed as agreed with reports being presented to appropriate Board meetings.

**This was noted.**

## D) SCORING MATRIX

The General Manager referred to the scoring matrix which had been circulated to members to facilitate scoring of grant applications. He indicated that after consideration this was deemed to be the most satisfactory method of scoring and took account of all the relevant factors which needed to be considered.

**After discussion, it was agreed to approve the scoring matrix.**

## E) GRANT APPLICATION FORMS AND GUIDANCE NOTES

The General Manager indicated that the grant application forms and guidance notes revision had been completed with suggestions and amendments incorporated as far as possible in the final version. He stated that these documents were available for inspection in the office and would be posted on the PST website in April/May 2016.

**This was noted.**

## F) BUSINESS GATEWAY LOCAL LOAN DEVELOPMENT

The General Manager indicated that because Community Development Trusts are not able to make direct loans or grants to individuals due to their charitable status, this therefore made it difficult to fulfil the economic development aims and objectives contained in the Memorandum of Articles. He further indicated that PST, together with other Trusts and CES, had been involved in trying to find a mechanism for fulfilling the economic development aspiration through a third party, initially with the local Credit Union and since with Business Gateway.

He stated that some progress had been made with a questionnaire being circulated to all groups in the New Year to establish common ground to enable further talks to take place with Business Gateway and that it was hoped that a fully developed loan scheme, administered by Business Gateway would be agreed by Summer 2016. A further report for approval or amendment on the proposed scheme would be presented to the Board at that time.

**This was noted.**

## G) PAPERLESS BOARD MEETINGS

The General Manager referred to the decision at the last meeting of the Board on 17 November 2015 to look into and report on the possibility of having paperless Board meetings. He stated that this could be achieved by providing Board members with a device that they could take to meetings and would use to access emails and reports thereby cutting down on paper costs and which would also fulful an important objective of the PST Environmental Management Plan. He indicated that once the cost of purchasing a tablet for all Board members could be identified in the budget, the preferred option from the paper circulated by Sonja Macleod would be the Levono Yoga at an indicative cost of £300 each. He further indicated that if members agreed to this proposal each member would have their own Point and Sandwick Trust email address and that Sonja Macleod had very kindly agreed to provide training on these devices where this was requested.

The General Manager indicated that such devices would be the property of Point and Sandwick Trust and that if a member resigned it would require to be returned to PST.

**After discussion, t was agreed that once the cost involved is identified in the budget each Board member and staff would be provided with a Levono Yoga tablet at a total cost of circa £5,100 as per the paper circulated.**

## (H) GRANT APPRAISAL SUB-COMMITTEE

The General Manager referred to the discussion at the last meeting of the Board on 17 November 2015 on the possibility of setting up a sub-committee to consider grant applications and make recommendations to the full Board. The full grant application and scoring papers would be available to all Board members prior to each meeting in the appropriate grant file.

The General Manager indicated that in order to gain experience and consistency it was suggested that the membership would remain the same for at least a year after which it would be reviewed to ascertain whether the system was working or whether members would prefer to operate a different system. He also indicated that the Sub-Committee would be accountable to the full Board which would have the power to overturn a recommendation if Board members were unhappy with the Sub-Committee's appraisal.

The Chairman stated that at the Board's Away Day on 30 October it was felt that it would be better if the Chair were not part of the initial sifting of applications so that when it came to a final decision by the Board then the Chair's position would not be compromised in any way.

The General Manager indicated the the Vice-Chair had indicated his willingness to chair the Grants Sub-Committee and that two further members of the Board would require to be nominated.

**It was agreed that a Grant Appraisal Sub-Committee be established comprising –**

**Duncan Mackay (Chair)**
**Eddie MacGregor**
**Liz Chaplin**
**Jenny Pain (substitute member|).**

## (I) DEVELOPMENT CONSULTANTS

With reference to item 10 E of the Minute of Meeting of 22 September 2015, the General Manager referred to a revised proposal which had been submitted and circulated to members regarding a system of assisting community organisations seeking to develop more ambitious projects as outlined in the Capital Grants Draft Budget. He indicated that the revised proposal had been circulated taking into account the views expressed by the Board.

The General Manager stated that the budget for making grants to Capital projects had been suspended for two years because of delays in the handover of the windfarm and the loss of government subsidy impacting on the Green Bank projections of dividends payable in the first five years. He further stated that with the long lead in time for all capital projects and the two year delay, this afforded organisations an opportunity to get those capital projects geared up and ready to lever in significant match funding for their projects.

During discussion, Board Members, whilst in agreement with the general principle of the proposal and the expertise which could be provided by the consultants, expressed concerns with the timing of the commencement, February 2016, and given the current financial constraints felt it would be imprudent at this time to agree to the payment of retention fees to consultants without further information being made available to them.

**It was agreed that further negotiation take place between the Chair, Vice-Chair, General Manager and the consultants and that a further report be submitted to the next meeting of the Board on 26 January 2015.**

## (J) CROFT WOODLANDS PROJECT

The General Manager reported that interviews for the Croft Woodlands Officer took place on 24th November 2015 and that Viv Halcrow, who had extensive forestry experience, had been appointed. He indicated that the interviews had been facilitated by the Woodlands Trust with Andrew Campbell and Willie Beaton conducting the interviews together with Eddie MacGregor and himself representing PST.

The General Manager reported that Viv Halcrow would start in post on 11th January based in the PST Office in Knock and that she would concentrate initially on liaising with crofters and grazings clerks in the Point and Sandwick area.

The General Manager also indicated that an approach had been received from the Muaitheabhal trust enquiring about the scheme and recommended that where there is an application from within a Community Development Trust Area, that Trust should be required to make a pro rata contribution to the project.

**It was agreed –**

**(1) To note Viv Halcrow's appointment to the post of Croft Woodlands Officer; and**
**(2) To approve that where there is an application from within a Community Development Trust Area, that Trust should be required to make a pro rata contribution to the project.**

## 10 RENEWABLE ISSUES

Calum Macdonald updated Members of the Board on progress with the Point and Sandwick Community Consortium for their information.

## 11 ANY OTHER BUSINESS

There was no other business.

## 12 DATE OF NEXT MEETING

Tuesday 26 January 2016.