

*"Working with others to build a resilient, inclusive, enterprising community capable of dealing with ongoing change."*

## Approved Minutes of the meeting of the Board of Directors/Trustees

20<sup>th</sup> October 2015

HDDT Office, Brander Building, The Square, Huntly

**Present** Neil Angus (NA), Richard Hammock (RH, Chair), Iain Ralston (IR), Sharon Scapens (SS), Mary Scott (MS), Claudia Zeiske (CZ)

**Apologies** Les Allan (LA), Fiona Manson (FM), Bruce Murray (BM), Ronald Pittendrigh (RP)

**In Attendance** Donald Boyd (DB), Debbie Haefner (DH, Minutes)

Ref	Item	Action	By When
1	<b>Welcome &amp; Apologies</b>		
	RH welcomed all to the meeting and noted the apologies.		
2	<b>Minutes of Previous Meeting</b>		
	Approved subject to the following amendment to point 8: "Les Allan agreed to take on the position of Vice Chair with the intention that he succeeds RH as chair in 2016. The Board unanimously welcomed this move."	DH	ASAP
3	<b>Finance Report</b>		
	In the absence of Stuart Thomson, Finance Director, DB provided the financial report. In essence, the position is much as at the previous Board meeting i.e. "steady as she goes": <ul style="list-style-type: none"> <li>Negative cashflow still at May 2016</li> <li>Additional £5,000 secured from Aberdeenshire Council for hire of the 5 e-bikes until 31<sup>st</sup> March 2016.</li> <li>£1,750 secured from the AB54 Health &amp; Wellbeing Group for continued administration of their (largely NHS) funds&gt; this will be for 2 years with effect from April 2016.</li> <li>Various other funding avenues being explored to plug the gap from May 2016 until the renewable income comes on stream. More detail of these is provided in the Development Manager presentation attached in Appendix 1.</li> </ul>		

<b>4</b>	<b>Greenmyres Energy Projects – Donald &amp; Richard</b>		
	<p>DB briefed the Board on key developments with the Greenmyres renewable energy projects since the last Board meeting. These are outlined in the presentation attached but include the securing of planning consent for our preferred turbine and a CARES post consent loan to progress the project to financial close.</p> <p>DB then pointed the Directors to the Information Memorandum prepared by Locogen. He asked that the Directors/Trustees familiarise themselves with its content as when the community share issue is launched the public may ask Directors questions. Whilst for detail they should be referred to DB/RH, all Directors should be prepared and able to answer simple questions.</p> <p>DB also circulated a copy of Locogen's latest workplan/Gantt chart. Commissioning of the turbine is still planned for November 2016.</p> <p>RH then updated the group on the community shares launch, which will happen around mid-January 2015. Marketing actions planned for November/December to gather Expressions of Interest include:</p> <ul style="list-style-type: none"> <li>• advertising in KN, AB54 and the Huntly Express</li> <li>• direct mailshot to HDDT members and neighbours to Greenmyres</li> <li>• social media and website promotion</li> </ul> <p>RH advised that while the legal maximum for investment in such a scheme is £100,000, the minimum investment could be set at a figure of the Board's choosing. Advice from elsewhere suggests that most people will invest at the minimum amount so if it is set too low we will need to attract a greater number of investors and there will be additional admin costs. However, the Board was keen to try and make the scheme as inclusive as possible so decided to set the minimum investment at £250. Current end date for investment is scheduled for end of March 2015</p> <p>It was agreed that DB/DH would circulate the KN ad to all.</p>	ALL	15/12
		DB/DH	ASAP
<b>5</b>	<b>Development Manager's Update – Donald</b>		
	<p>DB presented an update on wider developments within the Trust (attached).</p> <ul style="list-style-type: none"> <li>• Planning application for the Greenmyres base building has been submitted</li> <li>• Cairnborrow commercial agreement is edging closer to signing</li> <li>• Naomi has made good progress with the Room to Roam Green Travel Hub, including launching the Car Club at the Huntly Hairst, leasing the e-bikes to Aberdeenshire Council, securing a commitment from the Climate Challenge Fund that next year's Car Club costs can be met from this budget and setting up the new 'Tales from the Tyre' season.</li> <li>• Sports Hub – Alan Jones Associates appointed after competitive tendering process</li> <li>• HDDT has been approached by a developer and landowner to support a single wind turbine extension at Wheedlemont. At first sight this would appear to meet most of our criteria for participation but DB to circulate the wind criteria with the minutes</li> <li>• Participation in the Education Scotland/DTAS pilot evaluation programme has been secured subject to HDDT Board approval. The review date will be w/c 15<sup>th</sup> February 2016, and reviewers will be present at our Board meeting. The Board agreed that HDDT's participation in the programme should proceed. DB to arrange further.</li> </ul>	DB	ASAP
		DB	15/12

	<p>Requests (Board response in CAPITALS)</p> <ol style="list-style-type: none"> <li>1. Permission to proceed with Wheedlemont. YES. DB/RH to bring a proposal to the Board</li> <li>2. Farmers Market help for CCF and info stall in Nov. YES. DH/NM to prepare a rota</li> <li>3. Directors to contact NM to arrange for a test drive of the Car Club vehicles and find out more about how the scheme works.</li> <li>4. Directors to sign up (again) for Fuel Good driver training in March</li> </ol> <p>CZ asked whether the Car Club/NM's post would continue at the end of the current funding. DB explained that that is the firm intention and that the various funds being explored will hopefully help make this happen. The fact that CCF has agreed that costs of cars for 2016/17 can be met from 2105/16 budget helps a great deal.</p>	DB/RH DH/NM ALL	15/12 ASAP ASAP
<b>6</b>	<b>Update from Working Groups</b>		
	<ol style="list-style-type: none"> <li>1. <b>Greenmyres (Mary, Sharon &amp; Richard)</b> Fishing competition to be held on Sunday Greenmyres - Deer management measures will be put in place Well done and thanks to all who organised the Hutton Day</li> <li>2. <b>Sports Vision (Bruce)</b> Allan Jones Associates from Inverness appointed. Scoping meeting on 5<sup>th</sup> November to move forward with the project.</li> <li>3. <b>Promoting Huntly (Fiona, Claudia)</b> No update at this time – issue to be discussed in more detail at proposed Away Day early next year</li> <li>4. <b>Membership Development (Stuart, Sharon)</b> SS stated that some new members had been recruited via the fishing at Greenmyres and their application forms still need to be passed to DH.</li> </ol>	RH/NA BM/DB SS	ASAP 05/11 ASAP
<b>7</b>	<b>Board / Governance Matters – Richard</b>		
	RH's chairmanship to end in June 2016 when LA will become Chair. RH and LA to liaise re handover arrangements once LA has recovered from his hip operation.	DH/LA	Early 2016
<b>8</b>	<b>Meeting with Members on 28<sup>th</sup> October – Richard &amp; Donald</b>		
	DB briefed all on the agenda and pointed out that the meeting will be held at Huntly Golf Club on this occasion. Please let DH/DB know if you can't attend	ALL	ASAP
<b>9</b>	<b>AOCB</b>		
	<ul style="list-style-type: none"> <li>• DB away till Monday</li> <li>• DH/JA away till Wednesday</li> <li>• NM manning the office meantime</li> </ul> <p>By-election – we shall invite the new councillor to a future meeting</p> <p>DB asked the Directors whether they felt the Board meeting process was working for them, in terms of information provided and how much space there was for discussion? The Board stated that it was fine.</p>		
<b>10</b>	<b>Close of Meeting</b>		
	RH thanked all for their attendance. The meeting ended at 20.40		

**Appendix 1:**

- Item 5: Development Manager's update and HDDT criteria for involvement in wind projects