

Carsphairn Renewable Energy Fund Limited



Meeting of Directors Lagwyne Hall, Thursday 12th February 2015

Present: Billy McCreath (Chair), Davie McMillan, Martin Holden, Steve Cowley, Sylvia Sinclair, David Gibbon, Rory Clark Kennedy, Rachel Seed and Linda Campbell (Secretary)

Apologies: Nick Parry, Andrew Metcalf

1. Welcome

The Chairman welcomed all to the meeting.

2. Minutes of last meeting

It was noted that the minutes from the last meeting did not provide a true representation of:

- a) requests for improved timely delivery of all CREFL communication (internal and external),
- b) the amount of discussion held over a number of the applications, and
- c) the minutes needed to clearly assign actions to individuals.

It was agreed that moving forward minutes should be circulated within 2 weeks of the meeting.

Actions: Linda to update minutes for re-approval by 29th May

An update on the status of the new signatories being added to the bank was requested. No progress had been made.

Actions: Rachel to liaise with bank to set up meeting and submit necessary paperwork. Steve Cowley, Rory Clark Kennedy and Rachel Seed to be added.

3. Financial report

Bank balance: £84,108.34 (at 28/04/2015)

It was noted:

- a) the cheque for application #49 (Carsphairn Parish Christmas Party) could not be issued until receipts from the applicant had been received (accounts show it debited)
- b) the cheque for application #48 (£1,100) should have been included (if using the date on the cheque stub)
- c) as a committee need to review the process for recording applications and issuing cheques, and how the data is recorded in the accounts.
- d) Taking these into account the balance should be reported as £83,008.34

Actions: Rachel to chase up receipts for the Christmas Party (cheque #49)

4. Windy Standard II community fund agreement

The Community Council have asked CREFL to take responsibility for agreeing the community fund with Brockloch Rig Windfarm Ltd. for the Windy Standard II wind farm. Sylvia presented an overview of the draft agreement noting:

- a) the value presented was agreed in 2007 and that it may not reflect current 'best practice' rates.

Applicant: Carsphairn Parish Church

Title: Funding for costs of heat & light during redecoration work

Sum requested: £162.60

Declaration of interest: None

These monies were awarded at the February meeting as an addendum to the main application made by the Church. The award has already been made.

Proposed: n/a *Seconded:* n/a

Applicant: Scotland's Charity Air Ambulance

Title: Funding towards the cost of running the Air Ambulance

Sum requested: £2,500.00

Declaration of interest: None

This is the third year that SCAA have made an application to CREFL. No award was made the first year and award of £1000 was made in 2014. It was agreed that no award would be made this year until the Future's Plan (being prepared by the Community Trust) was in place and the community had a clear framework for allocating the community benefit fund.

Proposed: Sylvia Sinclair *Seconded:* Steve Cowley

6. AOB

Accounts

An update on the status of the submission of the annual accounts for the period 2013/2014 was provided by the Chairman and Secretary, in order to understand why they were submitted late. It was agreed that as a committee we need to have a clearer understanding of the process to ensure this didn't happen in the future.

Actions: Billy McCreath to liaise with Sandy Moffat (Junior Secretary) to finalise CREFL's submission for the accounting period and to ensure Companies House was up-to-date with the relevant Director's information (and new Company Secretary).

Secretary position

Linda Campbell tendered her resignation as Secretary. Rachel Seed offered to take on the role on a voluntary basis and was voted in.

Proposed: David McMillan *Seconded:* Rory Clark Kennedy

Review of processes

It was agreed that the Directors should convene before the public meeting in August to review a number of the processes. At this meeting the content of the annual public mailshot will be agreed. No applications will be reviewed at this meeting and no public minutes will be provided.

Date of meeting: Lagywnne Hall, Thursday 2nd July 2015 at 7.30 pm

7. Date of next meeting

Wednesday 12th August. It is noted that this is a public meeting.

Signed:(Chair) Date: