

NHTT Coordinating Group Minutes 16 November 2009

7.45pm Giffordtown Hall

Attendees: Crispin Hayes, Tom Morton, Neil Stoddart, Hayley Mills, Andy McKie, Hamid van Koten, Louise Barron

Apologies

Chair: Hayley Mills

Minutes: Accepted

1. What NHTT membership forms/info do we want on the NHTT website?

Now that the site is up and running can we use it to encourage people to join. A discussion followed around whether we should wait and then finalise this once the move to a CIC is finalised. It was decided that if people want to be members now we should encourage them. They will not have to re-sign up once CIC is finalised. The format of the membership form should be editable so that the whole thing can be filled in electronically. It was undecided how we would then get paid or if it would still be necessary to pay one pound. The Constitution, Code of Conduct and membership form should all go on the website, as people will require to agree to them to become a member. **Action Point: Louise to draft up what will go along side the info and membership forms. Hamid to send revised Constitution and Memo of articles.**

2. Membership Reporting - how do we monitor this?

This will allow us to monitor how we are growing as an organisation and be useful to help support any future bids. Quarterly report should be presented at Coordinating Group meetings. **Action Point -Louise to compose a report of members and numbers on distribution list for next meeting.**

3. Is there any specific info that we need to put on the website re being a CIC?

There is legal information that needs to go on the website, our registered office, CIC Number which will also have to go on anything we publish. We only need to put this on things that have been published since becoming a CIC

4. Office Bearers

According to CIC protocol NHTT must decide who are the officer bearers, Treasurer and Chair can be an office bearer for a period of maximum 3 years. We do not have to have a secretary.

What would the roles actually involve?

Chair sets the Agendas or facilitates the agenda setting process ensuring that the meetings are held and that minutes are kept.

Treasurer deals with all the numbers and ensures that there is a year end report and account for all monies. Andy is happy to take on the Treasurer's role, that would mean he would require to have an understanding of all finances e.g. Tavern and non CCF stuff. Andy would

require all cheque books etc. to go to him. Constitutionally it would be a delegation of powers. Crispin proposed Andy as Treasurer, Tom second. This is set for 12 months. Official Chair- Hayley will be Chair. Still have rotating chair of the meeting. . It was agreed that office bearers would hold the position for one year after which these would be reviewed.

Who will deal with correspondence: Official Office is Hamid; he agreed to distribute mail that comes.

5. Private Session Discussions

Are there issues where it would be appropriate for NHTT Board of Directors to discuss in closed sessions e.g. confidential matters, contractual issues? As NHTT is a community group and aspires to operate in a transparent and non-hierarchical way, an issue was raised around how 'closed meetings' might be perceived by the wider membership . It was agreed that they should be minuted and noted but not openly published due to the delicacy/data protection of the information. This could either be a separate meeting or before the open Coordinating Group meeting. The decision has to be publicised. How do you formulate the procedure? Consensus reached that in principle this is something that we could do if appropriate call it 'closed directors meeting'. Can invite other parties if required.

6. Website Update provided by Louise

Tom has maps of NHTT area - Louise to get on web.

Action Point- Louise to ensure Rebecca Vivers from the CCF is on NHTT e Bulletin distribution list

It was raised that we should have more images on the homepage- **Action Point-Louise Barron to action.**

Crispin raised potential concerns about all the Coordinating Group minutes going on the website in case people object as they did not know it was going to go online. Someone would have to go through them all 21 of them to check suitability. It was agreed to post them all and have them archived by year. **Action Point –Louise Barron to speak to Dave re how to do this.**

Action Point: Crispin will check all the coordinating and transport minutes before we load them on to site-

7. Staffing

This kept appearing as PM post was on the agenda. The item has more of a staffing resource focus so item changed to this, propose that this is discussed at a 'closed directors meeting' in January 2010 as NHTT have to decide before March what we want to do with the budget.

8. **CIK Recording & Reporting to CCF:** Given that the NHTT had committed to CIK as part of our CCF bid, if we don't need to report it to the CCF , why are we recording it? Hamid was to feed back. Hamid has discussed with Rebecca, she is pretty laid back about it. Tom noting CIK for CaRB. They do want us to record it. Agreed that would be recorded and put in yearly report. It is also good to show to other potential funders
How do we get people to record CIK? Ask people in the bulletin, email to Louise every 2 months if you are doing voluntary time. We should also have forms at meetings. Hayley

suggest NHTT might consider some form of statistics reporting in a quarterly report. **Action Point: Louise to get in bulletin.**

9. When are the next CCF progress reports due to be submitted?

December, before Christmas, 10 Dec. Have them in to Louise by Friday 11 Dec and then to CCF 18 Dec. **Action Point: Louise Barron to mail out 23 Nov to Action group contacts highlighting 11 Dec as deadline.**

10. Sessional Worker Projections

There is quite a big pot, Andy suggested reprofiling £2000 from the sessional pot . Suggested it is split 50/50 between publicity/events & office equipment subject to CCF permission. Letter needs to go to CCF requesting change. Also need to update details to CCF – Andy as treasurer, Hayley as chair in order for them to be authorised to action changes that the organisation has agreed. Hamid mentioned that the training budget was also low but we can draw on next year's budget if we need to. Sessional worker were originally for the survey, but that was also bid for in the CaRB project. Could we use the funds for publicity as we didn't bid for enough here?

Training budget is getting low as there has been some interest for some people attending a transition training weekend. It was suggested that 5 people might go on transition training. What are they going to bring back from it, do we need that many people to go? It needs to strengthen the organisation. What do they do with that learning?

Evaluating CCF finances meeting, this needs to be in January 2010.

11. Financial Updates

Spreadsheet has gone out so any comments should be passed back.

Contents cover now in place only covered for specific items mentioned last time & not covered for anything in the blue room as open to the public or alcohol. Solicitor's bill is likely to be £250 more than the original quote due to the extra work put in for the code of conduct and non standard memorandum & articles of Association.

£162.50 left in Social Enterprise- Neil to use this to kick off the new claims since Big Lottery was unsuccessful.

CCF require the invoice/receipt only for claims under £5000. Any claims above this now requires 3 quotes with the lowest quote being accepted unless there is a specific case & rationale in not accepting it. CCF would have to ratify that decision.

12. Carbon foot printing and monitoring GHG emissions

Hamid has spoken to developers of Carbon Foot printing tool and they are keen to put this online. Then we need to promote and get people to do it. CCF is looking for meaningful behavioural change that reduces carbon. If we measure in Feb and March 2010 to get baseline, and then check year later. When we do progress report this can be used as anecdotal evidence. Website: Log your change of behaviour on the website. There can be a Focus on carbon footprint in bulletin to highlight.

13. CaRB Update

Tom provided update on CaRB project.

- Energy Champions- these will be Sessional workers to carry forward energy projects work promoting toolkit etc. Over the next 6 months. Will be appointing in next 2 weeks. Organising training up to city and guilds level. Launch start of Feb on consecutive Saturday mornings, will have thermal images and partners present. Setting dates now.
- Making new grant applications to CCF for improvement to village halls. Done EST surveys, we are developing up costed proposals and will submit in January. Tom moving this forward. Works need to be an example of what people can do to their homes.
- Making a grant application for feasibility of community renewable, 68% support from survey so far. 3 potentially viable. Wind, Biomass and heat produced as a by product of landfill (currently 1 MGW of heat)

14. Youth project worker application

This would involve getting someone engaged with young people and children. Should we bid to get someone involved? If it's under £50k can apply any time. Was suggested that this could be done with community education. Time may not be right at the moment. Also should working with children be part of all the work we do. Further discussion and thought required around this concept.

15. **Crispin Consultancy for Transport Group**- Crispin updated the meeting on the progress of the transport group, and summarised path development work to date. The transport group are proposing that Crispin takes forward the development work for path and cycle ways.. The development work will negotiate with landowners and confirm costs on 2 previously proposed routes as well as beginning development of a new route to Ladybank. Transport group intending to put an application into CCF for construction of pathways, this bid would be for January deadline. Therefore a note of interest would be submitted in early December. Path development consultancy will support this forthcoming application. The feeling is that there has been a lot of consultation around this in the past but no action. TG would develop plans to construct all ability paths for utility use.

Crispin would like the Coordinate group to make a formal decision around this, and had previously circulated a draft proposal for the consultancy work. This led to a discussion around the role of groups and their decision making responsibilities as well directors taking on paid pieces of work. There should be a duty on a director to notify the rest of the directors if taking on a paid piece of work.

Different views were expressed and further discussion around this would be useful.

Agreement was reached that should go with Transport Group decision.

AOB-

- Neil mentioned the survey and how there is a good number of people interested. Neil will collate and distribute the survey information to the group contacts. Re Transport: Fife Council should not contact people due to data protection.
- Propose we buy a notice board for Monimail- consensus. Tom to take this on.

Action Point: Tom to coordinate purchase and erection.