

Lochbroom Community Renewables Ltd

Minutes of the meeting held on 6th December, 2016 at the Parlour Room, Ceilidh Place, Ullapool

Next Board Meeting: Tuesday 10th January 2017, 7.00 pm, in the Committee Room, Ullapool Village Hall

Present: Amanda Barry-Hirst, Paul Copestake, Kathleen Donald, Sarah Donald (from 8pm), Tim Gauntlett (Chair), Neil Gerrard, Rob Gibson, Cathy Higginson (minutes), Andy Kaye, Rebekah Lwin, Sandy MacKenzie, Sandy Osborne, Alison Parsons.

Item	AGENDA item	Discussion	Actions	Name
1	Apologies	David Maxwell, Jason Leon		
2	Welcome to new Directors & volunteer members	Tim welcomed Amanda, Kathleen and Rob to the Board as new Directors, and Alison and Cathy as volunteers. Jason Leon is standing down due to other commitments.		
8	Appointment by group of Chair, Secretary, Treasurer & Membership Secretary	Item 8 as brought forward with the agreement of the group and appointments made as follows: Chair – Tim Gauntlett (Proposed Sandy M; seconded Amanda) Company Secretary – Andy Kaye (Proposed Tim; seconded Rebekah) Treasurer – Cathy Higginson (Proposed Tim; seconded Neil) Membership Secretary – Dave Maxwell (Proposed Sandy M; seconded Sandy O) The group discussed their aspiration that Board members who step down find a replacement for themselves wherever possible, though it was agreed this is the ideal and not a requirement.		
3	Approval of minutes of the Board Meeting on 16 th November 16	Minutes approved as an accurate record. Proposed Paul; seconded Andy.		
4	Matters arising	None		
5	Minutes of LCR AGM	The draft has been seen and feedback given by Board members. These minutes will now be held over for approval at the 2017 AGM.		

6	Report of meeting with FCS and implications for lease and project	Andy reported that the recent meeting with representatives of FCS had been helpful in strengthening relationships and identifying named contacts within FCS with whom LCR can liaise.		
7	Report of meeting held on 29 th November and implication of decisions taken	Sandy O summarised briefly the content and decisions taken on 29/11/16: to cover all projected costs and ensure an adequate contingency the only turbine option is the Hydrolight. With this option and current estimates the project is on budget. However, the detailed design is not yet complete and Bobby Ross' tender may change with the final design. No contract has been signed as yet. Hugh Campbell (of Campbell of Doune) is continuing work on the design and this is due to be completed by end of December, subject to its approval by FCS. Bobby Ross will then finalise his quote which Sandy expects to receive by end January 17. LCR will also be appointing a Clerk of Works to monitor construction once it is underway. Paul indicated that he may be able to undertake the environmental aspects of the role but another person will definitely be needed to look after the rest.		
		As agreed at the meeting on 29/11/16, the intention of the Board is to continue the CARES loan arrangement pending final design and agreed contract with Bobby Ross. In view of this Andy reported that up to £35,000 is still available to LCR via the CARES facility and sought views as to whether LCR wishes to make use of this. Stuart has already submitted one invoice and a further invoice from him together with one from Hugh Campbell are anticipated shortly. It was agreed to pay these invoices using loan monies from CARES. Neil agreed to make the application to CARES.	Neil to prepare CARES loan application. Sandy O to pass invoices to Cathy/Neil	NG SO
		Concern was raised that LCR may find itself paying its lawyers, HBJ Gateley, for additional work over and above the registering of the lease. It was agreed that the Board should contact Gateley's to advise that we will instruct them at the appropriate time to register the lease. Until then we wish no further chargeable work to be undertaken by them on LCR's behalf. It was noted that LCR is also required to pay the FCS's layers, Harper Macleod, for legal work on their client's behalf to take us through to the registration of the lease. This has already been advised by Harper Macleod as being in the region of £3000 + VAT.	Andy to contact HBJ Gateley.	AK
		The minutes of the meeting of 29/11/16 were approved as a true record. Proposed Sandy O; seconded Andy.		

9	AOB	Neil handed copies of the accounting records to Cathy in her new role as Treasurer along with a copy of the membership database for her to pass to Dave. Tim thanked Neil on behalf of the Board for his very valuable contribution to the work of LCR over the past two years. It was agreed that for security reasons the hard copies of the membership database should be lodged separately from the e-version. Andy agreed to take responsibility for storing the hard copies.	Cathy to pass M/ship e-records to Dave. Andy to store hard copies	CH AK
		Diane Campbell has offered to run a Visioning Day for LCR Board members in the new year free of charge. Her offer was welcomed and a number of Board members expressed interest in attending.		
		Andy advised there are a number of important Matters Arising still outstanding from previous meetings which need to be discussed by the Board. He will circulate a list. These to be incorporated into the agenda for the next meeting.	Andy to circulate list. Tim to include on next agenda.	AK TG
10	Date/time of next meeting	Tuesday 10th January, 2017 at 7.00pm Committee Room, Ullapool Village Hall		