

Lochbroom Community Renewables Ltd

Approved minutes of the meeting held on 28th February 2017 at, at the Parlour Room, Ceilidh Place, Ullapool

Next Meeting: 30th March 2017, 7.00 pm, at the Parlour Room, Ceilidh Place, Ullapool

Present: Kathleen Donald, Rob Gibson, Amanda Barry-Hirst, Paul Copestake, Tim Gauntlett (Chair), Cathy Higginson (Treasurer), Andy Kaye (Company Secretary), Rebekah Lwin (minutes), Sandy MacKenzie, David Maxwell, Sandy Osborne.

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Sarah Donald, Alison Parsons.		
	Key others referred to in the minutes	Stuart Hamilton (Locogen)– Project Manager, Bobby Ross – Project Contractor FCS – Forestry Commission Scotland, CB – Community Broadband (Nick Lampen contact)		
2	Approval of minutes of Meeting on 31/1/2017	Minutes Approved: Dave Maxwell Seconded: Amanda Barry-Hirst	Upload to website and copy to New Broom	AP/TG
3	Matters arising/actions update from minutes of meeting 31/1/17	Costs from Bobby Ross were finalised and contracts signed as per agreement at the previous meeting (see Agenda Item 5)		
		Planning variation was withdrawn as the planning department requested a new application be submitted (rather than a variation) consequently the route plan has reverted to an original route within the boundary previously approved to avoid delay.		
		Site photographs: Paul (alongside Steven Fraser) has taken 42 photographs of the track (with GPS location) and the job is done. Unable to use Steve Gourlay as FCS required Steve to have civil aviation authority licence to fly a drone. Steve working towards this so may be able to take some at a later stage.		
		SSE wayleave and conduit: Andy has investigated. Not an issue for SSE but we need to get separate permission from transport Scotland for the conduit. Project Manager must manage this.	Sandy to discuss with Stuart Hamilton	AK
		Share Buy back: Andy awaiting feedback from all (by 10/3/17), then will revise and represent.	Feedback to Andy Discuss at next meeting	All AK
		Insurance of the works and Directors' insurance: awaiting confirmation of turbine decision and second general quote from	Andy to follow-up	AK

			other than Sun Alliance		
			Registration of lease: awaiting resolution of outstanding FCS issues		AK
			Meeting with the FCS on 17/2/17: meeting was rescheduled to 10/3/2017. Sandy O now has the completed Methods Statement, this has been forwarded on to FCS.	Defer to next meeting. Sandy to send Methods Statement to Paul	SO/PC SO
			Community Broadband: Nick Lampen is now aware that Andy Kaye or Tim Gauntlett will be main liaison contact.	Andy will follow-up as appropriate	AK
			Grant funding: in progress		RL/PC
			Charitable status: In progress		DM
			Power Purchase Agreements	Defer to next meeting	RG
			Restoration Bond: Andy requested that this be paid now in order to avoid later delays processing the payment. Approved.	Cathy to prepare cheque for our solicitors to hold.	CH
			Minutes not yet uploaded to the website. Alison has been on leave but Amanda will discuss this with Alison her return.	Amanda to liaise with Alison	AP/ AB-H
			Mobile optimisation of website, and website refresh: Alison has been on leave but Amanda will discuss this with Alison on her return and involve website designer (Emma Noble) as appropriate.	Amanda to liaise with Alison and Emma Noble as appropriate.	AP/ AB-H
			Training with Diane: agreed to defer this until later in the year.	Tim to f/u in the autumn	TG
			Expenses Policy and claim form have been drafted.	Upload to Dropbox	TG
4	Treasurer's report	CH	<ul style="list-style-type: none"> Cathy updated the Board on the accounts to date. Cathy confirmed that the FCA annual return (due in December of each year) was completed by Neil Gerrard (previous Treasurer). Cathy will claim VAT on a monthly basis for cash flow purposes. Online banking has now been set up with three signatories, Cathy, Dave and Amanda each with individual accounts so 		

			<p>individual activity can be tracked.</p> <ul style="list-style-type: none"> A 'Finances' sub-folder, with key financial documents, is now in the Shared LCR Dropbox folder. 		
5	Repayment of CARES loan	all	<p>Lengthy discussion regarding the repayment of the CARES loan and whether the Board are sufficiently confident that the outstanding FCS decisions will not impede progression of the project. It was proposed that, now the contracts had been signed, the loan should be repaid immediately ideally with a cheque dated 28/2/17 to avoid a March interest payment if possible. If not possible, there may be merit in waiting to repay the loan until after the meeting with FCS on 10/3/17 unless interest accumulates daily rather than monthly. It was also proposed that a letter be written to FCS explaining the situation regarding the loan and the on-going interest payments and seeking their (FCS) assurance that they would enable the project to proceed once the outstanding issues re the Methods Statement and lease have been resolved (i.e. that these issues will only result in delays and not halt the project commencement). The letter to be sent before the meeting on 10/3/17 so an informed discussion can take place at that meeting.</p> <p>A vote was taken, and the Board approved, a proposal for the immediate repayment of the loan by an 8:3 majority. The counter proposal was to delay repayment pending review of FCS response.</p>	<p>Cathy to check with LES if they will accept a cheque dated 28/2/17, if not check if interest accumulates on daily or monthly basis. Cathy to repay the loan asap to minimise further interest costs but to wait until after 10/3/17 if there is no cost difference in paying before this date.</p> <p>Tim and Sandy to write to FCS</p>	<p>CH</p> <p>TG/SO</p>
6	Design and Construction	SO/PC	<p>Costs from Bobby Ross were finalised and contracts signed. Specified start date is 17th April 2017 although this could be earlier if all necessary permissions are in place before this date.</p> <p>Sandy O presented a budget summary of capital expenses and associated project costs, including contingency and turbine options. Further financial modelling is required to update and refine from discussion today and to address recurring costs such as operational insurance, metering, maintenance.</p> <p>Turbine decision has still to be made as both Tinck and Hydrolite options may be financially possible. Sandy O provided an option appraisal based on a comparison of predicted AAEG (Average annual energy generation), annual revenue, costs and sums</p>	<p>Sandy and Paul to update with Stuart Hamilton and report at or before next meeting.</p> <p>Paul to speak with Sage to re arboricultural consultant costs</p>	<p>SO/PC /SH</p> <p>PC</p> <p>SO</p>

			available for Community Benefit. There was little meaningful difference on the figures and further information and clarification on the figures were requested to finalise the decision- clarity from Stuart re his preference from previous experience and testimonials from those using Hydrolite were also requested.	before or at the next meeting.	
			The turbine decision will affect the budget in terms of the amount of contingency. If the budget is overrun then there are a number of options including fundraising for a specific element of the project thereby removing the costs of this element from the budget.		
			The Contractor surety was confirmed as £5 million employers liability, and £10 million public liability. FCS will need a copy of this.	Information to be given to FCS	SO/SH
7	Communication group report	AB-H	<ul style="list-style-type: none"> • Sarah and Jason (Leon) talk on February 7th at the Primary School went well and the 'name the turbine' competition was launched with the prize proposed to be the winning name to be on a plaque on the turbine house. Some discussion as to whether the winners name should also be alongside. Preference for the winner to be named in UN/ School but not on the turbine house itself. • Sarah launched a P4-5 BroomPower art project to be displayed in the Cost Cutters' windows. • Sarah is also proposing to meet with the High School Science teacher to involve high school pupils in a hydro related educational project. Possibly link to the funding Paul and Rebekah exploring for the monitoring system (? Could this provide the matched funding that will be needed). • Amanda posted a 'Did you Know' post on the Facebook pages, which has received several likes and positive comments. • Construction start event: Suggestion that be photos taken just at the entrance site to avoid risks issues of having public on site). 		
8	Project plan	DM	Dave updated the Board, everything on track		
9	AOB	DM	Dave has linked with a media student who is interested in the project. He will met and speak with Tim and Paul.		

		TG	Sarah is unable to meet on Tuesdays because of work so Tim proposed that we alternate meetings for the last Tuesday or last Thursday of the month. Approved by the Board.		
10	Next meeting		30th March 2017 at 7.00pm Parlour Room, Ceilidh Place		