

Lochbroom Community Renewables Ltd

Approved Minutes of the meeting held on 10th January 2017 at Ullapool Village Hall, Ullapool

Next Meeting: 31st January 2017, 7.00 pm, at the Parlour Room, Ceilidh Place, Ullapool

Present: Amanda Barry-Hirst, Paul Copestake, Tim Gauntlett (Chair), Rob Gibson, Cathy Higginson, Andy Kaye, Rebekah Lwin (minutes), David Maxwell, Sandy Osborne, Alison Parsons.

tem	AGENDA item		Discussion	Actions	name
1	Apologies		Kathleen Donald, Sarah Donald, Sandy MacKenzie		
	Key others referred to in the minutes		Stuart Hamilton (Locogen)– Project Manager, Hugh Campbell (Campbell of Doune) – Project Designer Bobby Ross – Preferred project Contractor FCS – Forestry Commission Scotland, CB – Community Broadband (Nick Lampen contact)		
2	Approval of minutes of Meeting on 6/12/2016		Approved: Amanda Barry-Hirst Seconded: Rob Gibson	Upload approved Minutes to Dropbox	CH
	Matters arising from the minutes of the previous meeting: Andy requested an amendment to remove “from the Board” from the statement that Jason Leon is “standing down from the Board due to other commitments” as Jason was not a Director. Several matters from previous meetings require a review and update and these are covered in point 8 of the Agenda.				CH
2a	Publication of the LCR Board meeting minutes	TG	<ul style="list-style-type: none"> Following discussion it was agreed that the minutes of the LCR Board meetings should be made available, after they have been approved by the Board, to the public on the LCR website. A hard copy will also be put in The New Broom. Date of meetings will be advertised on the website and members with BroomPower shares will be permitted to attend meetings. 	<ul style="list-style-type: none"> Alison will upload minutes to website when approved and provide date of next meeting. Give copy of minutes to New Broom 	AP TG
3	Update on Design and Construction	SO	Hugh Campbell produced the detailed designs by 24/12/16 and he will present the design of the powerhouse to Bobby Ross (preferred contractor) at a meeting tomorrow. His view is that the costs for the powerhouse build should be in the region of £380K. We are now awaiting the final costs based on the detailed design and, if acceptable, signing of contracts pending final agreement with FCS.	Final costs to be requested by Stuart Hamilton (Locogen) and Sandy O informed	SO
			Pipeline is now taking a less steep route and thus will be longer than the initial plan and outwith the area approved for the construction.	Stuart Hamilton to inform us (via Sandy	SO

			Stuart Hamilton (Project Manager) has approached planning for a variation and informed them that overall there is a significant reduction in the area of land being used than has previously been approved.	O) of planning decision outcome	
			There is to be a meeting with the FCS on Monday to discuss the Methods Statement on the proposed site management prepared by Hugh Campbell at FCS request. Tim and Rob to attend.	Tim / Rob to report back to the Board	TG / RG
			The Board had previously agreed to buy in extra site supervision during construction however, Hugh Campbell has stated that one of his team can do this and he has already budgeted for this in his tender.		
			No final decision has yet been made on the turbine, preferred options are either the Hydrolite or Tinck turbine. <i>Tinck is more expensive than the Hydrolite but the extra efficiency of the Tinck over the Hydrolite over 20 years may more than compensate for the extra cost.</i>	To be reviewed and decided by the Board when final costs provided	ALL
4	Treasurer's report	CH	Cathy has had two meetings with Neil Gerrard (outgoing Treasurer) and provided an update of the figures for the Board. The share balance is £902,120.00 with a small amount still to come due to some members paying by instalments. Balance of the account is £887,794 taking into account all recent payments. Some further invoices are expected and Cathy requested that Directors provide her with notification of these as they arise.	Inform Cathy of imminent invoices as Directors become aware of these	ALL
5	Bank authorisations	CH	The Board formally approved a resolution adding Cathy and Amanda as signatories to the bank account, and removing Neil. Once this process is complete signatories on the account will be Dave, Tim, Rebekah, Cathy and Amanda.	Cathy to finalise updating the bank account signatories.	CH
			Payment approval process – the Board agreed that for all payments, two directors (depending on expertise) will be required to approve and authorise the payment (in writing or by email) and thereafter two directors' signatures (of possible five) to make payment by cheque.		
6	Update on Membership	DM	459 members registered (incl. those paying by instalments). Of these, 54% are Type A (local) and 46% Type B, 4 are from overseas. 16% purchased for children and 31% have specified a repayment period.		
			A secure database file (and secure back-up), detailing all shareholder names, contact and membership details, is managed by Dave. A digital and hard copy are also to be held securely by Andy (Company	Cathy and Andy to maintain secure membership database	CH / AK

			Secretary). Dave further manages all email correspondence with members. All membership information on emails is copied to Andy.	(digital and hard copy)	
7	Update on Communication Strategy	AB-H	The Comms group continue to comprise Tim, Dave and Sarah and they are now joined by Amanda and Alison. Each member is focussing on a different communications aspect. Sarah- getting young people involved through the school/Yvonne Boa Alison – Facebook /website updates and a regular newsletter Amanda – social media and news bulletin/press release strategy Tim, Sarah and Dave - main 'face/voice' spokespeople for BroomPower		
			Diane Campbell has offered to do a half-day training with the Board and other volunteers to help support the team's approach to effective communications and information dissemination. It was agreed that soon after Easter would be a good time for this. Maybe link this to another social event.	Tim to liaise with Diane re dates and bring back to the Board	TG
8	Action matters and updates from previous minutes	AK	a) FCA annual return (NG/CH)	Completed - NFA	
			b) Registration of Lease (AK) Andy has had no response as yet to his enquiries	Andy to follow-up	AK
			c) Restoration Bond (AK) Good progress has been made on this. FCS / Chris Whealing has proposed that the FCS solicitor, Harper McLeod, will hold the LCR £30K as the restoration bond to an LCR and FCS account for as long as the scheme is operational. There should be no fee associated with this. The Board agreed in principle that this was positive progress and the best option presented. Cathy requested that the question be put to FCS/Harper McLeod of what happens to the interest on these funds. In the interests of LCR members, the interest should be put into the bond such that the fund grows.	Andy to confirm with FCS that this is acceptable to the Board and will clarify the finer detail and the query regarding interest.	AK
			d) Confirmation of Contractor Construction surety (SO) FCS have requested evidence that the contractor is properly insured.	Stuart to prepare evidence for FCS	SO
			e) Insurance (AK) There are two elements of insurance required; 1) all risks 2) public liability (£10 million). 1) Stuart Hamilton has recommended we insure for £700k, which would cover the cost of rebuilding (excluding design	Andy to provide the Board quotes for the insurance as the information becomes	AK

		costs). 2) Andy has approached Sun Alliance for a quote and will obtain one other quote. Will check if other specific insurance is needed including Director insurance and environmental insurance. All insurance policies must be in place before construction begins.	available.	
		f) CARES updates / repayment Further funds from the CARES loan can be drawn down to cover the design costs however this cannot be commenced until the design costs come in. Wait for final design and project costs to see of the additional loan is needed and if so to commence that process, at that stage liaise with Neil Gerrard.	Place on Agenda and review when final costs are available	TG
		g) Site photos (PC) Paul to organise the photos required by FCS and was authorised to use Steven Gourley. These are required before construction can commence. Amanda also requested some stock photos of the site to be available for use in press releases.	Paul to upload the images that he has and will speak with Sarah re approaching Steven	PO
		h) Charitable status Dave has the trustee forms and the matter is in progress	Dave to progress	DM
		i) Power Purchase Agreements (tbc) Rob Gibson agreed to look into possible agreements with other power providers. He'll follow up the Welsh scheme recently discussed on Radio 4 and the contact Rebekah gave to Neil Gerrard. We need to decide by July as then we pay SSE for the connection.	Rob to progress Amanda to provide link to the Radio 4 programme	RG
		j) Policy on Share buy back (tbc) No further progress on this at the moment.	Andy agreed to take this forward	AK
		k) Broadband for Braemore Hall/Project (tbc) Part of the arrangement with Braemore Hall was for LCR to provide linked information for members at the Hall (and elsewhere) on project developments. To enable this Braemore Hall needs internet.	AK to confirm with Braemore Hall, Rebekah to discuss with Nick Lampen/CB	AK/RL
		l) SEPA involvement (PC/SO) Hugh Campbell needs to discuss with SEPA a design re compensation flow. This could have mutual benefit and may provide LCR access to some enhanced monitoring.	Paul to give the SEPA contact details to Hugh.	PC

			<p>m) Grant funds (RL) Rebekah continuing to look for grant funding opportunities. The principal project is for development of the live flow monitoring and CCTV and other information links to Braemore Hall, the High School and The New Broom. For this she needs information on the technology required, and associated costs, Paul offered to provide this information. Other ideas suggested include a tree planting programme (broad leaf woodland) which could also provide experience and employment opportunity for young people.</p>	<p>Paul to provide details of the technology needed for the live monitoring and costs and forward to Rebekah. Rebekah to develop project ideas & funding applications</p>	<p>PC RL</p>
			<p>n) Environmental Clerk of Works [ECoW] (PC/SO) Paul is a Chartered Water and Environmental Manager and is happy to take on this role pending confirmation of the liabilities of this role</p>	<p>Paul to investigate the liability associated with ECoW role and confirm</p>	<p>PC</p>
9	Project plan/ Gantt chart	DM	<p>Primary work plan at the moment is Stuart Hamilton's / Locogen's project construction plan. Communications plan to be added in due course.</p>	<p>Dave to update as appropriate</p>	<p>DM</p>
10	Update on Loch a' Bhroinn	DM	<p>Awaiting further information from Hugh Wallace on the proposal. At this stage not clear what involvement, if any, is being requested of LCR.</p>	<p>Dave to report if more information becomes available</p>	<p>DM</p>
	AOB		<p>Andy requested clarification from UCT via Rebekah/Sandy M re UCT's proposal for the Community Benefit Fund. This is now a priority for both LCR and UCT. The following is from the minutes of the most recent UCT Board meeting. <i>"Original idea that profits from New Broom to go into a Community Benefit Fund – although we are not at this stage yet there is a need to start to examine how such a fund might be set up and run – it was suggested a working party of interested directors be set up.</i> <i>ACTION: Sue [Parker]/Susan [Leslie]/Ben [Williams] to research models for similar funds and bring back ideas and suggestions for discussion.</i></p>	<p>Rebekah/Sandy M to discuss with UCT and report back</p>	<p>RL/SM</p>
12	Date/time of next meeting	<p>31st January 2017 at 7.00pm Parlour Room, Ceilidh Place</p>			