

Lochbroom Community Renewables Ltd

Approved Minutes of the meeting held on 25th April 2017 at, at the Parlour Room, Ceilidh Place, Ullapool

Next Meeting: Thursday 25th May 2017, 7.00 pm, at Ullapool Sailing Club

Present: Kathleen Donald , Sarah Donald, Paul Copestake, Tim Gauntlett (Chair), Cathy Higginson (Treasurer), Andy Kaye (Company Secretary), Rebekah Lwin (minutes), David Maxwell, Sandy Osborne, Alison Parsons. Also attending Stuart Hamilton (Locogen).

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Amanda Barry-Hirst, Rob Gibson, Sandy MacKenzie		
	Key others referred to in the minutes	Stuart Hamilton (Locogen)– Project Manager; Bobby Ross – Project Contractor Hugh Campbell (Campbell of Doune) – Project Designer; FCS – Forestry Commission Scotland		
2	Approval of minutes of Meeting on 28/2/2017	Minutes Approved: Sandy Osborne Seconded: Cathy Higginson	Upload to website and copy to New Broom	AP/TG
3	Matters arising/actions update from minutes of meeting 28/2/17 not elsewhere on Agenda	Insurance of the works and Directors' insurance: Andy provided a written report on our insurance of the works, public and employer liability prior to the Board meeting. Cover for legal costs in relation to Director liability would be an additional small annual cost, while risk is very low, Board unanimously approved that this be obtained.	Andy to approach broker and arrange Director liability cover.	AK
		Registration of lease: this can progress now and awaits Harper McLeod completing the necessary paperwork. Cheque for this cleared today.	nfa	
		Grant funding: deferred to a later meeting pending Paul, Rebekah and Sarah meeting to draft and cost potential project work for funding.	Paul, Rebekah to report at later meeting	RL/PC
		Power Purchase Agreements: deferred to later meeting as Rob unable to attend today	Rob to report at next meeting	RG
		Charitable status: Applecross and Sunart do not have Charitable Status but they both are part of their community trusts rather than a separate BenComm. Andy still making enquiries.	Andy to report when he has further information	AK
		LCR post: Tim now has a key for the Village Hall post box and	nfa	

			permission to use this for the time being. Chrissy Boyd will confirm this can continue following next Village Hall meeting in May.		
4	Design and Construction	SO/ SH	<ul style="list-style-type: none"> • Tim confirmed that construction had finally started following satisfactory conclusion of all outstanding matters with FCS. Thanks were given for the hard and time consuming work undertaken by everyone in getting us to this point. • Stuart/Sandy briefed the board of current status and next steps: <ul style="list-style-type: none"> ○ Contract with Gilkes, including schedule of payments, drawn up and to be signed tomorrow. Invoice for first 10% has been sent to Cathy. Delivery predicted to be end September. ○ Commissioning date now expected to be end October - 7/11/2017 at latest with final end date for completing all snagging estimated 21/11/2017. ○ Discussion about satellite/conduit for Broadband connection for Braemore Hall and link to turbine house – Stuart to investigate further. Community Broadband for the Braemore area will be available from next month and receiver will therefore likely to be sited at Braemore Hall. ○ SSE no further updates. Stuart will meet the engineer on site to brief him on the works. ○ Transport Scotland signed off the minutes of the meeting. Bobby Ross has carried out the necessary tree work at the southern entrance last week. Will review tomorrow to see if any further work needed and will report back to transport Scotland. ○ Tomorrow is the official start date for Bobby Ross. Will start construction at the north end and he will invoice monthly. ○ 3 phases to construction; 1- construction of the turbine house, 2- cross the river to the track, 3- track to the intake (likely to start in July) ○ Steve Rochford, for Campbell of Doune (designer) has visited and will carry out 3 supervisory visits a week initially. ○ Tree removal at the power house area will start next week. Arboriculturist happy this does not need to be supervised. Ordered the cellular matting for root protection and that will 		

			arrive next week.		
	Turbine House	SD	Turbine house proposed to be larch timber clad with dark green composite roof.	Stuart will send Sarah a picture for website.	SH
	Capital budget	DM/SH	<p>Prior to the meeting Dave had updated the capital budget and Directors approved the figures presented.</p> <p>Since then, there has been no significant change – insurance has increased a little and there will likely be a small additional legal cost. However there be savings due to no tree work being required at the northern end and no earth works at the southern end.</p>	Dave will update and present for next meeting	DM
5	Treasurer's report	CH	<ul style="list-style-type: none"> • Cathy updated the Board on the accounts to date. • Total shares purchased £909,150 – still have £1180 to receive (this is coming in in instalments). • Quickbooks accounting package has been purchased and is being used and in all financial data will be reconciled into this soon. • VAT return working smoothly. 		
	LCR Accountant	CH	<p>Regarding engaging an accountant, Cathy has contacted Sunart and Applecross but has not yet heard anything back from them. She also approached Community Shares Scotland and they have, and will send Cathy, a list of companies that have been used before for CSS projects and this includes accountants.</p> <p>Cathy also had a conversation with Leggatts who raised the question of whether LCR needed an accountant who would also audit the accounts. There are 3 criteria, which, if they apply, would require auditing. However LCR do not meet any of those requirements and the Board's view was that the accounts would not need auditing as long as an accountant signed off the accounts. If shareholders at an AGM queried the accounts then an audit may then be necessary but not at this stage.</p> <p>As part of the tendering process for an accountant it would be helpful if the share administration/share pay back document included details of the accounting process. Cathy, Dave, Andy and Rebekah to bring forward their meeting to a date in May</p>	<p>Cathy will proceed to identify 3 accountant companies to approach to tender and will draft LCR our requirements which will not necessarily require auditing services.</p> <p>Cathy to email to arrange a date</p>	<p>CH</p> <p>CH</p>

	Online banking	CH	UCT online system is not an RBS system but a self developed system which requires 3 people to make the payment, one has the card, one has the password, and one actions the payment. This would be complicated and the board agreed that continuing with cheques would be most appropriate.	nfa	
6	Publicity and communications	AP/SD	<ul style="list-style-type: none"> Website up-to-date and contact email (elsieR) has been removed. However some comments have been made that an email address or telephone number would be helpful in preference to making enquiries through the website. Agreed add email admin@.... and also to set up email auto forwarding to member of the comms team (and also an auto response), especially for media contacts. Additionally to check if UCT have a telephone number which we could use. Name the turbine: competition closes on 5/5/2017 and will be announced at the 'Breaking Ground' day on the 13/5/2017 	Alison to add admin@ email to contacts page. Rebekah to ask if we could use as an urgent number.	AP RL
	Breaking Ground Day		Saturday 13 th May at 11.00 am at Braemore Hall. Steven Gourlay will take photos. Invitations will be sent via the website, Facebook and UN and some specific individual invitations will be sent as well. The day will provide some information and have a question and answer session like the AGM. Tea/coffee and biscuits will be provided. A press release with photos will be drafted after the event.	All requested to attend if possible	ALL
7	Project plan	DM	Dave updated the Board – main scheduling now within the construction plan. Stuart will report monthly to Sandy.		
8	AOB:	TG	Visiting the site: The site is now officially Bobby Ross' site and his to manage. Would need to wear high visibility jacket, boots and hardhat and Bobby Ross may wish to accompany anyone. Paul mentioned that there would likely be a requirement for a formal site induction for anyone allowed on the site. Also a site sign/sign out to comply with Health and Safety regulations.		TG
		AK	Andy followed up on an email regarding the sale of FCS land. UCT is also involved in these discussions. The proposed land does not include our site but it has been suggested that additional land could be sold and it could be to our and UCT, and the wider community,	Andy (and Rebekah if she can) will attend a meeting with UCT and Rebecca Carr (FCS)	AK/RL

			benefit if the land on which the hydro is situated is purchased. UCT should take the lead but Andy happy to attend the meetings on behalf of LCR.		
9	Next meeting	Thursday 25th May 2017, Ullapool Sailing Club.			