

Lochbroom Community Renewables Ltd

Approved Minutes of the meeting held on 26th September 2017 at the Ullapool Sailing Club

Next Meeting: Thursday 2nd November 2017, 7.00 pm, at Ceilidh Place

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

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Kathleen Donald , Sarah Donald, Andy Kaye (Company Secretary), 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; Flick Hawkins – Ullapool Community Trust (UCT) Chair; Ben Williams – UCT Development Officer		
2	Approval of minutes of Meeting on 29/8/2017	Approval of the minutes: Dave Maxwell Seconded: Tim Gauntlett	Correct spelling errors. Upload to website and copy to New Broom	RL AP/TG
3	Matters arising/actions update from minutes of meeting 29/8/2017 not elsewhere on Agenda	Data Display project funding/ Hydrological monitoring project: As noted in the previous minutes the project team felt it was too early to pursue grant funding for this as our understanding of what will be needed will not fully emerge until the turbine is working. It was therefore suggested, and agreed, that this item be put on hold for the time being. Meanwhile Paul has been in contact with Gilkes who have said they will be able to link the turbine display system to flow monitors Paul has suggested and these additional data can be displayed with the basic turbine information (see AOB).	Paul and Rebekah will progress as appropriate and will put back on the Agenda for discussion at a later date.	RL/PC
		First Minister visit: Sarah MacKenzie has received a letter from the First Minister thanking us for the invitation to the 'switch on' event and declining because of prior engagements. The letter was very supportive and congratulatory.		
		Engaging an accountant: Accountant engaged.	No further action.	

			<p>Charitable Status: Andy met with Martin Petty from Harlaw Hydro Scheme and would like to discuss again, with the Board and accountant, LCR pursuing charitable status.</p>	Andy to report back at next meeting	AK
			<p>Forestry gate key: Paul advised against a combination padlock. Sandy advised obtaining a registered padlock with a set number of keys. The gate will only need to be opened to allow vehicles up the track; people will be able to walk around the gate.</p>	Sandy O to procure and hold the keys.	SO
			<p>Elections: Tim has received only one intention from a Board member to stand down at the AGM; Andy will step down but would like to put himself forward for re-election. As three long-standing members must stand down, Rebekah offered to do so and will also put herself forward for re-election.</p>	One more long standing Board Director must offer to stand down or otherwise lots must be drawn.	TG/SM /DM/ SO
			<p>Opening for UCT member on LCR board: Rebekah has let the UCT board know that as she will be stepping down from the UCT board, there will be an opening for a new UCT board member to join the LCR board.</p> <p>Tim advised the Board that he is intending to stand for election to the UCT Board and consequently he could take on this joint role.</p>	To be discussed in the UCT Board; Rebekah / Sandy M / Tim to let LCR know the outcome	RL/SM /TG
			<p>Risk procedure for site visits: Summary document needed to address taking people to view the turbine house safely at the AGM (? And thereafter)</p>	Paul to draft	PC
			<p>Management of requests for early re-payment of shares: Sub-group has been set up comprising Cathy, Dave, Andy, Tim.</p>		
			<p>Outstanding planning and legal fees: Andy has been progressing these queries regarding legal / planning fees</p>	Andy to report back at next meeting	AK
4	Treasurer's report	CH	<p>End of year accounts: All accounts now on Quickbooks and all account information with the accountant. Cathy to meet with Neil to discuss delineation of Microgenius funds.</p>		
			<p>Payments: Cathy updated on the current bank balance and payments made.</p>		

			Campbell of Doune invoices: Past issues resolved but two new invoices have been received and sent straight to LCR rather than to Stuart Hamilton as agreed. Invoices to be given to Sandy O to give to Stuart.	Sandy O to give invoices to Stuart and remind Campbell of Doune of the agreed process.	SO
5	Publicity	AP/ ABH	Email contact: Email address to be changed	Alison to complete	AP
			<p>AGM Agenda: Amanda presented a final draft Agenda for the AGM the 18th November 2017:</p> <p>13.15 – 14.15 Site visit, viewing of the turbine and official opening by a local person (person and nature of the opening still to be decided)</p> <p>14.30 – 15.15 Main business of the AGM: Chair and Treasurer reports Election of the Board</p> <p>15.15 Q & A</p> <p>Tea/biscuits etc will be available as refreshments from 15.30.</p> <p>A number of names were suggested for a community elder/younger to symbolically 'switch on' the power. Discussed a ribbon (to be cut) across the turbine door or 'curtains' (to be drawn) across the projector screen; the latter means everyone at the AGM could be present for this, and al warm and dry.</p>	<p>Amanda to finalise the Agenda and send invitations</p> <p>Dave to prepare the photo display / slideshow</p>	<p>ABH</p> <p>DM</p>
			Invitations: Agreed to send email invitations, with Board member nomination form, as soon as possible to allow members more than the required 14 days. Tim has invited Gail Ross, FCS and Construction team. No further suggestions received for other invitees. Paul suggested, and agreed, that non-BP member neighbours of the turbine house should be invited.	Send nomination form and invitations	ABH
			Advertising the AGM: 'Save the date' is on Facebook and in the Diary section of the Ullapool News.	Details to be added to UN What's On /Diary	TG

			BroomPower umbrellas: Paul suggested procuring and selling BroomPower umbrellas both as a fundraiser and also for people to use while visiting the turbine house if it is raining at the time.	Amanda to investigate	ABH
6	Design and Construction	SO	Turbine: Arriving tomorrow and Gilkes will be on site installing the equipment for the turbine and getting it ready for commissioning. Someone will try to be there and take a photograph.		
			Grid connection: This is now in place and all panels live inside the building. Electrical connection expected to take place next week once all the turbine work has been completed.		
			Construction works/ Pipeline: Resolving the seepage / leak at the intake. Leaking less; seepage water will continue to be collected and measured. Pressure test to be conducted. Will not reinstate the road until satisfied all the work as been completed. Reinstate path around the powerhouse; yet to decide how much to dress this track. None of the works to be completed will affect the start of commissioning.		
			SSE grid connection grant: As soon as generation starts then the claim for the £20,000 grant award must be made.	Rebekah to make the claim	RL
			SSE legal agreement: Tim reported that Andy has received, and signed, a new contract from SSE that takes into effect the change to using a Gilkes turbine.		
			FES: On-going issues and will be dealt with in the final Dalglish report.		
			Broadband: Completion put back until Darren is back on site but is expected to be functioning in time for the AGM. Need static IP address so Dave can arrange for turbine / generation information to be displayed on a computer at the AGM.	Sandy O to send Dave the IP address s	SO
			Completion of works: Expected to be end of October, Stuart Hamilton will decide. Funds held for 12 month for snagging.		
7	Operation the	DM	Insurance: from construction → operation	Andy addressing this	AK

	Hydro – next steps		<p>Maintenance: Turbine covered by the Gilkes contract, a snagging retainer held for 12 months for the construction works that Locogen will oversee for this retained period. Thereafter the project will be complete and Locogen have no overseeing role.</p>		
			<p>FiT application: Stuart Hamilton / Locogen does this</p>		
			<p>Cleaning the intake: There will need to be regular monitoring and cleaning of the intake, which should be weekly initially. Discussed the need for a team of volunteers who would take the responsibility to check, assess and report against a checklist – we provide training. Ultimately this may need to be a paid position. It was suggested that we ask for volunteers at the AGM, many people walk their dogs up near the intake and with enough people a rota could be drawn up which did not burden anyone too frequently. Additionally, the sensors will allow us to monitor the flow through the turbine as well as how much electricity is generated. This will also allow assessment of the efficiency of the screen and any blockage should show from this monitoring.</p>	Paul to draft a monitoring checklist	PC
				Tim to ask for volunteers at the AGM	TG
				Paul will be monitoring the sensors	PC
			<p>Keys: for the powerhouse and track</p>	Sandy arranging	SO
			<p>Update website: regular updates to the website should continue</p>	Alison / Amanda to refresh and update as appropriate	AP/ ABH
	<p>Share experiences: continue to communicate with other hydro schemes regarding operational and membership developments.</p>	No formal action			
8	Risks and issues moving into the next phase	DM	<p>Risk issues: Many of the potential risks set out last year have not been realised and no longer pose a risk. The ones that remain are:</p> <ul style="list-style-type: none"> • Lack of rainfall / financial return – unlikely to be a long-term issue. • Level of commitment of the Hydro group may not be sustained. • Over running on the budget (not likely now but remains on list until works complete). • If the estates of our large investors demand money back then 	Dave to summarise and put on Drop Box. These will be addressed at meetings after the AGM	DM AK/CH

			<p>we could have cash flow issues in the first year. We have mitigated for this and also possible insure against this. The sub-committee to look into this.</p> <ul style="list-style-type: none"> • Electro-mechanical and structural failure, vandalism and loss of income – covered by insurance. • Record keeping / data management of members contact details for payments – have already taken steps to mitigate these risks but need to keep revisiting to check and improve. • Succession planning risks in terms of handover to new Directors and volunteers for the short- and long-term • Lack of volunteers to continue running the scheme • Risks in relation to the income and surplus; must balance the capital reserve for future maintenance and monies to be donated • Ensure the surplus income donated to the UCT Community Benefit Fund is being used in accordance with LCR promise. 	Financial sub-group to explore further	/DM /TG
9	Capital budget / scheduling	DM	<p>Dave updated the capital spend, budget and scheduling. The work remains on schedule and within budget. Some further payments (FCS, solicitors, and planning) need to clarification and conformation. Significant contingency remains, some, but not all, of which is consequent to Gilkes allowing payment of the turbine over two years. The Board consequently agreed spending to address the following:</p> <p>All details on Dropbox.</p>		
10	Community Benefit Fund (CBF)	RL	<p>Rebekah has asked Flick Hawkins if someone from UCT, who has been working on the Community Benefit Fund (CBF) into which the BroomPower surplus will be donated, can speak to the LCR Board or prepare a written brief ahead of the LCR AGM to update of the progress regarding the CBF.</p> <p>UCT has successfully obtained funding to appoint someone to investigate (through consultation and documenting models of good practice) and set up a process of administration for the CBF; this will be for all monies coming into the CBF not just the BroomPower surplus. LCR however will be included in that consultation and it is proposed that LCR directors will be on the</p>	Rebekah to confirm someone from the UCT/CBF working group to attend the next LCR board meeting	RL

			fund administration panel; in this way LCR can ensure that statements regarding the surplus in the BroomPower brochure are not be misrepresented.		
11	Celebratory meal	TG	Tim proposed, and the Board accepted, that members of the Board over the last two years celebrate reaching this stage by having a together meal on the evening of the 18 th November. Tim, in his capacity as Chair, took the decision that BroomPower should subsidise the cost of the meal by paying for a percentage of the food (not alcohol). He emphasised that all Directors have worked very hard, put in many hours on a voluntary basis and have often used their own funds to support the necessary work, especially before the share offer opened.	Dave and Tim will investigate possibilities from the suggestions discussed.	DM / TG
12	AOB	PC	<p>Data logging/sensors: Paul has met with Gilkes regarding the additional sensors we might need. This amounts to a rain gauge and pressure transducer, we have a rain gauge and all the cabling needed. We need to buy a pressure transducer and the work to put that information on to the existing logging systems. If we approve this now, Gilkes can ensure that all the data will come into the CS feed with the other turbine data. Need to discuss the frequency that we want that information to be logged and downloaded (for display) – Paul proposed logging at 15 minutes intervals (standard), downloading daily and displaying on the website (and school screen) a summary of the previous 24 hours.</p> <p>The cost will be circa £1600 – to purchase all the sensors and configure the data logger and system. We would need to give the go ahead to Gilkes now but could apply for retrospective funding for someone to create a display from these data for our website and monitor. If we go ahead then this could be operational from November and the additional system will become part of the Gilkes maintenance contract.</p> <p>Another importance of this hydrological monitoring is that the data may indicate if there is a blockage at the intake and over time will be able to audit specific characteristics of our hydro, which might allow us to tweak the system for improved efficiency. Thus the</p>	Paul to confirm with Gilkes to add the additional monitoring.	PC

			costs may be offset by improved efficiency. The Board approved the expenditure for this additional monitoring.		
		TG	Change of address: Tim proposed moving the LCR address from the Village Hall to the UCT offices. The Board agreed but emphasised that the address should not be called The New Broom (which is the shop) but the UCT Offices.	Tim to arrange	TG
12	Next meeting	Thursday 2nd November 2017, Ceilidh Place, Ullapool			