

Lochbroom Community Renewables Ltd

Minutes of the meeting held on 13th June 2018 at West Shore St

Present: Paul Copestake, Rob Gibson, David Maxwell (minutes), Andy Kaye (Chair), Amanda Barry-Hirst

tem	AGENDA item	Discussion	Actions	Owner	
1	Apologies	Sarah Donald, Kathleen Donald, Tim Gauntlett, Rebekah Lwin (minutes), Sandy Osborne, Alison Parsons.			
2	Approval of minutes of previous Board Meeting	The draft minutes of the previous meeting were approved with a minor correction.	Upload to Dropbox	DM	
		Proposed: Andy Kaye Seconded: Amanda	Post on website	AP	
3	Matters arising/actions update from minutes of the previous meeting not elsewhere on Agenda	Charitable status (CS): Charitable status is not currently an option. Rob to continue lobbying for a change in the regulations. CLOSED.			
		Retrospective planning: No longer required. CLOSED			
		FES site visit expenses: Rob has had further discussions with Malcolm Crosby and a figure of approx. £1500 was agreed. An invoice is to be sent by FES.			
		Final lease drawing: The final lease drawing needs to be signed off by FES. The absence of this is no cause for concern but it needs completing. Malcolm Crosby indicated that FES have a large backlog of mapping work. Anderson, Shaw and Gilbert Solicitors have been appointed to carry out any remaining legal work required on the lease.	Rob to ask for sign-off to be completed by Oct in time for the next AGM	RG	
		UCT purchase of FES land: UCT have now set up a Forestry Group and are progressing this.	Amanda to update at the next meeting	AB-H	
		Planning Day: carried forward to next meeting			TG
		Insurance: Our employer's liability insurance certificate is now displayed in the turbine house.			
		GDPR: Privacy Policy now on Members page of web site. Agreed bulk mailing not required – include a note in the AGM invitation in Sept.			
		Community Benefit Fund: The Board needs to decide who from the LCR Board will sit on the	All		

			CBF application group. Carried forward.		
4	Treasurer's report	AK	Andy provided a report of recent income and outgoings to the Board. The first FIT payments has been received covering generation from Nov to mid Mar. The bank balance at the end of the Financial Year (May) was £133,436.11. The switch to BoS is now complete and the Triodos accounts are opened. The first of the 4 remaining half yearly instalments was paid to Gilbert Gilkes and Gordon Ltd. (turbine manufacturers). Andy has begun work with the accountants on the end of year accounts. The next FIT payments is due in Aug.	Send in form to add Dave as signatory to BoS account	DM
				Check on-line access to BoS and Triodos accounts is working	All
			2017/18 Capital and Op Costs: The Xero tool will be used instead of a spreadsheet	User Xero to classify transactions as Cap or Op	AK
			Payment of Surplus to UCT: The first payment to UCT will be £4-5K - to be confirmed in mid Sept	Confirm status of UCT Community Fund	AB-H
			Plant and Materials Allowance: these can be offset against corporation tax	Agree details with accountants	SO
			Electricity Supply Costs: these have increased by 15%	Confirm new generating price	AK
6	Finance admin role	DM / AK	The job specification and rate was agreed by the board. Andy, Tim and another to interview candidates.	Place advert in Ullapool News	AK/AB-
7	Construction and site report		FES requirements: Paul and Sandy have inspected the site again and believe there are no significant issues. Instead, recommend the site should be monitored monthly for an agreed period.	Paul/Sandy to write to FES recommending monitoring only	PC / S
			Snagging: The leak at the intake is a continuing problem. Sandy will investigate the plate now it is dry and try to resolve with Darren (Bobby Ross), Hugh Campbell (Campbell of Doune) and Stuart Hamilton (Locogen). Carried forward	Sandy and Paul arrange a meeting with Darren, Stuart and Hugh	SO/PC
			Turbine remote access: Paul continues to investigate the possibility of remote access with Gilkes as it is still the case that every time the water gets too low the system trips and needs to be manually re-started; Paul and Sandy both get a text when this happens but it is a problem if Paul or Sandy not here to restart. Still not really sure what the problem is – maybe a simple fix by adjusting the thresholds. Ongoing.	Paul discussing with Gilkes and trying to resolve	PC

8	Operating report and update	PC	Generation: Paul presented figured for Apr and May. Recent dry spell has meant much lower generation	Upload graphs to Facebook	A-BH
			Sandy raised again the possibility for power agreements with local consumers. We can get a better rate as will consumers and there are grants are available to investigate this. Carried forward	Stuart to send details to Sandy and he and Rob to liaise	SO/RC
9	Publicity and Comms		Nothing new this month		
10	Loch a'Bhraion update		Non-disclosure agreement signed by 3 individuals (rather than LCR board). Meeting with Glendevon Energy (Developer) and Energy4All (BenCom Management Company) being planned for early July. Informal update provided to Topher for the next Community Council meeting.		
11	AOB		Case Study: BoomPower have been asked to be a case study for Expert Advisory Panel on the Collaborative Economy	Review and update draft doc	AK
			Shared Ownership Meeting: Andy attended the conference organised by the Scottish Gov.	Provide feedback and recommendations on FES experience	AK
			Community Broadband: This is not yet available at Braemore Hall	Write to HCB asking them to deal with Braemore Hall directly	AK
			Data Loggers: BroomPower has been selected to take part in the SEPA trial of water flow data loggers	Liase with SEPA and landowner to installed logger	PC
12	Date/time of next meeting		Tuesday 24th July 2018 7.00 pm meeting start, venue to be confirmed		