

Lochbroom Community Renewables Ltd

Minutes of the meeting held on 24th July 2018 at Ullapool Sailing Club

Present:, Sarah Donald, Tim Gauntlett (Chair), Amanda Barry-Hirst, David Maxwell, Andy Kaye, Rebekah Lwin (minutes).

| tem | AGENDA item | Discussion | Actions | Owne |
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| 1 | Apologies | Paul Copestake, Kathleen Donald, Rob Gibson, Sandy Osborne, Alison Parsons. | | |
| 2 | Approval of minutes of previous Board Meeting | The draft minutes of the previous meeting were approved with minor corrections. Proposed: Tim Gauntlett Seconded: Amanda Barry-Hirst | Amend Upload pdf to Dropbox Post on website | DM RL AP |
| 3 | Matters arising from previous minutes | Final lease drawing: The final lease drawing needs to be signed off by FES. | CARRY FORWARD | RG |
| | | UCT purchase of FES land: UCT Forestry Group has met and Andy attended. Little progress since the group's last meeting; Hazel (FES representative) present, also Nat Wilson (Lochbroom Woodfuels) and Bernard Planterose and they have agreed to go over the area to map and detail. The title issues were not discussed and importantly for LCF it seems that consideration of the area of land on which the hydro scheme sits has not been taken forward as a consideration for purchase separate to the wider land the as a whole and business prospects in relation to that. Andy expressed concern that, as all meetings with FES require 8 weeks notice, any progress will be very slow. Discussed again the possibility of LCR buying the hydro scheme section of land –strip of intake to powerhouse, powerhouse area, access and, ideally, a corridor either side. Andy believes such purchase would be in LCR interests There is nothing to stop LCR purchasing the land but we would not want to interfere with UCT plans and negotiations. | Tim and Amanda to speak with Ben / Flick regarding UCT intentions with respect to the land. Tim and Andy to detail the land area we might be interested in buying and enquire to Hazel and ascertain what the financial implications will be. | TG / AB-H TG/AI |
| | | Planning / Vision Day: Scheduled for Friday 21 st September 2018 – 12.30-16.30 (apologies Sarah Donald, Amanda Barry-Hirst). | Tim to update Board as necessary re Agenda and other details | TG |

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| | | | Community Benefit Fund panel members: The Board still needs to decide who from the LCR membership will sit on the CBF application panel. Andy suggested that panel members be made public at LCR-AGM this would require a request for members/shareholders to propose themselves / be proposed asap. Agreed something along the lines of what Amanda has prepared for UCT for panel members from the general community. | Amanda to draft a notice for Facebook and UN | AB-H |
| 4 | Treasurer's report | AK | Andy provided a report of recent income and outgoings to the Board. | | |
| | | | End of year accounts: This is in hand and moving forward but very little development since our last meeting. | Andy to progress | AK |
| | | | Online banking: Online banking for both Bank of Scotland and Triodos is now fully functional for Andy and Rebekah. Dave still has to access online banking for Bank of Scotland and Amanda for Triodos. We now have enough people to operate the accounts to ensure dual authorisations. Only remaining issue is that BoS will not use the signatories' individual addresses for correspondence but only a single business address and consequently everything from BoS, including passwords, cards and card machines, goes to Andy's address (as the single business address). This is not ideal and ultimately not a secure process. | Dave and Amanda to complete online banking process | DM / AB-H |
| | | | Bank interest: In order to optimise interest on held funds, Andy has set up a weekly 'sweep' activity with Triodos bank such that whenever funds exceed £5000 in the current account it is automatically transferred to the interest paying account. This needs weekly authorisation. | Dave to authorise Triodos sweep | DM |
| | | | Electricity Supply Costs: Andy informed the Board that Green Energy have increased charges they apply by 15% and also reduced what they pay us for the electricity. Invoicing and payment processes are not satisfactory and Andy having to chase but overall resolving. | | |
| 5 | Finance admin role | DM / AK | <p>An advert was placed in the UN as agreed last meeting but there have been no applications. Amanda suggested approaching people in our own network directly whom we know might be capable of the job. Tim suggested collaboration with a couple of other organisations to create a more substantial amount of work which might then be more attractive for someone to take on.</p> <p>The possibility for High school 6th formers/ business students to become involved was suggested. <i>(NB: there could be employment restrictions with this latter option).</i></p> | Leave ad on website/ Facebook Consider people to approach amongst own private / organisation network. Dave contact school. | All |

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| 6 | Construction and site report | | <p>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.</p> <p>CARRIED FORWARD TO NEXT MEETING</p> | Paul/Sandy to write to FES recommending monitoring only | PC / S |
| | | | <p>Snagging: Neither Sandy or Paul at todays meeting but the understanding is that a resolution is still being sought. This is needs to be resolved by the AGM</p> | Sandy and Paul to report back at next meeting | SO/PC |
| | | | <p>Turbine remote access: Ongoing discussion as above the issue must be resolved by AGM.</p> | Paul to report back at next meeting. | PC |
| 7 | Operating report and update | PC | <p>Generation: No data available for the meeting as Paul on leave</p> | Data report | PC |
| | | | <p>Power agreements with local consumers. Carried forward to next meeting when Sandy and / or Rob present.</p> | Sandy and Rob to report back from their discussions | SO/PC |
| 8 | Case study: | | Paul wrote an excellent piece for the Expert Advisory Panel | nfa | |
| 9 | Community Benefit Fund (CBF) | | <p>Amanda had sent the most recent documents regarding the Community Benefit Fund that had been updated by Ben Williams (UCT) following our joint meeting. Apart from the suggestion of a couple of small amendments, the Board were happy with the Framework and Terms of Reference documents for the CBF. An invitation to become a panel member has been placed in the Ullapool News and UCT will progress this. Younger people and geographical spread will be a consideration if more applicants than needed. Tim and Flick will also invite someone from Community Council to put forward a name. LCR need to put forward 2 names from the BroomPower membership.</p> | Amanda to report back to LCR Board from UCT Board meetings / CBF sub-group meetings (next meeting of sub-group 6/8/18) | AB-H |
| 10 | MoU | | <p>Prior to the meeting, Tim had sent to LCR Board members a document written by Flick Hawkins (UCT Chair) revisiting the Memorandum of Understanding between LCR and UCT with respect to the Community Benefit Fund and specifically consideration of an appropriate administration fee for UCT's management of this and also a request for LCR support of a Community Development Officer (CDO) as part its obligation (as per its rules) to "Support the activities of Ullapool Community Trust " and the Share offer statement regarding the Community Benefit Fund in which the following is stated:</p> | Rebekah to summarise discussion and send to those present at the meeting and thereafter to all LCR Board for benefit of those not present and further | RL |

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| | | | <p><i>The surplus from the BroomPower scheme will be gifted to UCT and will be paid into a Community Benefit Fund. The details for the process of disbursement of this fund will be determined by a full Community Consultation prior to the surplus being generated. (this has been done last year by Ben)</i></p> <p>Those present were supportive of the principle underlying the requests and understand the essential role of the CDO in ensuring project development for the community. Views of members of the Board not present need to be sought and more details of process and mechanism are needed from UCT to clarify such an agreement and provide information and transparency to BroomPower shareholders and future UCT and LCR Boards.</p> | discussion. | |
| 11 | Publicity and Comms | | Nothing new this month | | |
| 12 | Loch a'Bhraoin update | | <p>Two meetings, one with Mark Lorrimer (which Dave could not attend) and one with Hugh Wallace, which Dave did attend. Very positive in terms of the finances which will be very beneficial to the community (this only if we choose to be involved by providing expertise / consultation and someone from the community is willing to sit on their BenComm Board).</p> <p>It is going through planning soon and while the project remains environmentally controversial, SEPA and SNH are not known to have expressed objections at this stage.</p> <p>Has been discussed at the community council. We will remain neutral until planning decisions have been made. Thereafter, if planning approved, decide what actions regarding any involvement LCR should take for the benefit of the community.</p> | NFA For interest only until planning decisions made | |
| 13 | AOB | SD | Sarah suggested LCR invite Caroline Williams (previous Portfolio course student) to be an 'artist residence' for BroomPower Hydro scheme. Caroline and Sarah would find grant funding to support this role. All present supportive of the idea. | Sarah will take forward with Caroline. | SD |
| | | TG | <p>Tim emphasised that there are only 2 more meetings until the next AGM. The date for the AGM was agreed as</p> <p>27th October 2018 ideally at the Braemore Hall.</p> <p>Details for the AGM agenda need to be set at the next meeting this should include:</p> | <p>Discuss AGM details at next meeting.</p> <p>Let Tim know before next meeting if wish to stand down from</p> | <p>TG</p> <p>All</p> |

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| | | <p>Election of new Directors and invitation for greater involvement with a view to succession planning</p> <p>Share interest and repayment (Andy amending document- all please comment)</p> <p>Community Benefit Fund and MoU policy and agreements</p> <p>Future Directions (conclusions from planning Day)</p> | <p>the Board</p> <p>Share document comments to Andy</p> | All |
| | AK | <p>Andy had sent the document he has prepared about LCR experiences to Community Shares Scotland. They have commented and will take forward the issue Andy raised regarding payment / exemption of tax on Community Shares</p> | | |
| 14 | Date/time of next meetings | <p>Tuesday 11th September 2018 7.00 pm, Sailing Club</p> <p>then</p> <p>Tuesday 16th October (venue tbc)</p> | | |