

Lochbroom Community Renewables Ltd

Minutes of the meeting held on 11th September 2018 at Ullapool Sailing Club

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

tem	AGENDA item	Discussion	Actions	Owne
1	Apologies	Kathleen Donald, Sarah Donald, Alison Parsons.		
2	Approval of minutes of previous Board Meeting	The draft minutes of the previous meeting were approved Proposed: Dave Maxwell Seconded: Tom Gauntlett	Upload pdf to Dropbox Post on website	RL AP
3	Matters arising from previous minutes	<p>Purchase of FES land: Tim, Andy, Ben Williams (UCT) and Flick Hawkins (UCT) have walked over the area of land identified by FES for possible purchase (maps attached). The proposal is that we aim for a community asset transfer of approximately 32 hectares, which includes the entire pipeline site. There is good mature timber in this section and the whole area would be ideal for community woodland with local commercial activities. Additionally, if we owned this land, we would no longer have to pay rent for the hydro site.</p> <p>Andy has applied for registration on LCR behalf and is awaiting confirmation of the application. There is no commitment to purchase as yet but our interest has been registered. The intention is to apply to the Scottish Land Fund (SLF) for financial support and if successful we would get 80-95% of the purchase price, the amount is determined by how much community value there is in the asset. FES has not provided any indication of purchase price at the moment. All present agreed to progress to the next stage once the application is confirmed (HIE are the coordinators). We would then need to go through an evaluation process and thereafter our next steps would be to prepare a Business Plan identifying how the space can be used for community benefit, assessing risks, benefits, income/expenditure liabilities and long-term management strategies.</p> <p>UCT is still considering the purchase of additional woodland but it is not yet at a stage to progress this further. UCT is happy for LCR to proceed with the application described above.</p>	<p>Andy will progress and Tim will continue to liaise with UCT.</p> <p>Andy will approach Ben (UCT) for support in preparing the Business Plan when relevant.</p>	AK TG

		<p>Planning / Vision Day: Scheduled for Friday 21st September 2018 – 12.30-16.30. Diane Campbell has contacted everyone with an Agenda for the day and other details.</p>	Attendance for all, please give apologies to Tim	All
		<p>Finance / admin role: No response to the advert for bookkeeping / financial admin work. Agreed not to re-advertise, Andy will manage for the present and all to consider other possibilities for this work in the long-term.</p>		
		<p>Community Benefit Fund panel members: There have been four applicants (for four places) in response to the UN advert. UCT Board and Community Council Boards have each identified their representatives for the CBF panel. Still need two volunteers from LCR membership, ideally some of the younger members. Given the urgency to have an inaugural meeting of the panel before the AGM it was proposed by Tim, and agreed by the Board, that we should put forward two names from our Board if no others from the membership can be identified. Dave expressed interest, Paul will ask his son, all will approach other youth possibilities (minimum age 16 years) via high school, sailing and rowing clubs, pipe band etc.</p>	Approach possible panel members directly for their interest and let Tim / Amanda know of any interest. Minimum age 16 years.	All
4	Memorandum of Understanding between LCR and UCT	<p>The Memorandum of Understanding between LCR and UCT regarding the dispersion of the BroomPower surplus and the associated costs has been drafted and sent to all members of both UCT and LCR Boards; all present had read the draft documents. The LCR Board unanimously approved the conditions laid out in this draft.</p> <p>The Board confirmed that the administration costs for the above will be managed separately to the transfer of the BroomPower surplus and will be counted as a UCT cost with an invoice raised to LCR for the work. The timetable for payments were discussed and the Board proposed:</p> <ol style="list-style-type: none"> 1) BroomPower surplus amount to be agreed at LCR AGM 2) A cheque issued for this amount by LCR direct to the Community Benefit Fund bank account 3) UCT will invoice LCR for the administrative costs after receipt of the surplus cheque. This may be before full dispersion of the funds but will be accounted for in the CBF administrative review. <p>While the MoU outlines the hope for the relationship between UCT and LCT in management of the BroomPower surplus, it was noted that this is not a legal document.</p>	<p>UCT will prepare the final approved version for signing.</p> <p>Andy and Dave to sign the MoU</p> <p>Note: the LCR Chair (Tim) will not sign as he is also the UCT representative and thus has a declared conflict of interests.</p>	AK / D

5	Treasurer's report	AK	Andy provided a report of recent income and outgoings to the Board and these were accepted as read.		
			<p>End of year accounts: Well advanced and Andy has had the first draft and agreed changes. The only issue is in relation to using Xero package for VAT. The accountants have agreed to train Andy but he feels that would be inappropriate and it would be better train someone else for the long term. Andy will be able to manage for the current end of year accounts. Treasurers report will be with the minutes of the AGM</p>	Andy to progress and continue to update in his reports to the Board meetings.	AK
			<p>Online banking: Online banking for both Bank of Scotland and Triodos is now fully functional for Andy, Dave and Rebekah. Amanda no longer to be a signatory, as she will be stepping down from the Board but the Board felt there are enough people at present to make dual authorisations.</p>		
			<p>Bank interest: Dave has successfully authorised the weekly sweep for the Triodos account.</p>	Dave to continue to authorise weekly	DM
			<p>New registered address for LCR office: Andy confirmed that, for FCA purposes, the registered office address for Lochbroom Community Renewables is the UCT office address: 28 Argyle Street, Ullapool, IV26 2UB.</p>		
			<p>Interest and Surplus: The Board formally approved that LCR propose to shareholders at the AGM a payment of 4% interest and also agreed to propose to members a payment of £5000 to the Community Benefit Fund.</p>		
			<p>Interest payment forms: Andy has drafted application forms for shareholders to complete regarding payment of interest. The intention is for each shareholder to state whether they wish to receive or donate their interest due to the CBF. If the former, members need provide bank details. Andy will test the payments system to ensure smooth transfers.</p>	Amanda & Rebekah to format the forms for paper and online completion	AB-H, RL
6	Construction and site report	SO	<p>Insurance visit: A number of items to address but nothing major, need signs, fire extinguisher, smoke detector, first aid kit.</p>	Paul to address	PC
			<p>Snagging: The end of the defects period is the 26th November 2018 after which a final walk-over will be arranged. There is a list of defects to be addressed (including the leaks, the culvert and others small issues) before final payment is made. Stuart Hamilton has discussed these with Bobby Ross and they are waiting for the detail from Hugh Campbell re addressing the leak at the back of the intake after which all final jobs will be completed Gilkes will continue to visit twice a year, as per contract. The system is still tripping in low water conditions though this does not have a significant effect on income. Discussions on resolutions on-going.</p>	Sandy/Paul to update in construction reports at the Board meetings.	SO/PC

7	Operating report and update	PC	<p>Generation: Paul presented flow, generation and income data for the month and year and assessment of actual v predictive data from the Business Plan. He will also use rain gauge data to compare our data with other sites with rain gauges and to use these data to make some long term predictions. These data will be presented at the AGM and Paul will summarise the summer data for Amanda to put on Facebook.</p>	Data report	PC
			<p>Compensation Flow: Sandy and Paul have tested the compensation flow and will be able to insert a means of adjustment to the system in order to improve performance without compromising overall required levels.</p>	Upload to Facebook	A B-H
			<p>Power agreements with local consumers. Rob reported that Good Energy is not giving a good return and we need to decide by the end of the year what we should do as an alternative: Stuart Hamilton was willing to investigate alternative suppliers (at a cost) but we could also do our own investigations into what would be the best option. Options discussed were:</p> <ul style="list-style-type: none"> - approach the community for interest in direct supply, either individuals or organisations such as the Leisure Centre - find an alternative to Good Energy (may have to change every year as other buyers also likely to also give us a good deal initially and then increase the charges). - there may be another energy buyer who would be interested in our energy for direct supply somewhere else or to purchase known green electricity on behalf of another company. <p>Agreed to pursue the second point while exploring the others.</p>	<p>Rob to find out how Good Energy works, how it is registered to buy and sell electricity and what are the processes involved to become a provider.</p> <p>Rob will also find out what deals other purchasers will offer so we can swap to a better offer before March 2019</p>	RG
8	Publicity and Comms		Nothing new this month outside the AGM		
9	AGM		<p>AGM - Saturday 27th October 1500 – 1700, Braemore Hall.</p> <p>The first notice will go into UN this week and then will go into the Whats On section in the 3 weeks running up to the event. Catering as before, tea and coffee will be bought but could Board members please bring tea and cakes. Display boards will be available for Paul's data and info about the outcome of the visioning day. Attendees will be invited to put forward their thoughts and questions for Q&A session on post its / post cards.</p>	Amanda to edit and recirculate the AGM order of the Day	AB-H

			<p>The Community Asset Transfer and the MoU will be referenced in the Chair's report and in the later session on Next Steps</p> <p>Andy proposed, and the Board discussed and agreed, that he make a statement about capital repayments and reminding members of the schedule for this. If finances allow, we can be sympathetic to people needing money back and it is in LCR interests to pay back shares as soon as possible. Alongside this Andy will make clear that all founder members, even when shares returned, will remain members.</p> <p>Three Board members need to step down – Dave and Sandy will step down and both will put themselves up for re-election, Amanda is stepping down and will not stand for re-election but will remain a volunteer. There is also a vacancy on the Board. UCT will need to identify another to replace Amanda.</p>		
10	Loch a'Bhraoin update	DM	<p>There has been a great deal of community concern about this in the last few days, not least because people, including ourselves, have only just become aware that the planning proposals have been advertised by the Council and gone up on their website – the notices were not in the UN and the title given to the proposals did not clearly identify them as related to Loch a'Bhraoin so while many knew the planning process had started and were waiting for the notices, they were missed. SNH and SEPA have both commented and reported in detail but raise no significant objections. SEPA need to advertise for the CAR licence, not sure whether this has happened or not. Bernard Planterose has posted a formal objection (project and process) and Topher Dawson (CC Chair) has additionally sent these and additional questions and comments to the Highland Council. The project appears similar to Langwell, Loch Poll and other such schemes where the water levels will be managed to minimise the environmental impact.</p> <p>If the project plans are given approval and the project proceeds and the community supports this by putting forward two community members to their Board of Directors then 20% of the surplus will come to this community, and the community will have representation by virtue of its presence on the Board. If this community does not engage then both the funds and representation will be offered to another community as the condition of the CARES loan only refers to a community, not the community in which the project is based.</p>	NFA until the results of the statutory determination are known	

			<p>Dave reported that Hugh Wallace (developer) is coming to the next Community Council again and Dave has ensured Bernard is aware of this.</p> <p>LCR's position remains as before, there is a liaison sub group from LCR but there will be no decision for further involvement until the determination is made by the Council.</p>		
11	AOB		SEPA Have installed an additional logger which will record river levels down stream downstream of the turbine. It is a pilot study and free of charge.		
			Please let Andy know of any incidental expenses		All
12	Date/time of next meetings	Tuesday 16th October 2018 7.00 pm, Sailing Club (bring drinks to keep warm)			