

# Lochbroom Community Renewables Ltd

Minutes of the meeting held on 29<sup>th</sup> August 2017 at the Ullapool Sailing Club

**Next Meeting:** Tuesday 26th September 2017, 7.00 pm, at Ullapool Sailing Club or Ceilidh Place (tbc/Tim)

Present: Tim Gauntlett (Chair), Rob Gibson, Cathy Higginson (Treasurer), Amanda Barry-Hirst, Andy Kaye (Company Secretary), Rebekah Lwin (minutes), David Maxwell, Sandy MacKenzie, Sandy Osborne, Alison Parsons.

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Paul Copestake, Kathleen Donald , Sarah Donald,		
	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 27/7/2017	Approval of the minutes: Cathy Higginson Seconded: Amanda Barry-Hirst	Upload to website and copy to New Broom	AP/TG
3	Matters arising/actions update from minutes of meeting 27/7/2017 not elsewhere on Agenda	<p><b>Data Display project funding:</b> Rebekah has been in touch with 3 companies to obtain quotes for converting the live turbine data, together with rainfall and other relevant information, to a digital information display in the school (and other community site) in order to provide meaningful and 'consumer friendly' information. The school have agreed to host the display, possibly the New Broom as another site. Initial contacts have been established, however specialist information regarding the data format and other technical aspects are needed in order to quote for an appropriate system. Need an IT technical person to have the next stage of conversation; Dave offered to carry this forward. No grant application can be prepared until it is known what is needed and how much it will cost.</p>	<p>Rebekah to send Dave the contacts and information thus far and he will.</p> <p><i>NB: since preparing the minutes there has been further discussion between Paul, Sarah, Rebekah and Dave and agreement to wait until we see the data from turbine when it is active. This may be sufficient.</i></p>	RL/DM /PC/ SD
		<p><b>Hydrological monitoring project:</b> M&amp;S Community Energy team contacted Rebekah suggesting an application be made to Awards for all Scotland (max £10k). Paul remains in discussion re the hydrological monitoring equipment and associated costs. The scheme may need to be running before this can be fully progressed.</p>	<p>Paul and Rebekah will progress as appropriate and will keep the Board informed as and when necessary.</p>	RL/PC

			<p><b>First Minister visit:</b> Rebekah contacted Sarah MacKenzie regarding the earlier correspondence with Andy about a visit from the first minister. Rebekah read an email sent by Sarah saying that she intended to be in touch with Nicola Sturgeon's office after September 1<sup>st</sup> and in that she would inform them that our 'switch-on' event would be on the 18<sup>th</sup> November. Sarah is aware that we shall not be relying on the First Minister's presence and we will progress the event as if she will not be attending; however she will be accommodated and welcomed if she does.</p>	<p>Rebekah to continue to liaise with Sarah and inform the group as appropriate.</p>	<p>RL</p>
4	Treasurer's report	CH	<p><b>Engaging an accountant:</b> Progressing well. Someone has been assigned to work with us and Cathy has been speaking with her today. The initial work necessary in order for the accountant to prepare the end of year accounts has commenced. Further briefing will ensue regarding the share process, Microgenius charges, share accounting, share distribution and Restoration Bond. The accountant has an understanding of Community Benefits Societies and Community Shares.</p>	<p>Cathy to update the Board as appropriate re end of year accounts in her reports. No further action re accountant engagement.</p>	<p>CH</p>
			<p><b>Campbell of Doune invoices:</b> These remain complex but are mostly now resolved and are consistent with the budget. A couple of issues remain but these are in hand.</p>	<p>Sandy to continue liaise with Campbell of Doune outstanding issues.</p>	<p>SO/ CH</p>
			<p><b>Payments:</b> Cathy updated on the current bank balance and payments made (Bobby Ross 3rd payment, Campbell of Doune, SSE 4<sup>th</sup> payment).</p>		
5	Charitable Status/ donations	AK	<p>Andy raised a matter following discussion with a Board member of the Harlaw hydro scheme experience - some members had opted to waive their interest (agreed previously we would give our members that option) but also that some had asked to relinquish their shares and donate the value to the community fund.</p> <p>Agreed we would not promote this for our scheme but would enable it if a BroomPower member wanted to do that. Also agreed a principle that if we do this, then the individual/s involved will receive a BroomPower voting share in perpetuity if they wish (an option that could be given to all shareholders on pay back of their shares - for further discussion). Martin Petty Chair of Harlaw</p>	<p>Andy to report back on meeting with Martin Petty</p>	<p>AK</p>

			Hydro visiting on the 5 <sup>th</sup> September. Andy will be meeting him.		
6	Design and Construction	SO	<p><b>Power House:</b> Work almost complete, some internal painting to be finished and a little tidying outside (gravel path just outside). Verges will come in a little but otherwise no need to do anything to the road.</p> <p><b>SSE:</b> in today and have cabled across the road.</p> <p><b>Turbine:</b> Gilkes in today doing the small electrics ready for the turbine. Turbine delivery edd 29<sup>th</sup> September 2017. Installation 2/10/2017 – 18/10/2017 and final fit of the power house continues until end October.</p> <p><b>Pipeline:</b> Laid from end to end, connected to the intake and has had water going through. Not pressure tested as yet but will be. Reinstated up to the middle section, upper section not reinstated yet because some work continuing at the intake.</p> <p><b>Intake:</b> Work complete and screens on but a small leak identified and currently resolving this.</p> <p><b>Broadband:</b> Site chosen for the satellite dish</p> <p><b>Cost adjustments and impact on budget:</b> Costs for the civils remain within overall budget with some extras and also some savings.</p> <p><b>SSE legal agreement:</b> Stuart is reviewing the some of the numbers/costs for SSE as they may have been affected by change to using a Glikes turbine; these may affect overall budget slightly. Final grid payment may also be adjusted.</p> <p><b>Cladding:</b> all external cladding complete, no internal cladding intended. Concrete block will not be clad, may be painted.</p> <p><b>FES:</b> drainage still ongoing issue, culvert agreed and completed and the site has been substantially improved and is much safer than it was previously. No water has been noted. We will continue to monitor but suggest that this is the limit of the work we do. FES to sign off.</p>		
			<b>Forestry gate key:</b> Forestry has a padlock to the gate but we	Sandy O will arrange	SO

			should have own padlock for maintenance access; padlocks on link so use of either will open the chain. Use combination padlock so there does not need to be a key/key holder.		
7	Publicity	AP/ SD/ ABH	<ul style="list-style-type: none"> <li>Change of email and contact form</li> <li>Prior to the meeting Amanda emailed the turbine nameplate design. Comments on the design positive, ensure the words 'Community Shares' are capitalised and add 'Limited/Ltd.' to Lochbroom Community Renewables.</li> <li>Need confirmation of risk procedure regarding taking people to view the site safely at the AGM</li> </ul>	Alison to complete email Amanda to continue to progress  ? Paul to draft	AP / ABH  PC
	AGM	ABH	<p>Date of the AGM will be Saturday 18<sup>th</sup> November with the format the same as last year. Chair's report and update, Treasurer's report, Board member elections, Q and A session and display board / slideshow at the side. No presentation but Stuart Hamilton and Hugh Campbell to be present.</p> <p>Proposed timings: 13.30 viewing of the turbine and official opening by a local person (person and nature of the opening still to be decided) main meeting commences 14.45 Chair and Treasurer reports and elections 15.30 Q &amp; A Tea/biscuits etc will be available as refreshments.</p> <p><b>Elections:</b> One-third of the Board must stand down but anyone can put him/herself forward for re-election. Currently 9 people on Board so 3 must step down. Shareholders should be informed of the number of vacancies for new Board members.</p> <p>Rebekah will be stepping down from the UCT board and so there will be an opening for another UCT Board member to join the BroomPower board.</p> <p><b>Invitations:</b> Must give members 14 days notice of the date of the AGM –email invitations to members and only write where we do not have an email address. Notifications to be placed on Facebook and in Ullapool News.</p>	<p>Prepare the display / slideshow</p> <p>Board members to let Tim know before the next meeting if they intend to stand down</p> <p>Rebekah to inform UCT</p> <p>Amanda to put save-the-date on Facebook.</p>	<p>Comm group</p> <p>ALL</p> <p>RL</p> <p>AB-H</p>

			<p>Nominations form for new Board members to be sent with the AGM invitations.</p> <p>Sandy M suggested that when invitations are sent out, members could also be invited to send in questions prior to the meeting (whether or not they will be attending).</p> <p>Some discussion of who, in addition to shareholders, should be invited to the AGM suggestions include the construction team, FCS representatives (for further discussions).</p>	Prepare nomination form and invitation and question request.	? ABH
8	Capital budget	DM	Dave updated the capital spend, budget and scheduling. The work remains on schedule and within budget, and with the prospect of still retaining a healthy contingency. Some planning and legal fees still to be resolved.	Andy progressing the queries regarding legal / planning fees	AK
9	AOB	AK AK SO	<ul style="list-style-type: none"> <li>• Need a small sub group to consider any requests for early repayment of shares</li> <li>• Power Purchase Agreement – contract for 12 months signed with Good Energy. Need to ensure sufficient time next year before contract ends to review and renew.</li> <li>• Sandy has compiled a folder containing copies (scanned originals) of all agreements.</li> </ul>	<p>Dave to progress.</p> <p>Nfa until next year</p> <p>To be passed to Dave</p>	DM TG SO
10	Next meeting	<b>Tuesday 26<sup>th</sup> September 2017, Ullapool Sailing Club/ Ceilidh Place (Tim to confirm).</b>			