

Lochbroom Community Renewables Ltd

Approved Minutes of the meeting held on 31st January 2017 at Ullapool Village Hall, Ullapool

Next Meeting: 28th February 2017, 7.00 pm, at the Parlour Room, Ceilidh Place, Ullapool

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

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Kathleen Donald, Sarah Donald, Rob Gibson, Sandy MacKenzie, Alison Parsons.		
	Key others referred to in the minutes	Stuart Hamilton (Locogen)- Project Manager, Hugh Campbell (Campbell of Doune) - Project Designer Bobby Ross - Preferred project Contractor FCS - Forestry Commission Scotland, CB - Community Broadband (Nick Lampen contact)		
2	Approval of minutes of Meeting on 10/1/2017	Cathy requested point 5 of the draft minutes of the previous minutes be amended to make clear that the Board had passed a resolution regarding the updating of the Bank signatories. Minutes Approved: Paul Copestake Seconded: Andy Kaye	Rebekah to amend and upload approved Minutes to Dropbox. Alison to upload to website, Tim to New Broom	RL AP/TG
3	Matters arising/actions update from minutes of meeting 10/1/17 (not elsewhere on Agenda):	<ul style="list-style-type: none"> Design and Construction: Final costings from Bobby Ross are expected tomorrow. Highland Eco has also approached and the final designs have been sent to them for further tender. No contract decisions can be made until final costs are available and approved by the Board. If costs acceptable there was agreement that Sandy O can proceed following email consultation, if not acceptable an extraordinary Board meeting will be called. Planning variation: No response from FCS as yet Turbine: No final decision until final costs are known. Contractor insurance: Cannot be resolved until final costs are known and contract agreed. Site photographs: Paul has spoken with Steven Gourlay and he is happy to take some flyover photographs for us at no charge, these will remain under his copyright and be used as part of his personal portfolio. A surveyor will mark out the site for Steven to conduct a flyover of the whole area. Additionally, someone from LCR will go on site with FCS to take 	<p>Sandy O to inform the Board for approval of final cost when known.</p> <p>-Defer to next meeting -Defer to next meeting -Defer to next meeting -Sandy to arrange surveyor/site marking, Paul to liaise with Steven G</p>	<p>SO</p> <p>TG/SO TG/SO AK</p> <p>SO/PC</p>

<p>still photographs in order to have agreed images of the condition of the site.</p> <ul style="list-style-type: none"> • Meeting with FCS: meeting went well and Hugh Campbell continuing to work on the methods' statement to be completed in time for follow-up meeting on 17th February 2017. Sandy O hopes FCS then approve the discharge our responsibilities. • Broadband: Nick Lampen/Community Broadband confirmed that LCR has signed up Braemore Hall as a founder subscriber for standard connection. Andy will liaise with Linda McLean (Braemore Hall) but prior to this the Board agreed a meeting should be requested with Nick to confirm procedures and named LCR contact once the CB set up is ready. Re the live monitoring between the turbine house and Braemore Hall, this can either be hard wired via ethernet cable or a wireless link (Paul is investigating). • Compensation Flow/SEPA: Operational requirements for monitoring the water intake to power house but what that does not provide is an hydrological audit of the 'bigger picture' of how we are using the water. SEPA's primary concern is to ensure that LCR/hydro scheme are providing the compensation flow to ensure the health of the river between the intake and the turbine (compliance checking). Paul proposing that we work with SEPA and Hugh Campbell to design a best practice monitoring system with the placement of additional loggers to record river levels and flow calibration (will need additional funding see next point Agenda) to complete the overall picture and enable both accurate checking of the compliance element and also, over time through feedback monitoring, fine tune the level to flow calibration. Because of this and the live link with Braemore Hall (also hopefully the school) members of the community could visit and see live how hydro schemes. This work could also have a positive impact on hydro scheme development. SEPA willing to work collaboratively with us. • Grant funding: Rebekah has been looking at grant funding bodies and open calls in order to develop the above monitoring system and remote observation with a link to a community site (such as Braemore Hall/ New Broom) and also consider development opportunities with local schools and higher education. There are a few of possibilities for funding which Rebekah will summarise. Paul has requested quotes in order to cost equipment. • Environmental Clerk of Works: Paul has investigated; the role is to act as an intermediary between the contractors on site and those who would be concerned about the environmental issues. There are few environmental concerns, namely salmon downstream making water management important, also checking siltation and geomorphological factors. Some trees are also identified as important/ancient. The Methods' Statement sets out how these environmental factors will be managed and the role, which Paul will take on, will ensure compliance. Personal liability is less of a concern as the mediating role suggests the 	<p>Sandy will attend meeting and inform the Board at next meeting</p> <p>Rebekah to discuss with Nick</p> <p>Paul will write a short summary plan and send to all Board.</p> <p>Paul and Rebekah to liaise in the preparation of a grant application</p>	<p>SO</p> <p>RL</p> <p>PC</p> <p>RL/PC</p>
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	responsibility and liability for compliance failure lies with the contractor.				
4	Secretary's Report	AK	<ul style="list-style-type: none"> Restoration Bond: This has now been agreed with the Forestry Commission. The funds will be transferred via LCR solicitors to FCS solicitors and will be held at no charge until the end of the scheme when it is transferred back to LCR. The funds will attract interest and this will be credited to LCR. The board authorised Cathy to proceed with making payment at the appropriate time. 		
			<ul style="list-style-type: none"> Insurance: Quotations papers sent to Royal Sun Alliance. They have requested further technical information but this cannot be addressed until we know which turbine we will be purchasing. 	Andy to follow-up as appropriate and keep Board informed	AK
			<ul style="list-style-type: none"> Registration of the lease: No response from the solicitor as yet on the questions put to them. 	Andy to inform Board of any updates	AK
			<ul style="list-style-type: none"> Policy on Share Buy back and interest payments: Andy has prepared a document for comment and development. Also explore such policies of other CSS hydro schemes and consult with Community Shares Scotland (especially re legal factors). 	Andy to distribute document. All to read and comment.	ALL
5	Treasurer's report	CH	Cathy updated the Board on the accounts to date.		
6	Charitable status	DM	Good progress. Dave has sent the forma and OSCR have registered receipt and are processing the application.	Dave to inform Board of any updates	DM
7	PP Agreements	RG	Deferred to next meeting as Rob unable to attend meeting today.	Add to Agenda for next meeting	TG
8	Communication group report	AB-H	<ul style="list-style-type: none"> Sarah has made good progress with the schools and she and Jason (Leon) will give a talk on February 7th at the Primary School. Considering a competition to update the turbine / turbine house, also a series of some 'did you know' posters about the scheme while waiting for work to start. Sarah has also had further discussions with the young people who want to be involved in BroomPower development and promotion. Alison has updated the website Homepage and is working on the Facebook page Cathy raised a concern that website may not be mobile optimised. 	Discuss with Emma Noble (website builder)	AP/ AB-H

			<ul style="list-style-type: none"> • Training with Diane, no further development on this. 	Tim will follow up	TG
9	Project plan/ Gantt chart	DM	Dave updated the Board	Dave to update as appropriate	DM
10	AOB		<ul style="list-style-type: none"> • Skype: Agreed that we would aim to enable Skype attendance for Kathleen and Rob for the occasions they cannot attend in person because of travel constraints. Rebekah and Paul can bring computer/iPad to enable this. • Expenses: Tim suggested that LCR needs an expenses policy and means of invoice and reimbursement of travel costs for those who undertake travel, and other essential costs, on behalf of LCR. Rebekah and Paul have examples that they will send to Tim (policy), forms (Cathy). • Agreed an advance meeting timetable to be the last Tuesday in each month. • Andy reported that SSE are progressing the wayleave arrangements with FCS. • Paul suggested we let SSE know that we intend to have a live link for community information and we would like to include a conduit pipe at the same time they trench the road for the power cable. 	<ul style="list-style-type: none"> -Kathleen/Rob to inform Tim if Skype needed at a meeting. Tim to inform Rebekah /Paul if required. -Tim to draft Policy -Cathy to customise invoice forms -Tim will forward a list of all dates for 2017 -Andy to let SSE know our intentions and make the request 	<p>TG</p> <p>TG CH</p> <p>TG</p> <p>AK</p>
12	Date/time of next meeting	28th February 2017 at 7.00pm Parlour Room, Ceilidh Place			