

Lochbroom Community Renewables Ltd

Minutes of the meeting held on 30th March 2017 at, at the Parlour Room, Ceilidh Place, Ullapool

Next Meeting: Tuesday 25th April 2017, 7.00 pm, at the Parlour Room, Ceilidh Place, Ullapool

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

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Kathleen Donald, Sandy MacKenzie,		
	Key others referred to in the minutes	Stuart Hamilton (Locogen)– Project Manager; Bobby Ross – Project Contractor FCS – Forestry Commission Scotland; LES – Local Energy Scotland		
2	Approval of minutes of Meeting on 28/2/2017	Minutes Approved: Andy Kaye Seconded: Sarah Donald	Upload to website and copy to New Broom	AP/TG
3	Matters arising/actions update from minutes of meeting 28/2/17 not elsewhere on Agenda	SSE wayleave and conduit: no more information re this at present, Stuart taking this forward.	Andy/Stuart to inform Board as appropriate	AK
		Share Buy back: Andy has received comments from all and has made a draft revisions and flowchart visualising the process. Proposed a small group comprising, Dave, Cathy, Andy and Rebekah now work together to take this forward. Approved.	Dave, Cathy, Andy and Rebekah to meet and feedback to the Board later in the summer.	AK (+DM, CH,RL)
		Insurance of the works and Directors' insurance: Need to go to a commercial insurance broker, Andy approached 3; 2 have not responded with a quote. Stuart suggested Highland Insurance / Don Campbell and he has quoted on the Hydrolite. Need to have insurance in place. Andy requested board agreement for him request this broker to quote for the Gilkes turbine (see 6 below) and to check the market place again with a view to having insurance in place for 17 th April. Insurance to include all the public liability, directors, any employees and volunteers. Board agreed.	Andy to liaise with Don Campbell and arrange insurance to commence 17 th April 2017	AK
		Registration of lease: still awaiting resolution of outstanding FCS issues.	Andy to progress when FCS confirm.	AK

			Restoration bond cheque is with the solicitors.	nfa	
			Grant funding: Paul, Rebekah and Sarah to meet April 28 th to finalise figures for community/school project grant plan.	Paul, Rebekah to report progress at May meeting	RL/PC
			Power Purchase Agreements: Rob has spoken with the energy minister and will request some direction, as PPA seems to not be well established. Decision needs to be made by July.	Rob to update at next meeting. Rebekah to send Rob info she has.	RG RL
4	Treasurer's report	CH	<ul style="list-style-type: none"> • Cathy updated the Board on the accounts to date. • Cathy confirmed that the CARES loan has now been repaid by cheque to LES. Acknowledgment of this has been received. • The budget has been updated and Cathy has been exploring a means of streamlining the books in anticipation of complex accounting once power generation commences and share interest and pay-back begins. Also for clarity for successive treasurers. To this end she requested the Board's permission to: <ul style="list-style-type: none"> • purchase an online accounting management package Quickbooks at a monthly cost of £7.50 (discounted as Cathy is already a user for her own business) – this was approved • engage an accountant – this was approved and Legatts suggested, also suggested to find out who the Applecross and Sunart accountant and to ask Community Shares Scotland. • Andy raised a question regarding moving to online banking for payments and how that operated when sign-off required signatures/approval of two Directors. • Capital budget reviewed in light of Gilkes offer see 6 below. 	<p>Cathy to take forward & make recommendation to the Board.</p> <p>Cathy will speak with Ben Williams, as UCT have just arranged this.</p>	CH CH
5	Design and Construction	SO/PC	<p>Bobby Ross is fully engaged and still anticipating a start date of 17th April 2017, assuming all necessary permissions have been granted by this date. Contractor contracts and insurances all in place.</p> <p>Stuart has forwarded the outstanding methods statements to FCS in preparation for another meeting next Tuesday. Sandy O, Bobby Ross, Hugh Campbell, Stuart Hamilton will all be at that meeting. Have to get FCS approval before we can start.</p>	<p>Sandy O, Tim to report back from the meeting with FCS at next Board meeting, or earlier by email if necessary.</p>	SO/TG

			Transport Scotland have now raised an additional issue re visual splay at access to South entrance. Stuart and Sandy resolving this.	Sandy to address, report back next meeting	SO
6	Turbine decision	all	<p>Since the last meeting, there has been much Board discussion by email regarding the turbine as Gilkes have made an offer to LCR reducing the cost of their turbine for us and also agreeing to interest free payment terms to help with cash flow should it become necessary to use our contingency. Stuart Hamilton and Sandy O have updated the project budget, comparing Gilkes and Hydrolite (Tinck earlier ruled out in financial favour of Hydrolite). Given that the efficiency of Gilkes is greater than Hydrolite and the servicing costs lower (plus better parts and performance guarantees and service life) the costs and returns for Gilkes is now superior to Hydrolite for both P50 and P90 projections if overall costs do not require use of contingency. If we spend the 10% contingency then we are short however, Gilkes have agreed to an interest free 2-year repayment plan if this arises. The return to the community over 20 years in this latter event will be the same as for the Hydrolite. Given the known reliability of the Gilkes product ('the Rolls Royce of turbines') and the long established security of Gilkes as a company, the experts on the Board had greater confidence in the Gilkes turbine and company and held the view that it would also be a lower risk option for the project and the community overall. The financial model was examined again in detail and the Board's decision was to progress with the Gilkes turbine.</p>	Sandy to inform Stuart Hamilton of our decision and to examine the contract and place the order for the Gilkes with the terms of payments as agreed.	SO/SH
7	Communication group report	AB-H/ AP/SD	<ul style="list-style-type: none"> Alison has refreshed and updated Facebook and the website, checked its mobile optimisation, added the biographies of new members of the Board and uploaded approved minutes since last AGM onto the news page. The Board agreed to change the contact details from ElsieR@ to admin@ and also to remove the postal address as this is the Village Hall. Amanda suggested keeping acknowledgment of people who have been involved with the project in the past, with their permission. 'Name the turbine' will be launched now we have a turbine choice, deadline end of the Easter holidays. Board will decide. Broompower wall hangings to feature in the project start press release. ? at Braemore Hall. ? Saturday May 6th. 	<p>Alison to upload next minutes after approval and update web info as appropriate.</p> <p>Sarah to book Braemore</p>	<p>AP</p> <p>SD</p>

			<ul style="list-style-type: none"> Sarah asked Board to think about any work experience tasks that could be carried out by High School children, especially young people not intending to go on to college or University. 	Hall Inform Sarah who will liaise with Yvonne Boa at the High School	ALL
8	Charitable status	DM	OSCR have refused our application for Charitable Status stating we are not eligible. Reasons why not clear, especially as other BenComms and Hydro schemes have Charitable Status. This may affect the grant funding applications we can apply for.	Dave to speak to other hydro schemes and Community Shares Scotland	DM
	Training	SD	We had agreed to defer discussion of training / visioning day with Diane Campbell until later in the year, however Sarah suggested, after consultation with Diane, to set this up now for next February when there are likely to be new Board members as this would help with continuity of running existing BroomPower project and also to discuss the potential for other renewable projects. Existing members, who may leave the Board after next AGM, asked to commit to return for this day to help succession to the new Board.	Sarah to update as relevant	SD
9	Project plan	DM	Dave updated the Board, everything on track pending FCS action		
10	AOB: LCR post box	TG	Village Hall have asked LCR and UCT to hand back keys to the Village Hall post box. Tim has requested that we be allowed to still use the Village Hall for the moment as otherwise we will need to change all the Share paperwork and re-register.	Tim to follow-up	TG
	West Highland College	SD	West Highland College Board are coming to Ullapool and have asked if a BroomPower representative can go; next Tuesday drop in between 2-3,30 at the pier.	Drop in if available	all
	Membership forms	DM	Membership forms: Dave has received several changes of address and the nomination system has also been used and is working.		
	Wildlife survey	PC	Planning conditions require a wildlife survey a month before construction begins. This has been completed as scheduled and nothing of note to report.		
	Media student	DM	Media student spoke with Paul and Bill as part of his end of school project. Now completed, said thank you.		
11	Next meeting	Tuesday 25th April 2017, Parlour Room, Ceilidh Place			

