

Lochbroom Community Renewables Ltd

Approved Minutes of the meeting held on 27th July 2017

Next Meeting: Tuesday 29th August 2017, 7.00 pm, at Ullapool Sailing Club

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

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Kathleen Donald , Sarah Donald, Rob Gibson, Sandy Osborne		
	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 22/6/2017	Approval of the minutes: Dave Maxwell Seconded: Andy Kaye	Upload to website and copy to New Broom	AP/TG
3	Matters arising/actions update from minutes of meeting 2/6/2017 not elsewhere on Agenda	Power Purchase Agreement: Stuart Hamilton distributed quotes, which had to be decided prior to this meeting. Good Energy, EDF, Our Power main choices, all similar to each other. Stuart recommended Good Energy, this endorsed by Andy and we have subsequently signed up to this for 12 months. Approximate export income (for first year) expected to be £27k and FiT income is expected to be circa £73K; in keeping with past projections.	nfa	
		Grant funding: Application made to M&S community energy fund, received an email saying we had been successful which was then revoked 3 days later apologising for a previous system error. Primary reason given was that they wanted a clear direct relationship between the capital they would fund and an energy saving. They have offered to advise us of other potential funding possibilities. Meanwhile the Gilkes turbine will produce some data which will be displayed locally and sent to the LCR website. Paul in discussion re the hydrological monitoring equipment and costs because the system for which we are seeking funding is different to straightforward flow->energy generation. Sarah suggested approaching Tesco for blue tokens for the digital display screens for the display project for the school and other community site.	Rebekah to continue to liaise with M&S and explore other funding bodies for hydrological monitoring project and display unit. Paul to re-cost the loggers. Communication group to develop ideas for small projects suitable to approach Tesco	RL/PC /SD Comms

			End of construction event: Andy suggested this could include primary school / YP tree planting along the lower bank. FCS concerned because of safety issues but support the idea in principle and suggested smaller trees such as, bird cherry, hazel .	Comms group to discuss	Comms
4	Treasurer's report	CH	Cathy updated on the current bank balance and payments made (Arboriculturalist, Bobby Ross 2 nd payment, Locogen paid to end May, Gilkes 2 nd payment (now paid 25% of the turbine). Still some issues with Campbell of Doune invoices, Sandy resolving this. Share funding all accounted for apart from £30 still to come in. £27,000 VAT returned, up-to-date with VAT reclaims.	Sandy to liaise with Campbell of Doune re their invoices	SO/ CH
			Engaging an accountant: Cathy extended telephone conversation with Mark McRae, a partner at Scott Moncrieff re undertaking our annual accounts. Charges quoted will be circa £3000 (+VAT), this includes a one off fee to set up Quick Books. This is higher than budgeted for but Cathy has investigated and this does not seem outside others' experience of charges for similar work. They will also advise re tax issues and charitable status. Cathy will check the charges breakdown of the package they are offering and if she is happy with their response, she recommends that the Board accept this as the company have experience and expertise in this area and the package offered is tuned in to our needs. The Board acknowledge that we cannot proceed without an accountant and accepted Cathy's recommendation and for Scott Moncrieff to be engaged as LCR's accountants if she is satisfied with their response to a few further questions. To review after a year.	Cathy to progress as appropriate.	CH
			Share Distribution document: Revisions made as agreed at the last meeting. Andy proposed this be kept as the working document for the coming year and first share payments during which time there can be revisions following involvement from the appointed accountant. Some discussion re relationship between continuing membership after shares have been paid back. Andy proposing that for those who have retained their shares for a minimum of 5 years before repayment then they will be eligible for a bonus share in perpetuity. Some concern about the 5 year	nfa at present	

			<p>requirement and whether or not it needs to be that long, especially as we want to keep our membership high, and do not want to discriminate against smaller investors who may be paid back first. Agreed to revisit this next year as no shares will be likely to be paid back in the intervening period. Andy reminded this is guidance only and can be changed.</p>		
			Rebekah to be added to the bank account in progress	Cathy to progress	
5	Design and Construction	PC	<p>Paul as ECOW has been walking through the site every week and updated in the absence of Sandy O. Regular contact with Steve Rochford and Darren Ross (foreman). Work remains on schedule, turbine house walls should be up soon, tail race is finished, pipe bridge is finished, working on the intake (this only being held up by delivery of the screen). The pipe is buried beyond the track and once the header tank is in, the rest of the pipe will be brought back. Everything downhill of the track is now complete and ready to be seeded. SSE are waiting for wayleaves, no concern about this last stage.</p> <p>Some issues still to be resolved with FCS wrt culvert and area of land where there had been a previous landslip, may have to put some extra pipe in. Concerns also with aspects of FCS approach and decision-making. General feeling regarding the area around the landslip is that we have improved the land significantly.</p> <p>Dry weather conditions have been very helpful to achieving our schedule and the terrain and soil have not been problematic.</p> <p>Also very good people on site, the contractors have been excellent, Darren is a first class foreman and Gordon Ross very good on site as well as excellent communicator. The Board are very pleased with the construction works thus far.</p>	SSE last stage now scheduled for the end of August.	
			Costs remain within overall budget although there may be some extras for culvert pipes following discussion with FCS. Apparently the quote for the turbine house includes cladding in Siberian larch but this felt to be unnecessary and Scottish larch should be used and thus should therefore result in a cost saving.	Paul to inform Bobby Ross about using Scottish larch.	PC

6	Publicity	AP/ SD/ ABH	<ul style="list-style-type: none"> • Amanda has set up links on the website to all publicity • Email still to change, awaiting dashboard password. A contact form will also be put on the website • Next key publicity event will be the 'switch on' 6/11/2017 and possibly the turbine arrival (18/10/17) • Tim to write a UN communication re the turbine house with roof and intake completion • Gilkes have said the turbine can have, as well as a name plate, an additional plate that could be in a variety of colours / materials and could include any text/image we want. Suggested we have BP logo, date of commissioning and info about being built with funds raised by the community. • Combine next AGM with the switching on event (Comms group to discuss) – Paul suggested for switch on event at Braemore Hall + site tours during the day with AGM at the Village Hall in Ullapool. May need to mollify FCS by writing a risk procedure about how to handle people safely viewing the site. 	<p>Alison to complete</p> <p>Amanda to draft something and send to the Board for approval.</p> <p>See AOB</p> <p>Paul to draft</p>	<p>AP</p> <p>AB-H</p> <p>PC</p>
7	Capital budget / scheduling	DM	<p>Dave updated the capital spend, budget and scheduling. With the exception of the screen we are approximately 2 weeks ahead of the schedule; Tim advised to let Gilkes know we will be ready to receive the turbine as per schedule. Broadly on budget pending clarity of Campbell of Doune invoices. Expected date for commissioning is still Monday 6th November 2017</p>		
8	AOB	DM TG	<p>AGM: agreement that we should aim to combine the AGM and start of commissioning with the former being a day-time event as in 6. Format of AGM to be presentation/s with photo timeline of construction, what's next, Q&A like last year and a social end.</p> <p>Letter from Sarah McKenzie: Tim reminded that Sarah McKenzie had written about the possibility of Nicola Sturgeon visiting in November and possibility of a hydro photo shoot with her to coordinate with start of commissioning. Several of the view that any political publicity is good but we should not allow ourselves to be reorganised by their agenda, check if they charge and be prepared for a stand in.</p>	<p>Comms group to decide and arrange/book date, venue, and 'celeb; for photo switch on.</p> <p>Rebekah will check with Sarah and update the Board at the next meeting.</p>	<p>Comms</p> <p>RL</p>

9	Next meeting	Tuesday 29th August 2017, Ullapool Sailing Club.
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