

Lochbroom Community Renewables Ltd

Approved Minutes of the meeting held on 2nd November 2017 at the Ceilidh Place

Next Meeting: Tuesday 12th December 2017, 7.00 pm, at the Ceilidh Place

Present: Paul Copestake, Tim Gauntlett (Chair), Amanda Barry-Hirst, Sarah Donald, Andy Kaye (Company Secretary), Rebekah Lwin (minutes), David Maxwell, Sandy Osborne, Sandy MacKenzie.

Also in attendance Ben Williams, Local Development Officer, Ullapool Community Trust.

tem	AGENDA item	Discussion	Actions	name
1	Apologies	Kathleen Donald, Rob Gibson, Cathy Higginson (Treasurer), Alison Parsons.		
	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; Flick Hawkins – Ullapool Community Trust (UCT) Chair; Ben Williams – UCT Development Officer		
2	Community Benefit Fund	The meeting commenced with a presentation and subsequent discussion with Ben Williams about the proposals for the Community Benefit Fund. Two documents, which will define the legal framework for the fund, had been circulated prior to the meeting one relating to the governance and terms of reference for the funding panel which will determine the distribution of funds, and the other relating the types of grants that will be available and the application process. Ben will present the progress at the AGM and the documents will become available to the public in due course. Anyone wishing to make comments / suggestions should send these to Dave who will collate and send to Dave.	Anyone wishing to make comments / suggestions should send these to Dave who will collate and send to Ben.	All
2	Approval of minutes of the previous meeting	Approval of the minutes: Sandy Osborne Seconded: Dave Maxwell	Upload to website and copy to New Broom	AP/TG
3	Matters arising/actions update from minutes of the previous meeting not elsewhere on Agenda	Charitable Status: This issue needs to be pursued with the accountant, as it will have tax implications although it may not be an immediate issue as any pre-tax liability will not come into force until after all shareholders have been repaid.	To be discussed with the accountant after the AGM.	AK/CH
		Forestry gate key: A key holder and two good quality padlocks (same key) have been procured, one for each gate. The previous		

	key proposal was too expensive.		
	Elections: Tim, Andy and Rebekah will stand down at the AGM and all intend to put themselves forward for re-election. Rebekah will cease to be a UCT appointed Director after she stands down at the UCT AGM on the 29/11/17. Tim will be standing for UCT election at their AGM, if elected he may become one of the UCT appointed Directors to replace Rebekah.		
	Outstanding planning and legal fees: Andy has been progressing these but the matters will not be resolved until the solicitors present the final lease to be signed.	Andy will report as appropriate.	AK
	SSE grid connection grant: Rebekah agreed with Cathy to apply for this as no person was appointed to this action at the last meeting. SSE requires proof that we have made all the payments.	Rebekah to progress	RL
	Shareholder contact details: Some email invitations have bounced and need to check new contact email addresses.	As Sandy M/Sarah knew the people concerned they will check	SM/ SD
	Broadband: The satellite Broadband is now up and running. Need to explore the Broadband connection with Braemore Hall as we now have no need for HCB. (HCB have not been given permission from Mark Lorrimer to site the mast that would reach Braemore Hall). We have paid Founder membership for Braemore Hall and did commit to funding HCB for Braemore and should honour this although may need to review the duration of membership if/when the service becomes available.	Andy to discuss with Braemore Hall	AK
	Insurance: The company providing the insurance for the construction will, after the end of November, no longer be insuring for the property / operation/ loss of profits etc. Public liability insurance is in place and not affected by this.	Andy addressing this	AK
	Cleaning the intake: Paul drafting a monitoring checklist. Also procuring a long brush to clean the screen if needed although it should be self-cleaning. Need to just monitor initially in order to draft the checklist appropriately. Sandy O suggested a web-cam in	No immediate action. Paul will draft checklist over the next few months and will obtain a	PC

			order to be able to review remotely and reminded that we have a year to monitor and identify snags before we finally sign-off. People have a right to roam there and we cannot ask them not to, therefore must take steps to protect the intake appropriately.	brush.	
			Additional monitoring: Paul has arranged this and it is in place.		
			Change of address: Tim has not yet changed the address from the Village Hall to the UCT Hub. Not a problem as Ben Williams collects and give us our mail, should be changed in the New Year.	Tim to progress	TG
4	Treasurer's report	CH	No Treasurer's report was available, as Cathy could not attend the meeting. Tim reported on her behalf that the end of year accounts will be drafted by the accountants and sent to all Board members for their acceptance prior to the AGM. They will be using a new system (with which they are familiar), not Quickbooks. Cathy is happy with this.		
5	Capital budget update/scheduling	DM	Dave updated the capital spend, budget and scheduling. The work remains on schedule and within budget. Two invoices have been received, one for Bobby Ross and one for the satellite Broadband. Expecting another invoice from Bobby Ross soon and more from Campbell of Doune. All details on Dropbox.		
6	Construction update	SO	Construction: The work is essentially complete, just a little work left on the last section of the track. Some outstanding issues raised by the Forestry Commission. Intake leakage not yet fully resolved but work continuing on this. It is not a major problem and may resolve itself, if not then we will compensate the flow until the summer when there will be insufficient water to generate and so we can drain the system to check and resolve any leakage. Turbine: The turbine is in situ and now generating power. Gilkes will check functioning and generation levels and complete a handover tomorrow (final sign-off after 2 years).		
			URL: Paul can access flow and generating data via Gilkes but this URL cannot be made available to others. Paul will monitor for a while and then decide how to distil the information to make it available on the website.	Paul to progress as appropriate	PC

			<p>Landscaping: Paul received a request from Stuart Hamilton to take pictures of the site and the end of construction landscaping. Paul has done this.</p>		
			<p>Generation light: Sandy/Paul exploring if we can have a light on the turbine house to indicate that we are generating.</p>	Paul / Sandy to progress as appropriate	SO/PC
7	Publicity	SD/ ABH	<p>Website and Facebook has been updated and all minutes uploaded. Email address still to be changed.</p>	Alison to change email address.	AP
			<p>AGM Agenda: Final details of the switch-on event and the AGM discussed and tasks for the day allocated.</p> <p>A ribbon across the turbine house door to be cut (by 3 generations of shareholders) as the symbolic switch-on. Amanda has made arrangements for press coverage and photographs on the day.</p>		
8	Risks and issues moving into the next phase	DM	These have been updated by Dave from our last meeting and uploaded onto Dropbox.	All Directors should read these and inform Dave of any comments/additions.	ALL
12	AOB	ABH	<p>Facebook requests: Some people have asked via Facebook if we will be arranging visits to the site for shareholders in the New Year. Response should be that the track to the intake is very steep and muddy at the moment and perhaps should ask again in February time. Meanwhile the turbine house can be seen from a pull-off from the road at the entrance.</p>		
		SD	<p>Trees: woodland Trust are offering trees for schools and communities for planting, would this be something we wanted? Paul and Sandy very clear that we should allow only natural regeneration (this would be best practice), except maybe for bluebells.</p>		
12	Next meeting	Tuesday 12th December 2017, Ceilidh Place, Ullapool			