

## Lochbroom Community Renewables Ltd

Minutes of the meeting held on 21<sup>st</sup> March 2018 at the Ceilidh Place, Parlour Room

**Next Meeting:** Tuesday 1<sup>st</sup> May 2018, 7.00 pm, at the Ceilidh Place, Parlour Room

Present: Tim Gauntlett (Chair), Amanda Barry-Hirst, Sarah Donald, Rebekah Lwin (minutes), David Maxwell, Sandy Osborne, Rob Gibson.

tem	AGENDA item	Discussion	Actions	
1	Apologies	Paul Copestake, Kathleen Donald, Andy Kaye, Alison Parsons.		
2	Approval of minutes of previous Board Meeting	A few minor amendments were suggested to the draft minutes of the previous meeting, these were then approved. Proposed: Dave Seconded: Amanda	Amend previous minutes and upload to Dropbox	RL
3	Matters arising/actions update from minutes of the previous meeting not elsewhere on Agenda	<b>Charitable status:</b> Kathleen is waiting to hear from CSS (Community Shares Scotland) in order to set a date for a meeting to discuss tax payments and charitable status, ideally a joint meeting in coordination with other similar projects. Carried forward to the next meeting.		AK/KI
		<b>Retrospective planning:</b> Still awaiting response from Forestry Commission.		SO
		<b>FES site visits:</b> FES has acknowledged we were entitled to 26 free hours of site consultation, however they have submitted expenses for the site visits. The amounts seem excessive and Tim will write expressing our concern and a solution.		TG
		<b>Change of LCR address:</b> Mail is now going to the UCT hub and is picked up by Tim. A letterhead template has been drafted (NB: letterhead should ref UCT office in preference to New Broom as this is the shop)		TG AP
		<b>UCT purchase of FES land:</b> there has been no further development of this, Tim will continue to raise the matter at UCT meetings.		TG
		<b>Planning Day:</b> Diane Campbell is willing to offer this. Tim to check available dates for her and follow-up with a doodle poll to Board		TG
		<b>HIE:</b> Tim met new area manager of HIE but insufficient time to show him the turbine house		
		<b>FiT:</b> Fit reading sent in time, not clear when payment will be made		
	<b>Website:</b> Updated website looks great, thanks Alison			

4	Treasurer's report	AK	<p>Andy provided the Treasurer's report in advance of the meeting. Key points.</p> <p>BroomPower's main current account will now be with the Bank of Scotland, this has been opened and we are awaiting transfer of funds from the Royal Bank of Scotland. Request for Dave to be added as a signatory to this account, and the following resolution was passed in accordance with the Company's Memorandum and Articles of Associations: The following person to be appointed as new signatories to all accounts: David Maxwell</p> <ul style="list-style-type: none"> <li>• A second account has been applied for with Triodos bank and this will hold shareholder funds.</li> <li>• BroomPower accounts now managed using Xero accounting package</li> <li>• February VAT return has been submitted. Returns will now be made quarterly.</li> <li>• Now fully registered with ROOFIT and our first quarterly return has now been submitted.</li> <li>• Tax implications and options are still being explored</li> </ul>		AK
			<ul style="list-style-type: none"> <li>• There has been an email about insurance renewal</li> </ul>	Sandy to respond in Andy's absence.	SO
5	Budget update	DM	<p><b>Construction budget:</b> All outstanding invoices have been paid and cleared except for the next installments for Gilkes.</p> <p>Construction budget plan is now closed and we have moved to an operational plan.</p>	Sandy to confirm to Dave the remaining Gilkes payment schedule	SO/DI
			<p><b>Operational budget:</b> Dave talked the Board through the operational budget planning. We have retained a healthy reserve as the project has been delivered within budget and this will support any early maintenance and work not covered in the snagging and guarantee agreements.</p> <p>Income thus far is in line with projections</p>	Dave will continue to oversee the operational budget plan	DM
			<p>Interest payments to investors and amount of investment return was raised and is to be decided at the next AGM and we will need to discuss and prepare our proposals at the Board meeting following our year end (end May). Also to be discussed the amount to be transferred to reserves and amount to be gifted to UCT.</p>	For Agenda at next meeting in preparation for year end actions	TG
6	Construction report / Operational report	SO	<p>There remains an outstanding issue with the Forestry Commission with respect to culvert works which Sandy and Paul believe are not necessary.</p>	Waiting to hear from Forestry Commission	SO/PC
			<p>Our own refinements with respect to flow and minor modifications on the intake have been parked until the summer.</p>	Paul will continue to monitor	PC
			<p>Bearings have been greased</p>		
			<p>Paul is investigating the possibility of remote access with Gilkes as at the moment every time the water gets too low the system trips and needs to</p>	Explore modification to the water level	PC

			be manually re-started; this is a problem if Paul or Sandy not here to restart.	trigger or remote access restart	
7	Operating update	PC	Monthly generation report was sent to all by Paul – this information is now on the BroomPower website. Snow had a negative effect on generation in February but there was some rain and final figures were good.		
			Our contract with Good Energy will be up for renewal this year and we need to obtain quotes from other companies. Stuart Hamilton (Locogen) had previously arranged. Rob agreed to take on this task.	Rob to discuss with Stuart and Andy and investigate other companies.	RG
			Discussed possibility for networks to enable direct power to the community.	Rob to investigate further	RG
8	Publicity and Comms	TG, SD, AB-H	Facebook is not automatically updating the Twitter page	Amanda will update the Twitter page	AB-H
			Update notices have gone into the New Broom but these do not include the energy generation charts	Amanda will address this	AB-H
			All agreed there should be a new bulletin update for the Ullapool News	Tim and Amanda will prepare this	TG / AB-H
9	Loch a'Bhraion update		<p>There have been various discussions in the community about this project including a presentation by Hugh Wallace to the Community Council. Dave identified a couple of options for BroomPower:</p> <p>1) do nothing- no BP/community involvement. This eliminates financial risks and the not insignificant community resistance to the scheme but also denies the community the financial benefit.</p> <p>2) participate in setting up a new BenComm, or identify a not-for-profit company to do it for us. The potential financial benefit to the community would be an agreed fixed amount plus 20% of the surplus.</p> <p>We cannot make a decision on whether or not to support this until the environmental reports are available. Thereafter the view of the meeting is that the community should be informed of the cost/benefit and a community ballot held.</p>	For next Agenda and continued discussion	TG
10	AOB		Coigach turbine: the meeting agreed that, although LCR cannot provide funds for this, we would show support via posts on the BroomPower website and Facebook page.	Prepare information post for the website/Facebook	AB-H

		A number of people suggested that we consider employing a finance person in order to both to alleviate some of the burden of the voluntary Treasurer role and also enable continuity between successive Treasurers.	For next Agenda	TG
11	Date/time of next meetings	<b>Tuesday 1<sup>st</sup> May 2018,</b> <b>Wednesday 13<sup>th</sup> June 2018</b> <b>Tuesday 24<sup>th</sup> July 2018</b> <b>All at 7.00pm in the Parlour Room, Ceilidh Place</b>		