Lochbroom Community Renewables Ltd

DRAFT Minutes of the meeting held on Thursday 16th January 2020 at 18 West Argyll St.

Present: David Maxwell, Andy Kaye, Paul Copestake, Sarah Di Rollo (minutes), Kathleen Donald, Tim Gauntlett

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| Item | AGENDA item | Discussion | Actions | Owner |
| 1 | Apologies | Sandy Osborne, Rob Gibson, Alex Cochrane  |
| 2 | October New Generation AGM 'Festival' | TG and SD to meet to discuss then email outline plan to board. Once approval gained DM to put into a project plan for progress to be charted at each meeting thereafter.**DATE FOR DIARY: AGM date confirmed 24th October 2020.**  |
| 3 | Book-keeper | TG has approached Alison Graham, Achiltibuie, who is agreeable and will meet with AK/TG at start of Feb '20 to discuss terms. Alison also works part-time for our new Accountants. |
| 4 | Accountants | New accountants – Mackays of Dingwall have been formally appointed and should confer some savings on fees going forward. |  | AK |
| 5 | Future meetings | TG submitted that the entire LCR board and volunteers could meet every second month thereby hopefully improving attendance. Other smaller 'satellite' meetings could be arranged as the need arises in between these. This proposal was approved. Meetings to be Jan/March/May/July/Sept/Nov on the 3rd Thursday of the month.  |  |  |
| 6 | Treasurers report |  | AK submitted report. Final payment to Gilkes made 6/1/20. Shares update – repayments now discontinued until after next AGM. Nearly all interest payments made. CBF donations not yet finalised but likely to be higher than last year. Approx £25,000 paid out in interest payments this year. Unclaimed interest £2-2.5K. Payment to UCT CBF likely to be around £7,500 before gift aid contribution. Payment will be made once UCT confirms Charitable and gift aid status. TG to chase UCT. | AK/TG | AK |
| 7 | Addendum to MOU | DM | PC has drafted an addendum to the MOU with UCT to clarify the annual allocation of funds allowable for the administrative costs of the CBF. PC to check with Ben Williams re progress through UCT. | PC/TG | PC |
| 8 | Operating update | AK | PC and SO to carry out greasing of turbine as done every 1000 operating hours. PC cleaning the screen monthly and emptying the rain gauge. PC and SO to progress enhancement of flow plans in spring. | PC/SO | PC |
| 9 | Insurance | DM | AK reported that he would circulate most recent correspondence. AK continues to investigate the possibility of reducing financial burden of insurance costs. | AK | AK |
| 10 | Art Project | AK | SD explained that the UHS exhibition had gone well. TG has negotiated with Kevin Peach for use of the Harbour as an ongoing exhibition space for the exhibition. This will be supplemented by further information about LCR and BroomPower. The second phase of the project is to involve the UHS students/Caroline Williams artist and the Dolphin Project. SD/TG to meet with those involved to progress the plans. DM and AP will be asked for LCR information for display. | SD/TGDM/AP | SD |
| 11 | Historic Environment Scotland PotentialProject | RG | KD explained that HES may be interested in doing a project with UPS pupils and Ullapool Museum to produce a video of the 'history of hydro' in and around Lochbroom to tie in with Visit Scotlands 2020 year of coasts and waters. KD/SD to discuss with museum staff/UPS staff and HES. Video could be shown at AGM in october as part of festival. | KD/SD | KD |
| 12 | AGM minutes | DM will chase but could all those that provided a report on the day please submit this to DM so that he can put on the website.  |
| 13 | AGM 2020 | DM/AP to advertise date on LCR website  |
| 14 | Power Purchase Agreement  | Due for renewal by end March 2020. TG to ask RG if he would be interested in doing this again. SO to check with Stuart Hamilton re current provider recommendations if possible. |
| 15 | Kirkham Wind Farm | TG to report on next meeting. AK to check rules re entering into arrangements with schemes outwith our area. |
| 16 | Budget | AK advised that he would circulate the budget as agreed. Likely to come in under projected spend. |
| 17 | Business Rates | SO queried if renewables are liable for business rates ?BenComs exempt. |
| 18 | Forestry Update | AK explained that consultants report was due Nov 2019 but still waiting. AK attending meetings at present on behalf of LCR but will step down once report received.  |
| 19 | Recruitment | TG proposed that if anyone is retiring from the group then it would be favourable if they could recruit a replacement beforehand. PC suggested a 'Volunteer Day' where all volunteer groups in the area came together to advertise what they are doing and to canvas for interested recruits. PC will discuss with ?Ben Bruce. |
| 20 | Lease | Our solicitor has resigned from firm and replacement has been found from within firm but AK will have to brief on our project. Will cost us fees in sols time for briefing. |

**Date Time and Place of Next Board Meeting** - Thursday, 19th March 2020 at 7pm in the Ceilidh Place Parlour