

Loch Broom Community Renewables			
Minutes meeting held 26.11.2021 19:30 – Ceilidh Place Parlour + Zoom			
Present: Rob Gibson (Chair, by Zoom), Seori Burnett, Paul Copestake, Andy Kaye (Zoom), Robert Mackenzie (Treasurer), Dave Maxwell			
Apologies: Alex Cochrane, Sarah Donald (Di Rollo), Kathleen Donald, Sandy Osborne			
Minutes: Edel Walsh (Zoom)			
No	Details	Action	Comment
1	Approval (and publication) of minutes of 18 September 2021: Prop DM/ RG		
No	Details	Action	Comment
2	Matters Arising from Previous Minutes		
2.1	High School Hydro Project & Vision Day Goals SB still awaiting contact with right person. Will continue to pursue	SD & SB	Ongoing
2.2	Insurance claim for undelivered lease AK has done background work and will prepare and share claim for submission between now and next meeting.	AK	Ongoing
No	Details	Action	Comment
3	Operating Update		
3.1	Monthly Generation October performance was 25% above expectation; already 10% above expectation for November. This is compensating for the extremely dry summer. At almost 80% annual target, looking at highest load factor since installation. This should be shared on Facebook; Comms Group will take responsibility.	PGC RG, SD, Alison	
3.2	Turbine Performance Issues Complete and brackets replaced. Briefly lost WiFi connection afterwards but all well now	PC	
3.3	Turbine Upgrade (ALOPS) Upgrade fixed for 3 Dec which meets the deadline set by OFGEM. The cost is fully refundable (circa £1,500), hopefully in current financial year. Robert to decide whether or not to include in operational budget.		

No	Details	Action	
4	Finance Update		
4.1	RM circulated monthly finance update. 2021 operating budget requires further consideration and RM wishes to speak with others in this regard. AK and SO had completed cashflow projections; a final budget figure is required for this year and will be circulated prior to next meeting.	RM	
4.2	<p><u>Discussion re Organisation Roles</u> AK has heretofore carried out several duties and important to note difference between Treasurer role and administrative duties. These operational/processing duties precede treasurer responsibilities. It should be noted that the Finance Group exists to provide support to the Treasurer.</p> <p>Create an organogram showing roles and how they interconnect. This can be informed by existing spreadsheet created by DM. Seori will work on this.</p>	SB	
4.3	<p><u>Co-Option AK to Board</u> AK prepared to re-join Board for a further year. Proposed by RG; seconded SB.</p>		
4.4	<p><u>Interest/Share Repayment</u> Robert and Andy have discussed and AK has set out process which commences tomorrow. The process is time-consuming and error prone but for present year, no other option. RM is considering alternatives. Is investigating company called Share Energy who specialise among other things in administration support. RM meeting Treasurer, Aberdeen Community Energy to explore and identify associated costs. Will report outcome.</p> <p>To date this year, almost nobody has requested refund. RM suggested a risk reduction scheme, reducing allocation of major shareholders over a three-year period. This would reduce risk of demand for largest sums. AK keen to consider individuals involved and their specific wishes. Finance Group to meet, discuss and put forward proposals by next meeting.</p>	RM/AK RM Finance Group DM/AK	
4.5	<p><u>Mailing Lists</u> DM keen to set up two mailing lists; one of current investing members and a second list of those who've surrendered their shares. At present, no list in existence of the latter.</p>		

	DM and AK to work on this once AK has completed work on payments.		
No	Details	Action	
5	Signage		
5.1	Existing banner looks in need of refreshment; proposal to consider more permanent signage, eg on gate and on side of building. Costs not prohibitive.	RG	
No	Details	Action	Comment
6	AGM – Wrap-Up		
6.1	<p>Successful, well-attended and engaged meeting. Key points which require attention include communication with community members and regularising LCR's position vis-à-vis CO-ops and FCA.</p> <p>Very important to determine how to communicate with interested parties and how to handle their data. Community members with an interest in hydro and land use are not mutually exclusive. RG, AK and DM will determine the process following which DM will write a proposal for how to proceed.</p>	RG, AK, DM	
No	Details	Action	Comment
7	Website		
7.1	<p>Has been recently updated with minutes and press releases. AGM section needs to be updated. RG currently working on having films uploaded.</p> <p>Web host contract comes to an end February; Alison has requested discussion to decide on choice of new provider.</p>	Comms Group (RG, SD, Alison)	
No	Details	Action	Comment
8	Director and Volunteers' List		
8.1	<p>Please refer to DM's email containing list all members and volunteers circulated prior to meeting and revert to him with any feedback or amendments.</p> <p>Remove former members</p> <p>RM has requested that email distribution lists be created for all groups. To be completed after lists have been updated.</p>	All DM	

No	Details	Action	Comment
9	UCT		
9.1	No notification of nominations to LCR board following UCT Board Meeting. RG will request an update from Amanda who is still chair.	RG	
No	Details	Action	Comment
10	Community Benefit Fund		
10.1	9 applications received by deadline. Budget circa £7k, due to be paid out by year end. Fund Group due to meet 13 December.	DM, SD	
No	Details	Action	Comment
11	Insurance		
11.1	Premium due for payment tomorrow. Possible suggestion of shopping around for alternative brokers but this is time-consuming.		Would have to happen around May
No	Details	Action	Comment
12	Lease Update / Hydro Land Purchase		
12.1	<p><u>Hydro Land Purchase (Lochbroom Community Woodland Project)</u></p> <p>RG hosted J McIntyre and Ronnie MacRae and Staff from Community Housing Trust who had a look at the site. Today he received communication from them which alters how to consider potential for pre-planning application process for housing.</p> <p>CHT concerned that location of plot near Turbine House is very close to the road (This is the site that had been considered for pre-planning application). Far more impressed with site over Alt a Bhraigh (above level of landrover track) and feel there's potential for more houses at this level.</p> <p>A topographical map will be required. RG has been working with Highland Aerial Surveys on maps. It's thought we may already hold some of these maps and PC will check with SO. (FLS conducted a topographical survey of the entire area around 2013 and SO may hold a copy).</p> <p>A pre-planning application should be submitted at the earliest opportunity and an application for funding has already been submitted to the</p>	<p>PC/SO</p> <p>RG/SD/SB/AK</p>	

	Community Benefit Fund. RG, SD, SB and AK will meet very soon and revert with final decision on planning application.		
12.2	FLS/New Plan Development FLS plan doesn't seem to have been abided by with regard to core paths marked for clearfell which have been allowed to fall into disuse. Important to raise this prior to new plan development. AK will prepare a note and SB will raise with Community Council.	AK/SB	
No	Details	Action	Comment
13	AOB		
13.1	<u>Meeting Dates 2022</u> RG suggests a core meeting schedule for 2022 and the following dates should be noted: January 27 March 31 May 26 July 28 September 29		
No	Details	Action	Comment
	Next Meeting		
	Thursday January 27, 19:30hrs		