



Loch Broom Community Renewables			
Minutes meeting held 09.01.23 19:30 –Zoom			
Present: Rob Gibson (Chair), Paul Copestake, Kathleen Donald, Andy Kaye, Seori Burnett, Sandy Osborne, Alison Parsons.			
Apologies: Edel Walsh, Alex Cochrane.			
Minutes: Alison Parsons			
No	Details	Action	Comment
1	Approval of Minutes 28.11.22.		
1	Andy Kaye suggested that the draft minute 3 should be amended with the sentence starting 'However....' To be removed. This was agreed and the minutes were approved. Prop PC/KD		
No	Details	Action	Comment
2	Matters Arising from Previous Minutes		
3.3	Advert not yet produced for recruiting a new Treasurer, but this will be addressed with proposed communication coming out shortly		
5.3	SO & SB reported that regrowth at the intake is not great and the purchase of the battery chainsaw is very useful for maintenance while checking. The chainsaw is kept in the turbine house.		
No	Details	Action	Comment
3	Shares administration		
	<p>The board considered the paper presented by AK. Posts and responsibilities. Shares administration. See attached.</p> <p>Treasurer role to be split:</p> <ol style="list-style-type: none"> 1. Shares administration role (with Company Secretary) 2. Payment processing, reporting and accounting requirements. <p>AK has offered to continue in the role of Shares Administration.</p> <p>We need to recruit someone into the Treasurer role (2) assisted by Alison Graham.</p> <p>Gift Aid. AK proposes this should end at this year end RG will communicate with UCT Chair Tim Guantlett.</p> <p>The board agreed the proposed changes.</p>	<p>AKP</p> <p>RG</p>	<p>Issue agreed communication</p>
No	Details	Action	Comment
4	Strategic review 2023 including Land purchase update		

	SB hopes to have the pre planning application in later this month.	SB	Submit pre planning application
	Struan James is currently in Patagonia but is still interested in joining the board. SB will follow this up.	SB	Contact Struan regarding joining the board.
	SB is pursuing the contractors regarding the digging of holes for the survey.	SB	
	RG stated that the strategic review starts with what we learn from this process.		
No	Details	Action	
5	Operating update		
	See report from PC attached.		
No	Details	Action	
6	Finance update		
6.1	Treasurers report AK reported healthy bank account balances which reflect the increase in electricity prices. See attached	AK / AP	
6.2	Shares withdrawals The healthy bank balance should allow us to aim to payback a minimum of £45,000 to shareholders this year. We will need to communicate this to our shareholders in March.		
6.3	FLS have not yet presented their invoice for rent.		
6.4	AK reminded the board that the CAT 1 application is urgent.		
No	Details	Action	
7	CBF and Gift Aid arrangement		
	These subjects were covered under Agenda item 3.		
No	Details	Action	
7	CBF payment		
	RG has been in touch with Tim Gauntlett (UCT) regarding distribution of Gift Aid and Interest payments donated. Approx £2400 is calculated for this year. It might be beneficial to the UCT to have the payment in this financial year. We will await a response from Tim Gauntlett.	RG	
No	Details	Action	Comment
8	AOB		

	<p>Company Secretary update. See attached notes.</p> <p>File sharing and Online meetings. It was agreed that we should pursue the Microsoft Teams solution.</p> <p>Community Membership Board members have suggested improvements to the communication which will be sent out shortly.</p> <p>AK reported that the OPUS contract is expiring in April and an alternative must be sourced.</p> <p>Employers' liability insurance Board directors are currently covered but not volunteers. This needs to be addressed.</p>	<p>AKP</p> <p>AKP</p> <p>?</p> <p>?</p>	<p>Put in place Microsoft Teams</p>
No	Details	Action	Comment
9	Next Meeting		
	Next meeting. Monday 12 th March		

Agenda item 3 – posts and responsibilities: Shares administration

The Company Secretary has a primary responsibility for the administration of our shares and this includes maintaining a record of shareholders within ODPR guidelines alongside an ongoing record of Directors and their periods in office. The Company Secretary, Finance Director/Treasurer and authorised signatories work together to administer shares and related payments. The Treasurer has primary responsibility for managing shares related payments of capital and interest.

The Treasurer's financial register of shares at 31 May 2022 was not up to date. This has been rectified and a procedure is now in place for the administration of shares withdrawals and interest payments.

Alison Graham provides book keeping support via the Xero accounting system to produce the Treasurer's monthly report of financial transactions and the quarterly VAT return to HMRC. Also, a new quarterly/year to date report was circulated last month. It has received a positive response. These arrangements and further aspects need to be agreed before we can finally decide upon and proceed with the action points in the draft minute. The Board is therefore asked to approve the following changes:

1. The monthly and quarterly reporting arrangements as outlined above. The detailed procedures and processes will then be written up and circulated.
2. Our banking arrangements are set up to manage day to day operating income and expenditure via our Bank of Scotland account. Two Triodos accounts are used for the administration of shares related payments by the authorised signatories. It is proposed that each year one signatory is designated as a **shares payments administrator** to work with the Company Secretary on the shares interest repayments and shares withdrawals. The restriction to two signatories is an essential for ensuring effective payment control.
3. Ending the gift aid donation of shares interest payments to the Community Benefit Fund. This arrangement has been invaluable over the past 5 years. However donations have reduced substantially and the time is right to end the arrangement. Liaison with UCT will be required.
4. An end to the current moratorium on shares withdrawals to take effect from 1 March 2023. We have 2 small withdrawals due for payment at the end of this financial year. A target for withdrawals of £45k is proposed for approval. Hopefully many who currently donate their interest, and others will apply. This will further reduce administrative work in future years and maximise LCR's capacity for payments to the CBF.
5. Notification of these changes to be made to members in January/early February by email, letter and the Ullapool News. The notification could advise members what to do if they wish to continue to donate to the CBF (ie directly to UCT). This will need to be agreed to by UCT.

Importantly, we must encourage members to apply to withdraw their shares in accordance with the Rules applicable. This would mean payment after 31 May 2023 when interest for the current financial year would also be due.

ADK

4 January 2023

Broom Power

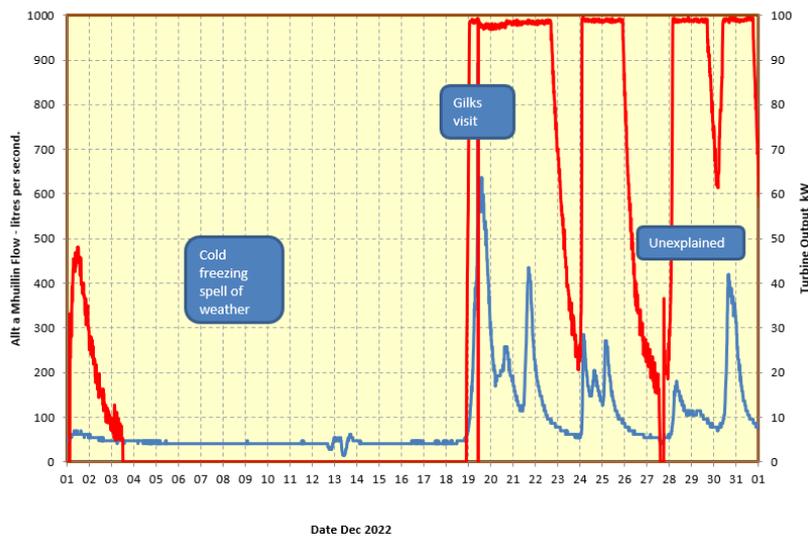
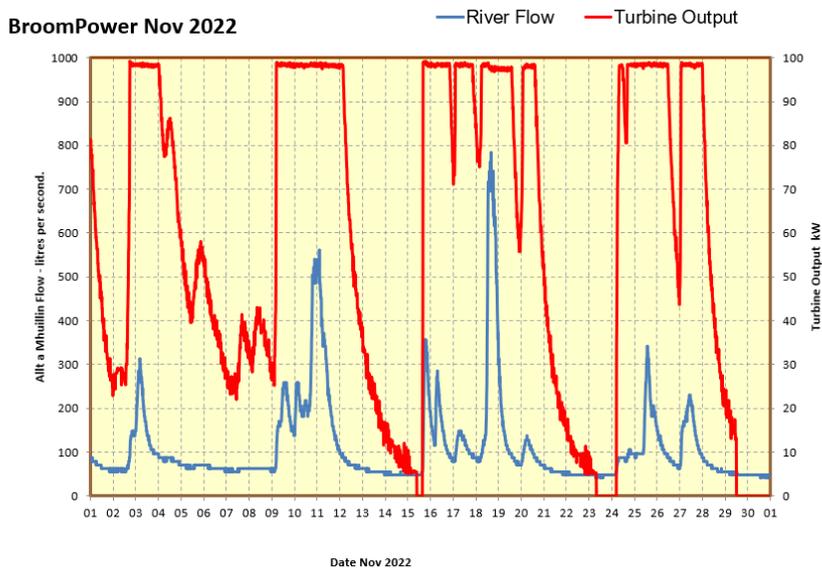
Generation Update January 2023 Meeting

Paul Copestake

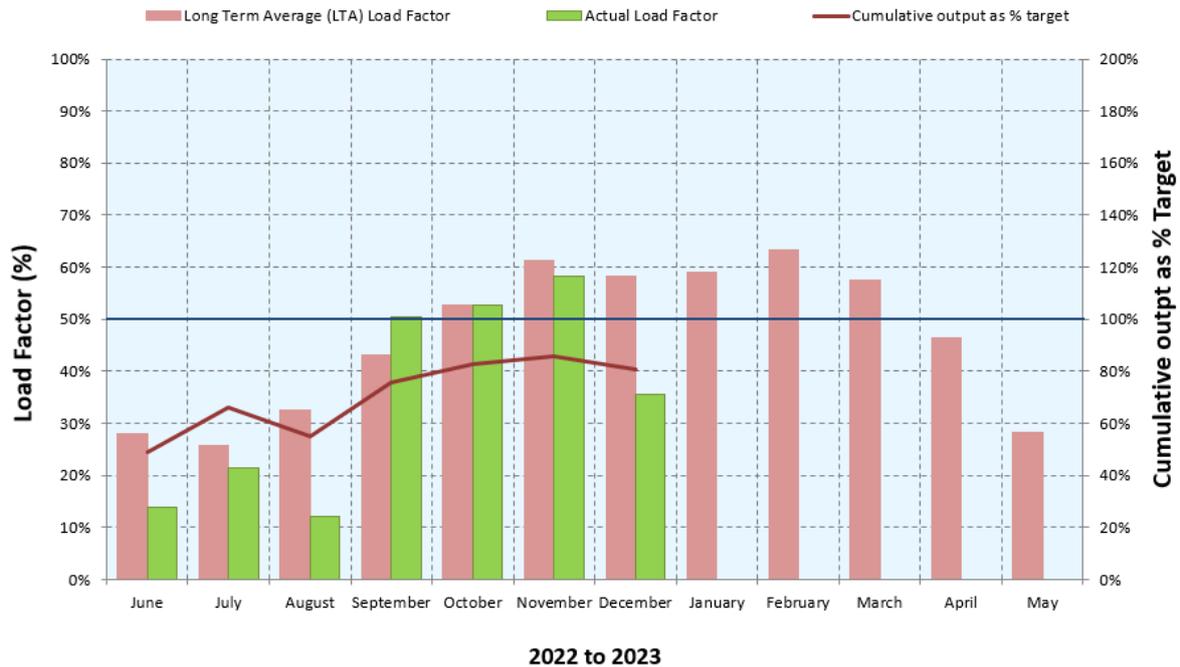
Output for November and December

As the Graphs below show, October and November continued to be we allowing recovery from the drier weather in the summer. The first half of December was very cold, effectively locking up precipitation as snow but also groundwater baseflow. The thaw helped by some wet periods helped recover somewhat for second half of the month.

All global drivers suggest that there will be predominantly westerly winds, while these could be wintry most likely in January. On balance this means that for next 3 months predicted conditions look close to normal, with slight probability in favour milder, wetter, windier conditions rather than colder drier and calm.



Broompower - 2022 to 2023, Year 6 of Operation - Performance



Treasurers Report

It will not be possible for the detailed December report to be produced for Monday's meeting due to the short timescale etc. This will be circulated at a later date. In the meantime I confirm the banking position to be as follows:

Bank of Scotland operations account - £25,272.92.

Triodos current account - £7,091.00

Triodos notice account - £69,355.07

Total - £101,718.99

Two payments were made to the CBF with interest of £2399.50 donated by members paid from the Triodos current account and this was rounded up to £2,500 with an LCR donation of £100.50 from the BoS operations account.

Two shares withdrawals for a total of £1,300 were paid from the 90 day account.

We have not yet been invoiced by FLS for the 2021/22 rental payment. All other outgoing payments have been processed.

The November electricity payment of £8,160 (inc VAT) was received. Our second FiT payment is expected in January so we have a healthy income position which continues the improving financial position following the substantial withdrawal of shares earlier in the financial year. Two further withdrawals have been received and the members involved are happy for payment to be made at the end of the financial year.

Andy

Company Secretary Update – January 2023

- 1. Web hosting.** This is being transferred to Not Just Pc's at the end of January 2023. The cost to us will be £45.12 p.a (Emma Noble was charging £80 p.a) NJPC's will also take over the Domain name registration – approx. £30 per annum.

- 2. File sharing & Online meetings.** We're currently using Zoom for our meetings - cost p.m £14. This seems quite expensive for one meeting per 2 months. I have investigated using Microsoft Teams or Google Workspace. Both these would give us file sharing and online meetings, but they do cost. There are discounts/free accounts for charities, but we are not a registered charity. So, I've tried making applications via UCT. UCT already have a Teams account which they use but Gill Wilson told me that it doesn't suit everyone. They don't use Google Workspace so it might be possible for us to set up a free account under the UCT charity number. How would everyone feel about using Google Workspace? Does anyone have any experience of using this? Cost of Microsoft Teams or Google Workspace is approx. £3 per month per user.

- 3. Community membership. Letter & application for approval.** See attached communication with application form.

DRAFT Broompower – Members New Year Message from the LCR Board

A happy, healthy and productive New year to you and yours.

The first of our bi-monthly meeting this year – on 9th January - decided to seek you support for the efficient management and development of our community hydro and its surrounding woodland.

Put bluntly, we need to appoint a treasurer, we need to find a permanent minute taker and we wish to encourage you to become Community Members once you have received your share capital repayment.

First, the treasurer – Andy Kaye has tided us over the past year. He has indicated he will stand down by our AGM next October. The tasks are clearly laid out. A book keeper deals with daily expenditure. The Treasurer has to ensure our accounts get audited and the Board kept in the picture. Andy is happy to detail the tasks.

Second, we have been faithfully served by Edel Walsh for some years. She wishes to step back and we thank her wholeheartedly for doing this key job once every two months.

Third, we have attached the application for Community Membership which gives the holder the same rights as shareholders. Becoming a Community Member can also lead to standing for a place on the LCR Board. Please give this your support.

Finally, our income is healthy, unlike consumers, we have benefited from higher electricity prices gained by our hydro production. But if we produce more ‘profit’ our rent with For-estry and Land Scotland will certainly rise. We are doggedly pursuing the purchase of the land around the hydro. A report on progress will follow soon.

I hope this engages you to be an active member of Broompower.

Application Form for Community Membership

For use by an individual applicant

I wish to become a community member of Lochbroom Community Renewables Limited (Broompower) in accordance with the Rules and apply for a £1 (if asked for) non-interest bearing community share.

Name and address (PLEASE USE CAPITAL LETTERS)

First name(s) in full _____

Last name

Address

Town _____ Postcode _____

Telephone number _____

Email _____

Declaration (please tick boxes that apply)

I wish to become a community member of Lochbroom Community Renewables Limited and agree to be bound by its Rules.

I confirm I am over 16 years of age and my permanent home address is within the community area as specified in the Rules.

- I confirm I am registered to vote at the address.
- I understand that the Board of Directors of Lochbroom Community Renewables Limited may reject my/our application, and are not obliged to tell us why it has been rejected.
- I consent to receiving formal notices by email and links to formal documents on Lochbroom Community Renewables website. (Contact the Company Secretary on 01854 xxxxxx if this is not possible.)

Signature _____

Print name _____

Date _____

Please email your completed application form to elsier@broompower.org or post it to our address as shown above.

Data protection Act The data provided by you on this form will be stored on a computerised database. This data will be used for Lochbroom Community Renewables Ltd purposes and will not be disclosed to any third party.

For Company Secretary's Use

I confirm the above application has been accepted by Lochbroom Community Renewables Limited.

Community Share number: _____ **Signature** _____