



Lochbroom Community Renewables			
Minutes meeting held 19.09.23 19:30 –Zoom			
Present: Rob Gibson (Chair), Kathleen Donald, Andy Kaye, Paul Copestake, Alison Parsons.			
Apologies: Alex Cochrane, Seori Burnett, Sandy Osborne.			
Minutes: Alison Parsons			
1	Approval of Minutes 15 August, 2023	Action	Comment
	Prop. KD.		
2	Matters Arising from Previous Minutes	Action	Comment
	<p>Working party to clear vegetation. ? wait for leaf fall. 2-3 people needed to do this SO & PC volunteered to tackle this.</p> <p>Gilkes quote for fire detection and suppression – still waiting on this.</p> <p>Draft AGM 2023 minutes. Checked and published.</p>	<p>SO & PC</p> <p>SB ongoing</p>	
3	Finance	Action	Comment
	AK reported that the annual accounts have been completed. 10 copies needed for the AGM.		
4	Strategic Review and Land Purchase	Action	
	SB reported that with regard to the site investigation for the planning application SLT have requested certificates and method statements from Kenny. SO suggested that we possibly have method statements from previous works which may assist.	SB ongoing	
5	Operating update	Action	
	PC is preparing the annual report for the AGM. Last 2 years are spot on the predicted rainfall.		
7	Company Secretary update	Action	
	<p>Volunteer appeal. So far, we have not had any responses to our various appeals for volunteers, particularly for a Treasurer.</p> <p>AGM 2023 plans A motion to change how we deal with interest donations by Gift Aid to the CBF is needed for the AGM. RG will compile this.</p>	RG/AKP	
8	Any other business & date of next meeting.	Action	Comment
	Date of next meeting is Saturday 23 rd September @ 11am which is also the AGM 2023. Venue yet to be determined. For consideration by the board AK draft proposals for quarterly Board meetings. See below.	All	
		All	

Draft proposals for quarterly LCR Board meetings

There was enthusiasm for this proposal at last night's Board meeting.

It was agreed we now have good bookkeeping and reporting arrangements in place. However there is a disconnect between monthly reporting and approximately bi-monthly meetings. Our activities from the important financial perspective are largely driven by quarterly cycles relating to our financial year and OFGEM quarterly payments. They are not the same and neither is ideal. We also need to consider other essential meetings such as the AGM and other factors.

Taking all of this into account I recommend the following schedule for consideration with the Board meetings on the 3rd Tuesday:

January Half year update to 30 Nov.

April 3qu. Update and May CBF payment potential interest payment rate shares repurchase

June Preliminary financial year end report and pre-AGM preparations

September First quarter report and finalising AGM arrangements.

October Saturday AGM pre-school holidays.

October Post AGM meeting of new Board

Supporting statement.

1. Monthly reporting with corresponding meetings is not time efficient and we need to move to a situation where operational matters are handled on an ongoing basis without formal board meetings Subject and people specific teams meetings should take matters forward at pace.

2.. Our first quarter from 1 June to 31 August is a quiet period and being a holiday period too, it does not justify a quarterly board meeting.

3. Good bookkeeping arrangements are in place and these can support quarterly board reporting arrangements which save time and improve focus,

4. Operationally, there is a hiatus of issues to deal with in the second quarter to 30 November. Issue specific decisions should occur on an ongoing basis without waiting for a quarterly meeting. This makes January a good time to assess operational progress. Sales income and progress generally for the half year will be key issues for review..

5. Key decisions on the CBF payment made each May and share repurchase deem a late April meeting appropriate with a cash flow update a key requirement.

6. The financial year end and annual reporting etc make a June meeting a key event.
7. The timing of the AGM and preparations are critical as is an early post AGM follow up. This puts a lot of pressure upon the treasurer vis a vis financial returns to the FCA and HMRC and an intensive period of activity during the September/October is essential.