

Coigach Community Development Company

Directors Meeting Tuesday 9th December 2014

at the former Achiltibuie Smokehouse

Present: Linda Macleod (LM), Ann Macleod (AAB) Iain Scott (IS), Phil Shaughnessy (PS), Alison Sinclair (AS), Julia Campbell LDO (JC), Peter Muir Smokehouse Development Officer (PM).

Apologies: Iain Muir (IFM), Steve Husband (SH) and Anne Campbell (AAC)

As this was the first meeting following the AGM it was opened by Ann Macleod.

1. ELECTION OF OFFICE BEARERS

Chair: Iain Muir (proposed by AM, seconded by PS)

Vice Chair: Iain Scott (proposed by AS, seconded by LM)

Treasurer – for the time being, it was proposed that Ben Walton be asked to continue until a new treasurer is appointed and new arrangements put in place.

2. MINUTES OF PREVIOUS MEETING (20th October) were proposed by AAB and seconded by IS

3. MATTERS ARISING

- a. Julia to investigate use of Windows 365 (to be carried forward and to look at Dropbox etc) ACTION: JC
- b. Piers and Harbours: IFM had spoken to Lindsay Simpson of HIE regarding help with funding for a consultant to help with funding application viz European Maritime Fisheries Fund when it opens. At a meeting previously with CCDC and LDOs THC had advised us that a professional consultant would be necessary to complete a high standard of funding application. Lindsay had requested some further information from the Harbour Master Tony Usher. T Usher had agreed to get costings for [work on] the bend in the road from the Roads Dept (ongoing).
- c. Smokehouse: the prospective tenants have decided to withdraw interest but expressed thanks for everyone's time and trouble.
- d. Finance: new arrangements to be discussed later in the meeting
- e. Subgroups and subsidiaries: minutes and reports required for CCDC meetings from CWP and BMH
ACTION: PM to follow up
- f. Letter to BT re Broadband: C/F ACTION: AAC

4. FINANCE

It was proposed that ALL directors and both LDO's be added as signatories for both banks and that cheques/invoices etc should be signed by one director and one LDO (AGREED). ACTION: PM to request required forms etc from banks. It was proposed that Ben Walton be asked to carry out treasurers duties until the end of the financial year when finances would be moved to a online system, to be set up in February (AGREED); ACTION: PS will ask BEN. IS and JC to look at possible online arrangements and systems. It was also proposed that LDO's could take responsibility for day to day financial management and provide board meetings with a note of the bank balances at each meeting. (AGREED).

5. LAND AND HOUSING

- a. Hydroponicum site CRtB
Community Interest in the former hydroponicum site is due for re-registration in May 2015. JC was advised by CRtB team that as there had been changes in the land (and probably value) it might be advisable to submit a new registration which would supersede the existing one. ACTION: JC to seek further advice from David Cameron of Community Land Scotland regarding other communities who have been in the same situation before making a decision about which route to adopt.
- b. Achiltibuie Schoolhouse
Highland Council have agreed to transfer the house to CCDC subject to terms to be agreed. HSCHT will lease the property for 21 years and have already Shelter/Empty Homes funding in place for refurbishment JC is seeking further:

HSCHT Nationwide Foundation Grant (Shelter EH)	20,000 (Secured)
HSCHT Nationwide Foundation Loan (Shelter EH)	35,000 (Secured)

HSCHT Other loan (to be identified)	20,000
Application to Scottish Sea Farms	10,000
Application to HIE	35,000
Other grants (to be identified/Landfill Trust??)	20,000
TOTAL: £150,000 (£75,000 per flat)	

c. Acheninver Youth Hostel

A member of the community has enquired about taking on the lease and JC has emailed SWT to suggest a two year trial period. It was proposed that JC approach SYHA the enquirer to suggest wardenship this year as a way of trialling arrangements. JC has pointed the interested party to Business Gateway for training and assistance in preparing a business plan. PM asked that the opportunity should also be advertised more broadly. ACTION: JC to follow up and also to contact research Skills Development Scotland's training grants.

d. Scottish Government Land Reform Consultation

ACTION: JC to circulate any invitations for consultation to directors (and to check it there is another consultation due as JC/AAB and AAC completed one last year).

e. SMOKEHOUSE

The architect has been instructed to produce more detailed plans and will request costings from QS. Funding (for this and other projects) is available via HIE until 5 years since the Company started (Aug 2010), deadline March 2015. Consultant may be required to write applications for funding. PM stated he was leaving in March 2015. Proposal to hold an open afternoon in the new year. AGREED. ACTION: PM to provide known running costs to support an argument that if all the funds are not spent the money should be retained for good uses rather than repaid..

6. COMMUNITY ENERGY PROJECTS

a. RENEWABLES OFFICER post has been advertised and attracted 8 applications. Interviews have been completed and the unsuccessful candidates informed. The favoured candidate will be confirmed once HIE have finalised their funding arrangements (funding from SSE is already secured). It was proposed that once the contract is underway, JC as a single point of contact within CCDC is required.

b. GRID RESEARCH: £40k funding from CARES has also been secured to look at grid issues and local use of energy.

c. WIND: JC met David Wright in Glasgow who reported that Horshader community wind turbine had made a net profit of £300k last year. ACTION: JC to pass David Wright's contact details to IS.

d. BMH is ready for pre-accreditation for FITS.

7. AGM

There was concern expressed by members at the AGM that one member's proxies had ended up disrupting the meetings over the last few years. It was agreed that this was regrettable as it is now starting to discourage other members from attending meetings, and preventing the business of the meeting.

It was proposed that the formal part of next year's AGM will be much shorter and deal with the business issues then followed by a social/informal event where members and non-members will be updated on progress and welcome to discuss projects, find out more etc.

8. FLENSBURG STUDENTS' VISIT

Our visitors from Flensburg will be here in February and JC and AS will organise a welcome to Scotland event in the Piping School and Wulf Boie has indicated that his party will reciprocate with an international food evening. Action: JC and AS

9. AOCB; None

10. DATE OF NEXT MEETING: Tuesday 6th Jan or Tuesday 13th Jan (IS may not be available). ACTION: JC to circulate dates to all and agree on date.