

Minutes of Coigach Community Development Company Directors' Meeting

MINUTES: Monday 8th June, 2pm, Coigach Community Hall

Present: Iain Muir (IFM, Chair), Iain Scott (IS), Alison Sinclair (AS), Ann Macleod (AAB), Phil Shaughnessy (PS), Steve Husband (SH)

Apologies: Anne Campbell (LDO)

In attendance: Julia Campbell (JC, LDO), Linda MacLeod (LM, Acting LDO)

1. The minutes of the April meeting were amended and approved. Proposed by PS, seconded by SH.
2. Matters Arising:
 - a) Paths Projects - Proof of ownership/consent for both paths. B Drummond has given consent. Polbain Path consents, ongoing. **Action: LM**
 - b) BMH minutes –, SH to circulate Ben Mor Hydro minutes, ongoing. **Action: SH**
 - c) Website to be updated , ongoing. **Action: JC**
3. FINANCE
 - a) Further forms are needed by Santander in order to appoint Directors as signatories. **Action: LM**
 - b) JC and IS have set up QuickBooks. IS and JC to meet on the 15th to progress. **Action: JC/IS**
 - c) Finance procedures have been drafted and will be sent to IFM and IS for comment. It was agreed that any BACS payments over £200.00 have to be authorised by 2 Directors. **Action: LM**
 - d) Accounts for CWP and CCDC are underway. CWP accounts are to be moved to QuickBooks. **Action: LDOs**
 - e) The repayment of the loan from Coigach Community Trust is due. Meeting to be set up with CCT committee to discuss. **Action: IFM**
 - f) It was agreed that for all future meetings, Directors are to be advised of bank account balances. **Action: LDOs**
4. RENEWABLE ENERGY
 - a) CCDC has chosen to grant £5K of the recent SSE grant to CWP and BMH. IS to draft this agreement. **Action: IS**
 - b) JC to investigate crowdfunding to raise 5% of the total project cost. **Action: JC**
 - c) CWP and BMH to contact Locogen to ask for a cashflow projection and inform SWT. **Action: AS/SH**
It was agreed that Mark Hall (CES Orkney) be contacted to research how other communities have funded projects. **Action: SH**
 - d) CWP - Murdo Murray (CARES officer) has informed CWP that investment ready toolkit sheets for REEF should be begun. AS to investigate. **Action: AS**
 - e) BMH – topographical study has been completed. Intake has been moved further up the burn for better access which will necessitate a new planning application. Otter survey has been organised. Consented route has been confirmed.
5. LAND AND HOUSING
 - a) Hydroponicum Site: In the light of the public meeting held on 14th May and other communications from the community, the decision was taken not to renew community interest in the hydroponicum site. The Directors look forward to seeing progress on the site in the near future.
 - b) Schoolhouse: The transfer is progressing well.
 - c) Smokehouse: SEPA are to use the building for 10 days in July. An application to Growing Community Assets is in progress. AS to circulate for comment Budget costs for services design has been gathered. Business start up sessions from Business Gateway and HIE have been requested. GANT chart is ongoing, IS to send AS a template **Action: AS, IS**
 - d) Acheninver Youth Hostel: Ongoing with SWT.

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e) Path projects: CCDC to respond to call for comments to Core Paths Review. LM to inform RW that B Drummond has given consent re the Acheninver path. **Action: LM**

6. PIERS AND HARBOURS:

RW is in correspondence with Lindsay Simpson re finance for project development work

Staffing: Start date for AS was 24th March 2015.

7. AOCB: JC is to attend a community broadband meeting with UCT. IFM to ask Andrew Muir, Farrpoint, to meet with us to discuss options to improve broadband in Coigach. **Action: IFM**
8. AOCB: Citizens Online can provide us with 10 hours of classes before September. **Action: LM**
9. AOCB: LM resigned as Director on 1/6/15 and AS on 1/5/15 in order to take up employee roles. This means there are opportunities to recruit new Directors. Members of the community to be asked if they would consider becoming Directors. **Action: All**
10. AOCB: Wester Ross Biosphere. CCDC have signed up to this project
11. Date of next meetings: 2 pm, Monday 6th July 2015 and 2pm Monday 10th August 2015.