

**Coigach Community Development Company
Directors' Meeting
Monday 29th January 2018 7pm
Coigach Community Hall, Lounge**

**Present: Iain Muir, (IFM), Iain Scott (IS), Steve Husband (SH), Richard Williams, Ann Macleod (AAB). In attendance: Julia Campbell (JC, LDO), Abigail Anne Campbell (AAC, LDO)
Apologies: Alison Macleod, Phil Shaughnessy.**

Declarations of interest: with the wind turbine operational formal interests have been declared by directors Steve Husband, Alison Sinclair (Coigach Wind Power Ltd and Coigach Community CIC) and Julia Campbell who are all share-holders of Achiltibuie Common Grazings. JC is also on the board of Highland Small Communities Housing Trust. A number of directors are pier users.

1. Welcome
2. Minutes: Approved with minor changes. Proposed by AAB, seconded by SH
3. MA: will be covered in the agenda
4. Finance:
 - Monthly accounts distributed
 - In December Turbine Production was 35,000 kWh behind budget. However, when the production in excess of budget for October and November are taken into account, production is only 6,500, kWh behind target for the 3 months.
 - IS outlined the process for Coigach Community CIC to Gift Aid it's profits to CCDC. In order to maximise the donation, we need to maximise cash in Coigach Community CIC. Action: IS to contact Locogen to see what opportunities exist to draw down FiTs payments in March
 - Accounts to send to Assetz by 31st January; Post meeting note – they have been delivered on time.
 - Turbine rates: Rates Demand Received. The turbine should receive 100% rates relief. It will have to be applied for every year. Action: IFM to fill in rates relief form
 - Crofter's rent: AAC to contact Grazings clerk
 - IS progressing the opening two new bank accounts for CCDC
5. Governance: Action: LDOs to investigate training for trustees of charity
6. Renewables:
 - BMH: no issues to report, keep account of future earnings
 - CWP: HIE report – should reflect that income does not reflect the profit to the community
 - Triodos bond offer: soft launch into the Community on 26th February 2018, there will be an opportunity for locals, members and diaspora for two weeks. It will be open to the public on 12th March 2018. The promotional plan to be ready for the 26th and it will be advertised on social media and the local press. Action: IFM & IS to clarify details with Triodos. IFM to contact Harper

Macleod, Lawyers for reassurance the procedures are correct. LDOs to draft notice for Ullapool News for an opportunity to invest

- Triodos to make short promotional film about CCDC on 10th February
7. Land & Housing:
 - Smokehouse: prospective tenants Action: SH to contact prospective tenant. LDOs to check insurance still valid. AAC to John Macdonald of Scottish Land Fund
 - Schoolhouse: need to get an accurate valuation for insurance purposes and as an asset. Action: JC to contact HSCHT about valuation
 8. Piers & Harbours: AECOM presented drawings to the community. A good range of pier users were represented. Comments and findings from the pier users were collated and fed back to AECOM by email. AECOM will return at a later date to give a more detailed presentation which will deal with costings and funding opportunities. As the future management and ownership of Old Dornie Harbour will be a key determinant to funding there will need to be a discussion about ownership and potential funders. Action: RW and LDOs to investigate.
 9. CALLP: check on grazings at Old Dornie
 10. Logo and Branding: check with Valerie Hodgkinson
 11. Admin: Action: check out best ways of online storage and file sharing
 12. AOCB:
 - Energy management
 - CCDC directors and staff met with Ian Blackford MP and talked through a number of issues that CCDC are concerned with – harbours, housing etc
 - Highland Community Broadband put relay station on one of the turbine buildings. HCB are offering to supply broadband for free but SH suggests waiting for a period to monitor reliability.
 - Assuming Coigach Community CIC is able to gift aid it's profits to CCDC it would be CCDC's intention to pay back the Coigach Community Trust loan in late March 2018. Action: LDOs to contact Hall Committee treasurer about settlement statement
 13. Date of next meetings; 26th February and 26th March. Action: LDOs to notify Alison & Phil