

**Minutes of Directors' Board Meeting****Date: Monday 4<sup>th</sup> June 2018**

**Present:** Iain Muir (Chair, IFM), Iain Scott (Vice Chair, IS), Ann Macleod (AAB), Phil Shaughnessy, Richard Williams, Steve Husband. In attendance Julia Campbell, Donald Macleod (Local Development Officers LDO's JC/DM)

**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 and Apologies:** IFM Welcomed all to the meeting especially Donald Macleod who has been recently appointed as the new LDO.
2. **Minutes of Last meeting;** Monday 26<sup>th</sup> March Approval proposed by RW, 2<sup>nd</sup> AAB  
Monday 7<sup>th</sup> May Approval proposed by SH, 2<sup>nd</sup> AAB
3. **Matters Arising:** SWT blog/Triodos PR – **Action JC** to follow up. **Action JC** to contact Valerie Hodgkinson for invoice and style guide.
4. **Finance:**
  - a. CCDC: RBS have finally set up new accounts for CCDC. **Action JC** transfer cash from old Santander account to new RBS one, retaining small balance to cover any immediate payments due. **Action JC** to contact Hugh Mackenzie and ask for invoice to be made out to CCDC Trading Ltd for electrical work at smokehouse. It was agreed that CCDC would lend CCDC Trading Ltd £500 and whatever was needed to cover Hughie's bill.
  - b. CCDC Trading Ltd: Smokehouse will be leased by CCDC to CCDC Trading Ltd. **Action JC** to set up invoicing etc on Quickbooks. **Action IFM** to supply start date.
  - c. Coigach Community CIC: RBS have finally set up digital banking. Income generated lower than average due to calm weather, however Triodos seem satisfied all is on track.
  - d. CWP Ltd: current activity warrants only quarterly accounts. **Action IS**

**5. Governance**

**Distribution of Grants:** PS, RW and AAB attended a meeting with representatives of local groups to discuss distribution procedures which included following the model used in Orkney ( ie that grants under £500 are handled by LDO's if they pass the equivalent of the Rousay's "39 Steps" or Shapinsay's matrix). **Action PS & DM** to meet and discuss. **Action IFM** to forward Orkney notes to PS.

Development Plan: **Action JC & DM** to draw up some key points, working towards updating the plan, creating a “live document”, and involving local consultation so that our proposed outcomes are clear and that they match with proposed use of turbine funds for local projects.

Good Governance Training Event Wednesday 13<sup>th</sup> June in Ullapool. **Action JC** to attend, and assess if it would be advisable to request a Coigach session in the winter.

## 6. Renewables:

- a. Coigach Community CIC (Turbine): Communications have been intermittent but HCB are now taking over and hope to resolve this issue. Painting is ongoing. Triodos Bond Offer – three corporate organisations are currently considering investment, and a representative of one is visiting on Monday 11<sup>th</sup>. Local promotion still required. **Action JC** to ask if CC Trust have invested. **Action JC** to book hall for brainstorming session on Wednesday 5<sup>th</sup> June 6pm – 7pm.
- b. Ben Mor Hydro – production has been low due to dry weather

## 7. Land and Housing

- a. Smokehouse building. Harper Macleod has drawn up lease between CCDC and CCDC Trading Ltd. Further lease required from CCDC Trading Ltd and tenant(s). The board approved the signing of the lease to CCDC Trading Ltd. **Action IS** to minute on behalf of CCDC Trading Ltd. **Action JC** to submit notice to UN advising those with gear stored to have it removed by 18<sup>th</sup> June to allow clear up and refurbishment work to start. **Action PS** to ask SSF about skip.
  - b. Other land/housing; **Action JC** to contact Alan Graham about the croft land he offered some years ago. The board agreed to meet reasonable legal fees involved if land is transferred to CCDC **Action JC & PS** to organise housing working group involving wider community.
8. **Piers and Harbours:** Stage 1 application to FLAG has been accepted but a lot of work is required if it is to meet the full application deadline in August. A letter has been sent to THC requesting that pier is transferred to the community. **Action: RW** to ask AECOM for what support they could offer and costing involved if completing FLAG application. **Action RW & JC** to circulate notice to Pier Users of urgent meeting on Tuesday 12<sup>th</sup> June to discuss best way forward.
  9. **Coigach & Assynt Living Landscape Partnership (CALLP).** HLF monitor is visiting Coigach projects including Acheninver Path on Monday 11<sup>th</sup> June. **Action JC** will attend.
  10. **Office Space:** **Action IFM** will phone, and write to enquire about space in piping school.
  11. **Newsletter;** **Action JC and DM** to progress.
  12. **AOCB: Action:** LDO's to produce monthly report in advance of meetings.
  13. **Date of next meeting:** Monday 23<sup>rd</sup> July, 7pm Coigach Community Hall (**Action: JC to book**)

