



# Coigach Community Development Company

## Minutes of Directors' Board Meeting

**Date: Monday 8<sup>th</sup> April 2019**

**Present:** Iain Scott (Vice Chair, IS) Ann Macleod (AAB), Seumas Hitchings (SHi), Phil Shaughnessy, in attendance LDO Donald Macleod (DM)

**Apologies:** Iain Muir; Richard Williams, Julia Campbell, Ben Walton

**Declarations of interest:** with the wind turbine operational, formal interests have been declared by Ben Walton and Julia Campbell who are share-holders of Achiltibuie Common Grazings. Julia Campbell is also on the board of Highland Small Communities Housing Trust. Julia Campbell also declared an interest in Acheninver Footpath. Several directors are pier users. Richard Williams is a director of Summer Isles Enterprises. Seumas Hitchings is an employee of Scottish Sea Farms.

1. **Welcome:** IS welcomed all to the meeting which he chaired in the absence of Iain Muir.

2. **Minutes of Last meeting:** Minutes of February 25<sup>th</sup> meeting were proposed by AAB and seconded by SH

3. **Matters Arising:** These will be dealt with as they appear on the agenda.

4. **Finance:**

All companies' books are being completed for the financial year end before passing to A9 for Audit

4.1 **Coigach Community CIC**

- March Generation was 23,000 kWh better than budget
- Company has Gift aided £166k to CCDC
- Next Financial year we must pay £100k of capital, as well as £89k of interest to the Triodos Bond holders. As a result, the Budget for next year shows a reduced possible Gift Aid of £124k (depending on Wind Generation)

**Post meeting Note:** It was subsequently discovered that the anticipated Triodos Capital repayment does not occur until 2020, which allows the anticipated Gift Aid to CCDC to rise to £222k

- The budget was discussed and adopted

4.2 **CWP Ltd**

- Hive up completed
- Documents submitted to Companies House for the company to be struck off

4.3 **CCDC Trading Ltd**

- Smokehouse - Rent negotiated with Scottish Sea Farms for the complete building. Lease instructed.
- No news on BMH profit share

- Budget shows a small profit next year
- The budget was discussed and adopted

#### 4.4 CCDC

- Received £166k in gift aid from Coigach Community CIC
- Budget shows an overhead of £38k for the 2019/20 financial year, assuming CCDC trading pays its rent on the smokehouse
- There was £15k of last year's Donations from Coigach Community CIC unspent and carried into the new Financial year
- After taking the budgeted overheads of £38k off the Charitable donation, and adding on the £15k carried forward, we have Charitable funds of £143k available for the £2019/20 financial year.
- The budget was discussed and adopted

### 5. Work Plan:

The current version of the work plan (updated 5<sup>th</sup> April) was introduced by DM.

#### 5.1 Affordable Housing and Land

- Partnership Possibility: It was decided to approach the CEO of Highland Small Communities Housing Trust to discuss the possibility of CCDC entering into a formal partnership with CCDC. It is highly likely affordable housing will be the major draw on the projected £4+ million income from the turbine. Large scale expenditure in this area will require specialist expertise and the Board see it as important that the speed of development is as rapid as possible. There is a need for dedicated, experienced housing project management. The LDOs (1FTE) have insufficient capacity to undertake this work.
- Schoolhouse: Norscot have completed the work on the windows and doors. Other smaller-scale remedial work will be completed by Alan Pendred. An approach has been made to a fencer to erect fences and sort the gate to prevent sheep entering the grounds and going into the playing field.
- Letters to the Scottish Land Commission and the Crofters Commission have been sent. Replies are awaited.

#### 5.2 Harbours and Piers

- A successful Duty Holders Training Course (funded by CCDC) attended by 19 people was held on 1<sup>st</sup> April. The Coigach Piers and Harbours Group (CPHG) will use the information gleaned at that event to assist them in assessing the Group's next steps re the possible bid for a community ownership of Old Dornie.
- Old Dornie Improvements: One behalf of Sumer Isles Enterprise Ltd, (SIE) Richard Williams had communicated to members of the CPHG that SIE had been having excellent conversations with Bill Baxter about the possibility of making significant improvements to the car parking and storage situation at Old Dornie. One proposal will require planning permission; the other is likely not to need it.

#### 5.3 Coigach-Assynt LLP

- Acheninver Path: Two tenders have been received for work on the path. It is hoped the paperwork required to award the contract will be completed on April 15<sup>th</sup>. It is possible work on the path will begin late May/early June though these dates have yet to be confirmed. In the event of the path work costing less than estimated it is possible that

some small-scale additional works could be undertaken as well as signage being erected. DM met with Dorothy Stott (planner) and she will be routing the planning discharge documents provided by Keith Mackey (Project Manager, OATs) to Phil Waite for his comments before approval.

- (b) Foxpoint Path: The draft survey report has been received. Comments on it are awaited.
- (c) Soil Beneath Our Feet: The Oral History project researcher has been appointed subject to paperwork being completed.

#### **5.4 Smokehouse**

- (a) The signing of a lease with Scottish Sea Farms (SSF) is imminent.
- (b) The building still needs to be cleared of some material. April 22<sup>nd</sup> has been set by CCDC as a date for this to happen otherwise contents not belonging to SSF could be disposed of. Message to this effect to be communicated via Julia.

#### **5.5 Grant Giving**

- (a) Some 28 applications have been received and approved to date. All 4 funds are no active.
- (b) Those organisations and individuals who received grants in the Oct-Dec period will be approached for an interim report to inform us of the impact of their grants. This monitoring is to comply with the requirements of the Office of the Scottish Charity Regulator (OSCR) that CCDC has an effective audit trail for its grant awards.
- (c) CCDC has approached Harper Macleod for advice on the possibility of developing a fund to assist businesses. A report is awaited.
- (d) The Board discussed continuing to use all avenues to promote the grant funds to encourage even greater uptake.

#### **5.6 Development Plan**

DM reported that the application that he had thought he had made to Just Enterprise for further support in producing this Plan, had not been received. The options now are either to go on a waiting list for the new programme of support (due to open in June) or to directly commission Just Impact to continue their work. The decision was taken to commission Just Impact directly.

#### **5.7 Renewables**

It was noted that the wind turbine's production has been excellent recently. There remains an issue with the paintwork.

#### **5.8 Information and Publicity**

Spring newsletter has been published and will be made available online and by print.

#### **5.9 Tourism**

Joint working group with Achiltibuie Tourist Association and NWH Geopark has met. Assistance has been sought, and received, from Chris Taylor at Visit Scotland re guidance on developing a marketing strategy.

#### **5.10 Collaborative Working - Assynt and Coigach Organisations**

An ad hoc working group has been established to consider the possibilities of collaborative working among Assynt and Coigach organisations. IM and DM are involved on CCDC's behalf. Mapping the organisations directly operating in Coigach and/or Assynt, or who have

Coigach and/or Assynt in their footprint, was seen as the best initial step. It was noted that the CCDC award to Coigach Heritage (CH) has – as one of its purpose – a scoping by CH of possible collaboration among organisations on administrative functions. DM had been tasked with conducting this mapping for Coigach. CCDC’s Board expressed concern about the purpose of the exercise and felt that if it had destination management collaboration in view as one of the main outcomes then ATA may be best placed to lead this work.

#### **5.11 Other matters of interest to CCDC**

AAB spoke about the recent, well attended, Highland Community Broadband AGM. Progress is being made in trying to resolve some of the difficulties faced by HCB and there were positive signs in that people were offering – once they had more information – the possibility of being further involved in HCB.

#### **6. AOCB**

None.

#### **7. Next Meeting: May 20<sup>th</sup> at 7pm**

