

Minutes of Coigach Community Development Company Directors' Meeting

Tuesday 24th March 2015, Coigach Community Hall

Present: Iain Muir (IFM, Chair), Alison Sinclair (AS), Ann Macleod (AAB), Iain Scott (IS), Phil Shaughnessy (PS) In attendance: Julia Campbell (JC, LDO), Linda MacLeod (LM, Acting LDO).

1. IFM welcomed everyone to the meeting and gave apologies on behalf of Steve Husband .
2. IFM noted the retirement of Peter Muir as SDO, and expressed CCDC's thanks and recognition of PM's considerable contributions over his time with CCDC.
3. Matters Arising.
 - a) Bank Signatories - it was agreed to open a new bank account with the Co-op with a view to transferring from all funds from the Santander account then closing it. Action: LM
 - b) CWP/BMH minutes –AS to circulate CWP minutes – carried forward.
 - c) Finance/Legal Structure – IS and PM liaised on this. Action: IS to circulate a draft document to be submitted to lawyers for comment.
 - d) SYHA – Action: JC to keep in contact with SWT on this.
 - e) Croft 105 – following the intervention of CCDC, Croft 105 is in the process of being assigned to a young local couple.
 - f) Land Reform Consultation: comments have been submitted.
4. FINANCE A resolution to keep the Co-op as the CCDC's bank was passed, proposed by IFM, seconded by IS. IS, JC and LM met to discuss an appropriate accounting system. Action: IS to investigate Quickbooks and Xero further, with a view to using an automated system post April 2015.
5. LAND AND HOUSING
 - a) Hydroponicum Site: A meeting with CRTB team is scheduled for 27th March. IFM, JC and AM to attend.
 - b) Schoolhouse: Letter of comfort to be sent to HSCHT (cc to Anderson, Shaw and Gilbert). Action: LM The HSCHT and local contractor are scheduled to meet at the Schoolhouse on the 25th March. ID for each director is to be submitted to Anderson, Shaw and Gilbert. Action: LM
 - c) Smokehouse: At this point AS left the room. One application (from AS) was received for the post of Smokehouse Project Officer. It was unanimously agreed to offer the post to AS, who accepted once she had returned to the room. Action: IFM to enquire about taking on staff as self-employed service providers as an alternative to being an employee. Action: AS to co-ordinate a date for a meeting with Directors re the Smokehouse ASAP.
 - d) Croft Housing: Ongoing. Action: SH
6. RENEWABLE ENERGY
 - a. Renewables Officer: Contract has not yet been signed with Locogen. Action: AS and JC to pursue the status of the contract. Action: IS to identify how best to transfer from CCDC to CWP and BMH re VAT.
 - b. Ben Mor Hydro: The position of the intake may be moved to increase head and reduced civil engineering costs, however may require Planning approval for the change.
 - c. Coigach Wind Power Ltd: The grid study has been commissioned to look at the maximum capacity of an 11KV line.
 - d. Flensburg students: CCDC would like to record our thanks for the students for all their hard work and useful data. One positive out come from their findings is that Highland Council are keen to pursue the possibility of a district heating scheme.
7. PIERS and HARBOURS Richard Williams from the Pier Users Group (PUG) has drafted a brief for a consultant, which will be sent to HIE for comment.
8. CALL : CCDC are to present on the Acheninver path at the CALL Open Day on 31st March . Action: JC
9. Staffing – temporary cover. LM to cover while AAC is on sick leave.

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10. AOCB: A Wester Ross Biosphere meeting is to be held on 30th April. Action: JC to attend, and AAB to discuss implication for the Geopark with Peter Harrison.
11. AOCB: It was agreed that all Directors and LDOs set up a contact group containing all Directors in their email accounts to make sure that everyone is included in all email streams. Action: All Directors and LDOs.
12. Date of next meeting: 2.30pm, Monday 27th April 2015.