

**Minutes of Directors' Board Meeting**

**Date: Monday 26<sup>th</sup> August 2019**

**Present:** Richard Williams (RW), Ben Walton (BW), Ann Macleod (AAB), Seumas Hitchings (SH), Phil Shaughnessy (PS), Julia Campbell LDO (JC).

**Apologies:** Iain Muir (IFM), Iain Scott (IS), Donald Macleod LDO (DM).

**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:** RW Welcomed all to the meeting.
2. **Minutes of Last meeting:** Minutes July 15th Meeting to be completed and circulated by email for approval.
3. **Matters Arising:** These will be dealt with as they appear on the agenda.
4. **Finance:**

**4.1 Coigach Community CIC**

July was a low wind month. Turbine painting and burying cable: Action: JC to contact CIC directors for update. Community contribution forecast is currently £217K.

**4.2 CCDC Trading Ltd**

Has received notice from BMH that they plan to distribute £4375 to the Company which allows CCDC Trading to pay outstanding rent invoice to CCDC. SSF rent payments of £500 pcm are up to date.

**4.3 CCDC** Cash is OK to the end of the financial year. Sick pay policy to be agreed.

**5. Work Plan:**

Following the work plan:

**5.1 Affordable Housing and Land**

a. IFM, PS, AAB and JC met with Ronnie MacRae and Morven Taylor of HSCHT on 19<sup>th</sup> June and made site visits to both the croft on offer and the house site for sale. Action: JC to supply HSCHT with seller's details for the plot of croft land for sale in Achiltibuie. HSCHT have been requested to carry out pre-apps for both the croft below Island View and the house site to include the adjoining plot.

**5.2 Harbours and Piers**

Nothing to report

**5.3 Coigach-Assynt LLP**

- (a) Acheninver Path: Work is now underway with contractors on site. It was agreed at a site meeting on 14<sup>th</sup> August with Keith Mackie OATS, that using a helicopter would be a cost and time effective method to transport aggregate to the less accessible parts of the path. Helicopter arrived 26<sup>th</sup> August and a team is working on laying the gravel. Current work nearing completion on target for the end of the month. Funding of 60% is still available to complete improvements to the car park and the Badenscallie slope/gate: match funding of 40% to be secured.
- (b) Foxpoint Path: RW has spoken to Bill Baxter who is happy for work to progress. Cost of work is approximately £65k with 60% HLF funding available, leaving £26k of match funding to be secured.
- (c) Soil Beneath Our Feet: Lorraine Kelly has started work as Oral History Researcher and is currently carrying out interviews in Coigach and Assynt.

#### **5.4 Smokehouse**

- (a) JC met with Paul Russell and Sarah Last SSF, and their architect. It was agreed that CCDC was happy for SSF to demolish the outbuildings and extensions as part of their refurbishment. Action: JC to request sight of the plans on the Board's behalf.
- (b) A few belongings remain in the building. Action: JC to speak to owners and arrange collection/disposal.

#### **5.5 Grant Giving**

- (a) Some 30 applications have been received and approved to date.
- (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 received advice from Harper Macleod regarding funding for small business and enterprising individuals.
- (d) The Board discussed continuing to use all avenues to promote the grant funds to encourage even greater uptake – in particular ensuring awareness of the Wellbeing Fund to pay for Hi-life Highland Membership.

#### **5.6 Development Plan**

The meeting with Kate McKinley, Impact Hub proposed for August 26<sup>th</sup> has been postponed and Thursday 12<sup>th</sup> September pencilled in as an alternative. Action: JC to ask Kate for a draft summary of the key points of the plan that we can present at the AGM.

#### **5.7 Renewables**

BMH made a profit – see finance. Turbine jobs outstanding: JC to contact CIC Directors.

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

Summer Newsletter: JC to circulate draft to directors.

6. **Staffing:** Directors will meet after this meeting to agree a sick pay policy. Board and LDO will meet within two weeks of this meeting to review whether support to cover current staff absence. JC to consider any discreet pieces of work that could be undertaken by someone else.
7. **AGM:** A9 are currently working on the accounts. JC to check timeline/to do list and all to meet by the end of September to review. Action ALL: to invite candidates to stand for nomination as directors.

8. **Next Meeting: Monday 23<sup>rd</sup> September 7pm.**

