

Minutes of Directors' Board Meeting**Date: Monday 27 March 2023, 7pm**

Present: Richard Williams (RW - Chair) Sheila Green (SG), Ben Walton (BW), Alison Sinclair (AS), Julie Edwards (JE), Dan Walton (DW) in attendance, LDO Julia Campbell (JC); HO Seoras Burnett (SB – zoom)

Apologies: Iain Scott, Iain A MacLeod, Ann Marie Firth-Bernard

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. Julie Edwards works as administrator for the Coigach Community Hall. Julia Campbell is also on the Board of Communities Housing Trust, has an interest in the Acheninver path and is co-chair of the Coigach Community Hall Committee. Ann Marie Firth-Bernard is on the Board of Highland Community Broadband. Several directors are pier users. Robin Irvine is now a director of Summer Isles Enterprises.

1. **Welcome:** RW welcomed all to the meeting.

2. **Housing**

Hydroponicum

If purchase is successful there are two main things to consider:

- Forming a team to take plans forward comprising CHT and CCDC reps **ACTION:** SB & JC
- Identifying funding sources **ACTION** SB & JC

Press release: Action JC to contact CHT about content given the sensitive situation regarding negotiations. **ACTION:** JC to circulate SLF press release and ask SLF if this can be shown to CCDC solicitor and vendor. **ACTION:** RW will contact CCDC's solicitor.

ACTION: JC, SB and board members to prepare short responses to press enquiries

Smokehouse

Planning application has been submitted.

SSEN due 4th April to alter electricity supply. Awaiting confirmation from SSE about meters. Munro's may have to revise the price for demolition given the unavoidable delay with electrics. **ACTION** SB to notify the board if there is a price increase as this will require another Board decision.

Schoolhouse

SB and JC met with Melanie and Helen, CHT to discuss Schoolhouse EPC. **ACTION:** JC to instruct Jason Leon to carry out EPC on site, and invoice CCDC.

Draft Housing Strategy

ACTION: SB & JC to meet Wed 29 March to discuss.

Rural Housing Conference

A report by SB, AMFB and JC who attended, was circulated in advance of this meeting. **ACTION:** JC to file for future ref.

3. Minutes of the last meeting and matters arising

Minutes of last Board meeting: proposed BW, seconded SG

M/A: RW has emailed Michael MacLeod re Piers & Harbours offering assistance with a facilitator – awaiting reply.

RW proposed thanks to Communities Housing Trust, Scottish Land Fund and to SB and CCDC Staff for all their help and work so far in the process of CCDC's proposed land purchase.

4. Confidential minutes of meeting held 13/3/23: proposed AU, seconded DW

5. Whistleblower's Policy. Draft of policy (a requirement of SLF) was circulated and approved subject to amendment: **ACTION** JC to add words "director" in paras 2 and 4 so that policy applies to both employees and directors.

6. Finances

Management accounts were circulated prior to the meeting. A9 Accountant is coming to inspect the asset: **ACTION** JC meeting A9 Mon 3 April.

End of Year prep: **ACTION:** IS & JC working on timetable of actions.

CCDC Trading

- BMH did a Profit distribution of £3,750 in June 2022, no further distributions are expected this financial year.
- SSF have £2,610 of outstanding invoices, which we have been told will be paid in March
- Provided SSF pay us CCDC trading is likely to be able to gift aid around £7k to CCDC in March 2023.

CCDC

- In March we will pay SKS the final invoices on the Governance and MD recruitment projects. The Governance review will have cost us £8,034 against an expectation of a £12,000 project. The MD Recruitment has come in at £3,780 against an expectation of a £5,000 project.
- £1,151 of Grants paid out in the month, of which £532 was energy grants to 11 individuals.
- Creative Scotland project is overdrawn by £2,729, the final £1,893 of the grant was received on the 1st March 2023 and will leave CCDC with a small cost against the project of £836.
- £273k of Charity Funds at the end of February 2023.
- I have started the process to recover individuals Gift Aid through HMRC, and await a magic code from HMRC to start the first reclaim

- The forecast for the Operating Bank account is for it to be in funds of £3k at the end of the financial year.

Coigach Community CIC

- February Production is 67% behind budget due to the 16 days curtailment required by SSE
- Production was 56,495 kWh, 117,505 kWh worse than the budgeted 174,000 kWh, costing us £29k of lost income. Subsequent analysis of the wind profile tells us that without the curtailment we would likely have just beaten the budgeted production.
- Loss in the month of £5k, £29k worse than the budget.
- Year to date profit is £189k, £9k better than budget.
- The moving annual total dipped by a whopping 196,476 kWh from 2,000,768 kWh in January 2023 to 1,804,292 kWh in February 2023. This the combined impact of the low production in February 2023 (56,495 kWh), and the fantastic production of 252, 971 kWh in February 2022 dropping out.
- Budget for March 2023 is 183,200 kWh
- Actual production for March 2022 was 135,169 kWh
- As of the 16th March production in the month to date is only 35,000 kWh.
- As a result, I have dropped the forecast for March 2023 to 100,000 kWh, which could, in itself be challenging.
- Don't think we will have the Turbine blades repaired in March so £5k removed from the forecast and added into next year's budget.
- Forecast March 2023 Gift Aid to CCDC has dropped by another £16k to £143k (budget was £155k).
- Realise's annual maintenance bill has been paid and only the insurance annual payment is outstanding.
- The first £100k of Gift Aid has already been passed to CCDC, with the remainder in the last few days of March.
- Capital and interest payments have been agreed with Triodos and payments set up to pass the money to them on the 21st to 24th March

7. Energy Grant: The proposal to increase the monthly electricity grant to £85 was approved. ACTION: JC to notify recipients and request confirmation that they wish to continue receiving the grant.

8. Recruitment

Laura Hamlet will be joining CCDC as MD after Easter, starting with a phased introduction. It was agreed that she should be signatory on all bank accounts.

9. LDO Monthly Reports

AMFB: Proposal for her role in the Growing Project was approved.

JC: Non-constituted groups ACTION: JC to make a proposal, and draft amendments to the Small Groups application form. ACTION: JC to notify Zurich Insurance of smokehouse demolition and to retain public & employer's liability policy.

10. Coigach Piers and Harbour Group

Awaiting response from P&H Group.

11. AOCB: **ACTION**: RW will draft response to Achiltibuie Primary HT regarding query about grant funding.

DATES OF NEXT MEETINGS – all at 7pm

24 April 2023

30 May 2023 (Tuesday)

26 June 2023

31 July 2023

28 August 2023

25 September 2023

30 October 2023

AGM 13 November 2023

30 October 2023

December TBA