

**Minutes of Directors' Board Meeting****Date: Monday 24 April 2023, 7pm**

**Present:** Richard Williams (RW - Chair), Iain Scott (IS), Sheila Green (SG), Ben Walton (BW), Iain Macleod (IM), Robin Irvine (RI), Alison Sinclair (AS), Julie Edwards (JE); in attendance: MD Laura Hamlet (LH), LDOs Julia Campbell (JC), Ann Marie Firth-Bernard; HO Seoras Burnett (SB – zoom)

**Apologies:** Iain Angus Macleod (IM), Dan Walton (DW)

**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 a director of Summer Isles Enterprises.

1. **Welcome:** RW welcomed all to the meeting.
2. **Housing Report (SB)**

**Hydroponicum Site**

Offer for the site is with solicitors. CHT meeting with SB, JC and LH on 2 May to discuss next stages, funding and team structure. Met 24 April with Lottery and IS to discuss cost control mechanisms.

Discussion – purchase slow for various reasons. It was noted that the trigger for the release of the SLF grant is the completion of missives and that CCDC has signed and returned the offer of grant. IS to add a line to RW's pending email to the vendor regarding how CCDC is going to finance the purchase.

**Smokehouse**

Planning permission in principle application submitted.

Demolition contractors will stand by original tender quote – demolition to take place 15 May. Small issue with water supply – to coordinate fix with demolition.

RW noted that a meeting has been scheduled with SSF's Innes Weir, which SB will also attend.

Demolition scheduled to take 2 weeks. Still awaiting insurances and risk assessment documents. **ACTION:** SB to chase up.

### **Special Grazings' Site**

JC and SB met with David Stewart (housing) of the Scottish Land Commission. Meeting 25 April with the Good Practice team to discuss engagement with landowners, which will inform SGS as well as other potential housing development sites.

### **Other Potential Sites**

SB has drawn up a Housing Strategy (living document). **ACTION:** all: come with comments on the document for the next meeting. **ACTION:** SB to circulate, identifying key things to talk about.

### **General**

Schoolhouse: Home Energy Scotland had reviewed EPC and stated that, with a few changes, the building will be compliant with standards required by 2025.

Highland Housing Alliance making £6M available for purchase of housing for key workers.

### **3. Minutes of the last meeting and matters arising**

Minutes proposed BW  
seconded AS

### **4. Finances**

- The quote for audit this year is nearly £27k, this up from £22k last year. The meeting discussed these increases and noted the advantages and disadvantages of putting the audit out to tender. It was agreed to discuss this again at the July meeting.
- Management Accounts to March 2023 will go out this coming Friday 28 April.
- Nothing has come up in the work so far that indicates any of the gift aid payments need adjusted.
- Due to the impending demolition at the Smokehouse, it will require to be written down to £71k in the March 2023 Management Accounts.
- The bank mandates to put Laura on as a bank signatory all seem to be going through. The bank mandates to add the November 2022 new directors are also in progress. The removal of resigned directors has been effected.
- The turbine has generated 90,000 kWh this month, the budget is for 143,000 kWh. It is not impossible that we will be up to budgeted production, but it is looking challenging.

- No Response from SSE yet to our second letter.

#### **5. Laura Hamlet - Introduction**

Laura, as the new Managing Director, introduced herself and talked through her work plans for the next few months which include line management, drafting a scheme of delegation, project management (in particular in relation to the Hydroponicum site), implementation of a new file-sharing system and calendar, and updating of staff contracts and job descriptions.

#### **6. LDO Monthly Reports**

JC: **ACTION:** work on draft of CCDC grant form for non-constituted groups for board approval. Suggestion of following elements: up to £1K/year with approval given before spends; for specific projects; either to invoice CCDC or reclaim expenses (but no more than 3 or 4 invoices to save paperwork). Group criteria to be decided upon (e.g. numbers in group/if group is to be open to all community members etc.)

#### **7. Northwest 2045**

RW gave a brief history of the group, which undertook extensive consultation which resulted in a vision statement with shared goals, most of which align with CCDC's aims and objectives. RW recommended CCDC become involved. **ACTION:** staff to discuss.

#### **DATES OF NEXT MEETINGS – all at 7pm**

**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**