

**Minutes of Directors' Board Meeting****Date: Monday 3 July 2023, 7pm**

**Present:** Richard Williams (RW- Chair), Iain Scott (IS), Sheila Green (SG), Iain Macleod (IM), Robin Irvine (RI), Alison Sinclair (AS), Julie Edwards (JE); in attendance: CE Laura Hamlet (LH), LDO Ann Marie Firth-Bernard; HO Seoras Burnett (SB)

**Apologies:** Ben Walton (BW), Julia Campbell (JC)

**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, commenting on the recent successes of the land purchase and press release, the community garden open day and LH's work on reorganisation.

2. **Chief Executive Report (LH)**

- LH has been considering new structure
- Working groups appraisal
- Draft structures document has been prepared, in which groups and responsibilities are outlined
- Working towards summarised reports – a reinvention of the current system with more content and structure
- The board are broadly happy with the structure – detail will come in time
- LH spoke about defining the distinction between working as a director and working as a volunteer
- IS suggested splitting the Management and Programmes working groups into two
- Grants Group is to remain as is
- Other groups to remain as similar to current ones as possible

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

Minutes proposed RI  
seconded SG

## 4. Finances

### CCDC Trading

- Nothing in the accounts
- With the lack of rain, I am dubious about any profit share from BMH this year.
- As a result CCDC may need to lend CCDC Trading £1,000 to survive till next year.

### CCDC

- Overheads are £1,504 underspent against the budget of £9,667.
- Charitable giving to individuals was £2,415 to 19 individuals, of which £1,105 to 13 individuals was for energy grants.
- A claim of £150 was made to HMRC for the income tax on the £600 donation in November 2022. £37.50 has been received to date.
- Audit Fees were £1,650 in the month to accrue up to the level notified by the auditors.
- In May the first £40k of the Former Hydroponicum purchase left the Charity Account
- Although the Charity Bank Account has £241k in it at the end of May 2023, once we take off £29k for the smokehouse demolition and the remaining £85k to buy the Hydroponicum we have £127k available to us.
- No significant changes from the budget in the forecast to the financial year end.

### Coigach Community CIC

- April Production was 17% behind budget at 107,471 kWh , 21,629 kWh behind budget, costing us £7,985 in lost revenue.
- Profit in the month of £19k, effectively on budget due to a maintenance budget that has not been spent of £7k.
- The moving annual total dropped by 59,317 kWh to 1,717,327 kWh.
- Anticipated Community donation in March 2024 dropped by £16k in the month to £306k. Mostly as a result of recognising a £20k charge to repair the turbine blades. Slightly more than the £16k quote...but they will overspend.
- Budget for June 2023 is 117,100 kWh.
- Actual production for June 2022 was 152,418 kWh.
- Production in the first half of yesterday was 51,000 kWh.
- Expect June to be another poor month and a big drop in Moving Annual total

There was formal approval from the Board to reduce the monthly Energy Grant from £85 to £61 as a result of the price cap having dropped.

Awaiting bill from Harper Macleod re land purchase – cost to be covered by SLF grant.

## 5. Management Report

Scheme of Delegation: feedback has been implemented. Board approved.

**ACTION:** Register of Interests: all to look at for the next meeting.

**ACTION:** LH to set up form as a standalone printable document.

**ACTION:** LH – filing system to be set up for next meeting.

LH working with SCVO on HR Review.

LH working on Health and Safety policy.

## 6. Housing Report

### Former Hydroponicum Site

- Site has been acquired.
- Initial project meeting with CHT.
- SB and LH met to discuss CHT Development Agreement.
- CHT quoted £15K +VAT Project Management fee.
- **ACTION:** Board to discuss and agree on Development Agreement.
- Now to tender for an architect – tender list approved by the Board. 3/6 have already got back to say they will be submitting proposals. Board agreement that top 3 will be interviewed. Responses are due back by 13 July 2023.
- **ACTION:** SB to estimate what time costs would be to get grant funding.
- Meeting with CHT planned for 20 July 2023. It is hoped that architect will be on board by early August.
- Interview panel members discussed but not finalised. To include CHT, SB , AS, RI and RW.
- **ACTION:** SB to inform CHT that we want to interview candidates, preferably in Achiltibuie, aiming at 31 July 2023.
- Discussion about planning an informal element with other board members over the interview day.

### General

- Discussion re. CHT working in partnership with second homeowners to buy/let properties to local people.
- **ACTION:** SB to approach owner re. netshed to discuss affordable letting of the building.

### Smokehouse

- Bat surveyor coming at the end of this week to undertake dusk survey.
- RW had been approached by potential buyer of the site who has made a time-limited formal offer. RW made it clear to the potential buyer that CCDC would not consider selling the site without testing the market. **ACTION:** RW to set out details in an email re. rationale and seeking board member support.
- Discussion re. wording of a document seeking EOIs. **ACTION:** Board to gather thoughts with a view to SB drafting an EOI document. **ACTION:** AMFB to draft press piece.

### Badentarbet Special Grazings Site

On hold as are other potential sites.

### LDO Reports

- Discussion re. upper limit for non-constituted groups - £1000/group or up to £500 for individual as part of a group (for group training for example). £500 to come off individual allowance. **ACTION:** JC to adjust non-constituted grant form accordingly.

## 7. AOCB

- JMT – CELT (Carbon Emissions Land Tax) policy being developed. JMT seeking community organisation support ideally by 10 July 2023. **ACTION:** LH to forward JMT letter around the board for consideration.
- **ACTION:** Board to consider HIE meeting in Fort William in October.

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

**31 July 2023**

**28 August 2023**

**25 September 2023**

**30 October 2023**

**AGM 13 November 2023**

**30 October 2023**

**December TBA**