

COIGACH



Coigach Community Development Company

Minutes of Directors' Board Meeting

Date: Monday 4 December 2023, 7pm

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

- 1. Welcome:** IS welcomed all to the meeting as the first meeting following the AGM on 13/11/23.
- 2. Appointment of Office Bearers:**
Chair: Richard Williams, proposed by BW, seconded by SG
Vice Chair: Ben Walton, proposed by RW, seconded by SG
Finance Director: Iain Scott, proposed by RW, seconded by SG
RW then thanked all for their attendance and contributions to the AGM
- 3. 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.

The up to date register is held [here](#).

- 4. Minutes of the Last Meeting and Matters Arising**
[Minutes of last board meeting](#) Proposed by JE, seconded by BW

5. Working Group Reports

5.1. [Board Processes](#)

- Following the AGM, as no new board members were appointed, no inductions are required. The members register is up to date and now on Google Workspace as are dates of board meetings (generally the last Monday of the month). SCVO Governance Tool can be used to check/review/score governance on a regular basis.
- Mentorship: LH suggested offering this to potential board members. RW requested new board members be encouraged to join, prior to the 2024 AGM especially if they have particular skills. Board members can be co-

Commented [1]: I think the idea is to do the Governance tool every april and include the results in the Statutory accounts Annual Report.

opted throughout the year. ACTION: All to think about members of the community to approach.

Management

- LH is implementing a new H&S Policy including various risk assessments. The Fair Work Policy is in the process of being implemented. Risk Assessment has been completed for the Hydroponicum Site and all set up on Google Workspace. Action ALL: Recording of Cobry training session is still available to all.
- Admin Post: LH has been consulting local groups and the role may need to be separated into secretarial and finance. ACTION JC to monitor **admin tasks** to give an idea of time usage. Admin help at CCDC could free LDO time to help other community groups with eg Funding applications.
- Funding: Rural and Islands Housing Fund (RIHF) application for £15k was successful, Community Regeneration Fund (CRF) application has been submitted. Crown Estate application was unsuccessful.
- Inventory - for information on current projects (insert link to inventory?)

Commented [2]: I think the action was to undertake time sheets to see the proportion of time spent in all areas, including finance admin?

5.2. Programmes

- Housing Development Report Inception meeting with Catoe Brown, Cameron + Ross and CHT scheduled for Tuesday 5th December. LH, IS, AU, SB & JC to attend. **ACTION** SB to arrange meeting with CHT and IS to finalise development agreement.
- **Smokehouse**: queries from buyers have been responded to.
- **Badentarbet Estate** It was agreed to Register Community Interest in Badentarbet Estate. **ACTION** JC to send further info to Landowner.
- **Ben More Estate** it was agreed to Register Community Interest in Ben More Estate **ACTION** RW will speak to Sarah Robinson, JC to send information.
- **Infrastructure** LH met with Plockton Harbour CIC to discuss community ownership models: the community could take over infrastructure ownership leaving THC as Harbour Authority. **ACTION** LH to circulate the report to Old Dornie piers users and stakeholders then arrange meeting for them with Plockton representative(s). **ACTION** LH to notify Bill Baxter and keep him informed.
- **Achiltibuie Garden** (JE left the meeting). RW & AS met with Alison & Allan Graham to discuss the potential for CCDC to run Achiltibuie Garden in the future and this is to be explored further, including how croft and business can be separated/dealt with and how this project might meet CCDC's charitable objectives. The proposal to commit £5k to exploring the proposal was approved. **ACTION** JC to ask Crofting Officer Abigail Anne Campbell to request an information session on Succession Planning for Coigach (in light

of the successful one held recently in Lochinver, to cover eg assignments, incentives to encourage assignments etc).(JE rejoined the meeting)

5.3. [Finance](#)

- LH & IS have lodged accounts and Annual Report with Companies House. Finance files have been moved to Google Workspace. Bank mandates are underway.
- [Management accounts](#)
- [CIC accounts](#)

5.4. [Communications](#)

- LH thanked everyone who participated in the values survey which has led to the [Values Statement](#). LH has circulated the [Consultation Analysis](#) and [Communications and Engagement Strategy](#) for review. The Ops team have and will be receiving training in various communications methods. **ACTION** LH will circulate a doodle poll to schedule a day (in January) to consider future plans. **ACTION** ALL to respond re draft [Communications and Engagement Strategy](#).
- Home Energy Scotland information day (13/11/23) was well attended by approximately 30 people, most of whom wished to be referred on to HES for a home survey. LH work looking at challenges facing childcare in the NW is progressing. Wester Ross Biosphere will be conducting public consultation re possible National Park bid. CCDC's (neutral) role will be to encourage participation and circulate information.

5.5. [Charitable Giving](#)

- LH circulated updated figures. **ACTION** LH to add documentation to minutes to go online.

6. **AOCB**

- IS, LH & AU have spoken to Energy Local CIC about the potential for local energy sales. The board approved the request for Robin & Sarah's sheep to be temporarily (ie over the Christmas period) accommodated on the hydroponicum site.

DATES OF NEXT MEETINGS – all at 7pm: [Board meeting Cadence](#)