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| Minute of Meeting of Colintraive and Glendaruel Development Trust Board Sunday 26th January 2014; 14.30; Glendaruel Hall. |
| **Present:** | Charles Dixon-Spain (CDS); Sandra Wilson (SW); Jim McLuckie (JMcL); Colin Boyd (CB); Alex McNaughton (AMcN);  |  |
| **In attendance:** | Sara Maclean (SMcL);Nikki Woolf (NW) |  |
| **Apologies:** | Bill Carlow (BC); Mark Chambers(MC) |  |
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| **Previous minute:** | The adoption of the draft minute of the meeting held on the 6th January 2014 was proposed by CB and seconded by AMcN.  |  |
| **Greener Colglen:** | SMcL submitted a report prior to the meeting; the following was discussed:* Spending relating to the Glendaruel polytunnel would have to be rescheduled because the planned start date had been delayed by the unforseen community site appraisal. This had been concluded and would be presented to the CC on 27th January 2014. Given the concerns about the polytunnel location it was agreed that good maintenance and screening of the site was essential.
* It was agreed that SMcL would continue to circulate her project reports to the board but would, additionally, append a list of matters she required the board to consider at each meeting (board meetings being more frequent than the funder’s requirement for project reports).
* The marketing meeting had been well attended and had generated good ideas; a quarterly newsletter would be produced with a diary of all community events. This would be achieved through project-funded contributions from SMcL, NW and MC, plus community volunteers.
* JMcL sought confirmation that the intended shredder/chipper was towable and self-powered.
* Martin McFarlane had very kindly agreed to help SMcL with the risk asessement/maps required for ponticum clearance. CDS suggested that it would be beneficial to involve the Argyll and Islands Coast and Countryside Trust in this aspect of the project; SMcL reported that she had already contacted them and they would assist with mapping and public awareness events.
* SMcL had attended very useful building techniques training in Dunoon; it was agreed that travel expenses should be claimed for this.
* SMcL had also attended a Community Assets Meeting which had confirmed the value of the “Are We Ready” work (both completed and ongoing), of the project.

In addition to the Greener Colglen project, the subject of the quantity/ relevance of files in Dropbox was discussed. It was agreed that MS, SMcL, MC and NW should identify older data suitable for long term storage out-with Dropbox, which would be reserved for current work. Older data to be stored in two locations: on the DT computer in the office and on an external HD to be purchased and stored with SMcL. SMcL and NW departed the meeting at 15.15. | MS; SMcL; NW; MC |
| **Stronafian FO’s Report:** | MC had circulated his report prior to the meeting. The following was discussed:* In relation to micro-hydro, CDS suggested that we pursue a cooperative application with the CWA, allowing us to pursue both hydro and wind, despite only being able to make one application for a CARES loan. This was agreed on condition that it was acceptable to BC, who had already invested considerable time and effort researching CARES for the purpose of hydro. CDS agreed to consult with BC.
* Wind feasibility study to be circulated to the forest group for consultation; the outcome would be discussed by the board before deciding how to proceed.
* Whilst the tenant had given an assurance that deer stalking was not occurring on the non-tenanted area of the forest, the documentation to support this had not yet been received. Given BC’s previously minuted concerns in relation to this issue and the Community Deer Management proposal, it was decided that WC would be approached directly for the relevant insurance documents.
* Questions relating to Stronafian access would be raised with solicitors and a formal meeting with the landowner of the other access would be considered.
 | CDSJMcL/MCCDSJMcL |
| **Accounts:** | Electronic payments were authorised by CB and JMcL.CB reported that the current balance was approximately £80k. BC had requested that a more formal accounting system was adopted under the guidance of Ailsa Close (Accountant). CB reported that this was already being undertaken by Margaret Shields (MS). In relation to the matter of informing the membership of the revised accounts, it was decided that MS should notify members with e-mail addresses by this method and the remainder by post. A hard copy should also be posted on the hall notice boards.CB recommended that SMcL should have electronic access to the trust bank account; this was agreed. | MS |
| **Administrative Support** : | MS circulated an update on her work prior to the meeting; good progress was being made on all aspects of her draft FJP. CB agreed to act as line –manager to MS and would finalise the FJP. The board were in agreement with MS’s proposals for dealing with telephone calls and did not require her to attend board meetings (although she was welcome to do so if she wished). |  |
| **Correspondence:** | No correspondence had been received. |  |
| **AOB** | * JMcL suggested that a single director should take responsibility for renewable projects in order to maximise efficiency. CDS will ask BC if he would be willing to take this on.
* CB requested that the solocitor’s opinion should be sought regarding the clwback arrangements for renewable. CDS would raise the issue at the same time as the access issues.
 | CDSCDS |
| **Future Meeting:** | Meetings were arranged as follows:Monday 10th February 2014 at 16.30 in Colintraive HallSunday 2nd March 2014 at 14.30 in Glendaruel Hall.Monday 24th March 2014 at 16.30 in Colintraive HallFuture meetings to be arranged three dates in advance.The meeting ended at 16.30 |  |
| **ADOPTION:** | **Proposed:**                            |  |
|  | **Seconded:** |  |
|  | **SIGNED:** |  |
|  | **Chairman:**   |  |
|  | **DATE:** |  |