

Minutes of the Kilfinan Community Forest Company Board of Directors, held at the Office at 5pm, Wednesday 5th February 2014

Present – Jamie Chaplin-Brice, Fraser Brown, Willie McAllan, Robert Borruso, Fiona Hamilton, Colin Willment, Steve Williamson, David Blair, Nikki Woolf

Apologies – Andrew Graham-Weall

Welcome from David

Proposed correct: RB and seconded: SW

Operations Manager Report

Rubbish/ cleaning

- The board extended their thanks to Michaela for tidying the office.
- Concern that there is no concerted effort to tidy site and people are leaving rubbish lying around; as a result morale is quite low.
- Agreed that one solution would be to buy recycling wheelie bins (NW to organise) and put food waste in the wormery. Those present agreed they would be happy to take general waste away.
- FB said that he receives free waste oil collection and would be happy for KCFC to deposit any at Shellfield.
- NW to put together a toilet cleaning rota, and it was suggested that Tuesday volunteers could paint the toilets.
- Compost toilet needs to be finished – CW and DB agreed to do this.

Felling & road

- J C-B informed the board that the price on next felling averages at £16.80/tonne (indicative); the rise is due to KCFC being FSC certified thus offering more marketing options for EGGER. They would like to fell as much of the 14-18 as possible, JC-B suggests doing just over half (including FL2 which has now come through).
- J C-B proposed that 1300m of road is needed to get adjacent to the reservoir, much less will cause lower price of the timber – a compromise could be met by putting the road toward the reservoir. 1300m of road will cost c £100,000 inc VAT (yet to get a firmer price from McCraes).
- WM expressed concern over spending money on a road at this point (salaries must be prioritised); can't happen until felling does anyway. Agreed that the road will have to wait.
- Agreed that we should consider other harvesters other than EGGER; J C-B meeting with Euro Forest on 6th Feb - to update the board after speaking to potential contractors.
- J C-B attending SRDP meeting on 12th Feb; will try and find out if funding might be available for the road.

Sawmill

- J C-B reported that we only have 4 hours on the clock – sawmill is not being used to full potential yet and we have customers waiting for orders. McKerrals have moved a wagon of larch to the mill site for us, this will be for shed/outlet cladding – so we have plenty to mill.
- Agreed that the sawmill is a priority to generate income for salaries; operations team to invest time in building up experience and honouring orders, and volunteer time to be used. NW and WM to discuss Marketing/ business plan.

LEADER inspection

- 27th Feb, 9am - Sheila McLean is visiting to inspect our work. Tasks: - outlet building is the priority – the mill shed is almost complete with regard to what LEADER and HIE paid for – we were to do the cladding ourselves. RB is doing the electrics and Robinsons will come back to do the guttering.
- SW and WM to assist ops team in milling timber for cladding.
- Agreed that the operations building should be planed – DB and SW to collect planer from DB's.
- James Ogilvie from FCS is also coming for a meeting with DB on 27th Feb; DB to confirm time. Site to be tidied.

HSE

- Machinery risk assessments are now in place, everyone who uses machines is to do the toolbox talks. Craig is writing the induction for volunteers. Fire survey is yet to be done – J C-B waiting to hear from Sandy Mclean.
- J C-B to look into training costs on the Manitou, Polaris and mini-digger.

Banking

- WM discussing financial system (Sage/ equivalent) with Ailsa. Will be sometime this year in conjunction with VAT registration. In the meantime, NW/ JC-B to devise an invoicing system.

Rhododendron contract

- Variation is in for a new contract to be issued, this will mean the work can proceed in 2014 as planned. The maps have been altered to suit the contract, however the claims will still be processed on the basis that we had initially agreed, as per the 9 coupes we have on the maps in the rhododendron management plan. CW is to assist with on the ground management, to ensure the work is being completed. J C-B to keep the claims going as that offers consistency to FCS.

FSC contract

- The smallholder contract still hasn't arrived yet.

Eamon's ladders

- These have gone and news from CW is that Eamon has not taken them so we owe him for them. J C-B/ NW to purchase replacements.

SRDP Meeting

- J C-B and CW attending on 12th Feb – to try and find out if funding might be available for the road and rhodies.

Surveying

- An environmental assessment and detailed stock survey of 14-18 felling coupe will be undertaken on 13th Feb 2014, with Ian Thomas.

Tree Planting

- We have around 400 saplings to plant with thanks to the woodland trust, CB is organising volunteers for this. We need shelters and stakes for these, we can cut the stakes on the mill but will need a bandsaw/circular saw to point them. Shelters would cost around £1.50 (per tube) delivered.
- NW looking into 'Trees for Communities' tree planting fund.

LTFP

- Tom from FCS looking at and is due to submit

Compost bays

- Repair needed – RB has a welder and will mend.

Companies House

- £150 owed; NW to organise payment.

Treasurer's report

- Board and staff to look at sustainability plan and suggest amendments.
- Salaries supported until June; housing and sawmill timber only source of income. Sawmill income to be the priority.

Electricity

- RB confirmed that shed electrics are almost finished, and we now have lights.
- J C-B/ RB to ensure the electrics kiosk is appropriately secure.
- David Mclaughlin has surveyed the housing site, to go on an OS master map (forms the basis of a master plan – necessary for planning to approve). Agreed that RB should seek assistance from an architect (c. £200 fee).
- RB attending an event on 12th Feb at Edinburgh Napier University; might help gain funding for engineering analysis. RB to update.

Hydro

- DB met with Co-Hydro; have potentially reduced the build cost. Negotiations ongoing. Highland Eco Design visited again – interested in re-quoting. DB finding out what they would charge for a consulting service. DB to update.

AOB

- RB might have a solution for all year round freezing of the curling rink. To be discussed in due course.

Date of next meeting: 19th February, 5pm.