

Kilfinan Community Forest Company

Minutes of Meeting

18th June 2014

Present: David Blair, Rob Borruso, Colin Willment, Steve Williamson, Willie McAllan, Craig Blair, Nikki Brown, Jamie Chaplin-Bryce, Fiona Hamilton

Apologies: Fraser Brown, Andrew Graham-Weall

Minutes of Previous Meeting: Proposed - SW, Seconded - RB

Volunteer Coordinator Update:

- Training all going well. Andy has been confirmed on chainsaw maintenance course. Pesticide course has been problematic getting enough people. CB will opt for just training our two volunteers.
- Archaeology days - programme has been drawn up and people can sign up for a slot. Information will be displayed at open day. There are already enough people signed up.
- Pilot summer work placement with Dunoon Grammar School. DGS and the Hostel are dealing with this. The pilot will run for four weeks from 7th July. It was suggested that these people become team leaders during the archaeology week.
- CB will be focused on writing reports next week.
- Lots of referrals have been coming in from Dunoon Job Centre who are being very supportive. This highlights the need to get set up as a training company.
- Signs for composting area have now arrived

Forest Operations Manager's Report

- **Timber** – EGGER's contractors are back, the forwarder will be here within a week or so. There aren't so many large trees to fell – the harvesting head can manage most. Colin and Jamie/John to establish the trees to manually fell in sensitive areas (such as the Holloway on the Kilfinan Way). These need marking but will be felled at a sensible time in accordance with the harvesting.
- **Euroforest** – There will be a meeting on 8th July to discuss the further purchase of Acharossan. prior to this (Monday, 4pm) JC-B will meet with the relevant directors to understand the Euroforest system and how to work with other timber companies. DB, SW, WM, NB will attend the meeting.
- **Windblow** – Now only 2 trees to get down, these are fairly lodged. It was decided to leave these until somebody can be found who has a ticket for rope climbing with a saw.

- **Rhododendron.** SIS transferred the money to KCFC and RP has been paid – he will need to return to complete the remainder of coupe 3.
- **Health & Safety** - Fire safety – the fire plan has been updated, there are now extinguishers in the main buildings; these are foam, suitable for fire types A (solid matter) and B (fuel). Fire extinguishers will be visually inspected.
- **Chainsaws** – new spark plugs have been ordered for the 170 saws.
- **Maintenance – Buggy** tax disc has arrived, it is now zero-rated. Thanks to Rob and Steve for servicing the buggy.
- **COSHH Box** – As highlighted last time, a larger COSHH box is needed – SW will arrange to build a metal mesh box in next two weeks.
- **Lifeboats Planter** – This has been made, it is outside the forest store with the lifeboats poster. Nikki is aware which planter it is, Ronnie Irvine will collect at the end of Saturday; if not leave it outside. JC-B suggests putting some business cards with it before it goes on Saturday, in case people want one.
- **Forest Products** – JC-B has made some planters for the open day, the indoor space is ready for saleable product, with space inside for Greg too.
- **Sawmill** – The extra clamp and pegs have arrived for the sawmill, these are to be fitted. We have a couple of orders in; Willie's is priority. Few volunteers have turned out this week, so CW and JC-B's efforts have been put towards preparation for the open day and milling has been neglected again.
- **Firewood** – After the event and milling some logs for Willie, an effort must be made to fill the shed for winter.
- **Signs** – Thanks to Don for these, they're great and were installed on Tuesday. They need painting as the lettering isn't that visible. This will be done in-house.

- **Health and Safety** – PAT testing, Lauries LTD in Dunoon offer PAT testing, they do it on an hourly rate and reckon to be able to test things quickly, so should be within a couple of hours – they reckoned on £80 plus VAT as an estimate to do all out equipment and can do this when over in the area, could be next week. Robert Fletcher will be asked if he wishes to quote. The sawmill also needs signed off. RB will get the electricians in for the drying facility before signing off.
- **Finest Wood Awards** – Chris Inglis from FWA has offered to visit the forest for a presentation here. He will be invited to do this when the new sculpture is ready.
- **Prize** – I approached Andy the chainsaw carver, he'll be able to make us whatever we want – small sculptures start at £100, so the prize would fund a trail or a treehugger. Annie Craig has some western cedar logs at Glendaruel Caravan Park. JC-B will find out the diameter and ask Andy for some preliminary sketches.
- **Planer** – This has arrived, JC-B collected in Cumbria.
- **Walnut tree** – Margaret and Neil Sparrow next to the Wellpark have a walnut tree, JC-B has looked at this and it's fair – collection with the buggy is possible (in short lengths, which isn't ideal). Look to do next week while they're here, if not it will have to wait as they have guests in.
- **Timber order** - Customer wants to collect his sawn wood. Colin will make himself available to help when he drops the timber at the mill on Saturday 28th.
- **PARKING** – There is knotweed at lower car park.
- **Fly parking** opposite office - This is dangerous – People need to be encouraged to park in designated areas. Staff will park up by Rob's van from now on, can everyone else squeeze up when parking.

Development Manager's

Priorities matrix & planning

- NW presented a priorities matrix. All agreed immediate priorities – plans (where relevant) for these aspects will be developed in the next two months.

- Months 1&2 - CB raised the possibility of funding from Project Scotland for the Employment Plan. Joanna Dominick, Caladh Funeral Services, is interested in woodland burials. NB will speak to other sites and ask about their feasibility studies. It may be possible to get funding for a feasibility study (Investment in Ideas website). An overall sketch needed so decisions can be made where various projects are to be sited.
- Solar panels. NB will enquire about ground mounted panels.
- NB to develop event space feasibility plan within the development plan.
- NW to develop a suitable reporting structure, to be presented at board meetings and circulated afterwards.

HIE priorities

- Call with Kirsten arranged for early next week to discuss planning progress, in line with HIE priorities. Reporting structure to be agreed.

Recruitment

- Admin assistant - NW is in contact with A&B council re youth employment Scotland fund, have sent over job description and awaiting CVs.

Open day event

- Duties for this week and on the day distributed to board/ staff.

Events

- Week long forestry festival in Italy (21-28 Sept) – RB was nominated to attend on behalf of KCFC.
- Social Enterprise World Forum 2014 in South Korea (October) – HIE are sponsoring two places.

Sales figures – Willie asked that the following questions be answered at the board meeting:

1. Is composting on target for full 82 tons? - 20 tonnes each quarter; have hit target for this quarter (only first quarter). Just short of target last year (74 tonnes).
2. Are sawmill sales showing an upward trend? – Not yet. Monthly target for 2014 is just over £1K; March took £700, April took £200, May took £400. Average £400 per month. 60% off target.
3. Are there now sufficient logs drying to meet winter sales targets? – No, CB confirmed he has filled 8/ 10 tonne bags (now up at the sawmill shed); technically 80 bags could be stored up there @£42.50.. £3.5K – would just exceed our target of £2.5K.
4. How accurate are the financials in the Sustainability Plan? What needs to be done to make these accurate? – plan and adjust.

1. Some of the figures are based on actual historical knowledge (e.g. composting) – won't change significantly, adapt as we go.
2. Others are more estimated/ speculative..
3. No figures in new income (woodland burials etc) – no idea at this point, will have as plans develop.

Masterplan

- RB is waiting for pictures from architect before any more can be done.
- A request has gone to Scottish Government to grant Rural Housing Body status

Treasurer's report

- Hydro project. Consultants have agreed it is feasible. Now awaiting technical due diligence. Guarantees needed from turbine provider etc.. There is a requirement for a decommissioning element. Legal due diligence to ensure contracts are enforceable etc.. Social Investment Bank representatives are visiting with Social Investment Scotland and Renewable Energy Investment Fund to meet on 26th June.
- An advance has been received for the timber.

AOCB

JC-B is to hand over to CW. CW's hours will be changed and he'll take over operational duties on site.

Date of Next Meeting

Monday, 7th July. 5pm