

Kilfinan Community Forest Company
Minutes of Board Meeting
8th July, 2015

Present: David Blair, Steve Williamson, Rob Borruso, Di Wilson, Mark Bamford, John King, Fiona Hamilton

Apologies: Willie McAllan, Fraser Brown

Declarations of Interest: None

Minutes of Previous Meeting:

Proposed: MB (as he had actually read them – first time for everything!)

Seconded: SW

Matters arising

Crofting Update (JK)

JK has decided to take a step back from leading the project. He is willing to act as consultant and support as appropriate.

- An advert has been drawn up to gauge interest.
- Examples of Mull's applications and crofting agreement have been sourced for KCFC to amend for own use.
- Application form needs to be submitted to Crofting Commission before they can deal specifically with us. Community groups can withhold right to build, but other elements would have to go to Scottish Land Court for waiver.
- JK advised including an obligation to contribute to common fencing or access servicing.
- Core objectives should be drawn up which can then be used as criteria against which to score applications.
- Timeline - need to find potential crofters (advert and application form - NB will recirculate form & press release. Dead line for expressions of interest end of September.) Draw up map showing outline of total area rather than individual boundaries. Put in application to Crofting Commission. Individual crofters then need to submit application to Land Register.
- JK will put all paperwork on disc so it is available electronically.
- JK was thanked for his work and providing a good strong basis for KCFC to move the crofting project forward.

Youth Club (JK)

JK would like to offer a club/ 'gathering' for 2 hours on a Friday night for 16 to 19 year olds in the first instance

Insurance liability needs checked out before offering to younger age group. JK will ask CWA for advice.

Other suggestions – a chalk board sign at entrance to let people know what's happening each week. *John King left the meeting*

Development Manager's Report (NB)

Financial report

- Projected income and expenditure was presented. Doesn't include sale of housing plots, salary for Operation Manager post or loan repayment. There will be month or two when cash-flow will be very tight. Six months salaries are in reserve.

One Year Development report

- NB had previously submitted her report. She was thanked for all that had been achieved.
- Next priorities were agreed from July to December: completion of event space vision document and business plan, progress woodland burials, secure additional funding towards heritage walk, progress plans and funding strategy for training centre, progress Crofting.

Social Enterprise Awards 2015

- Application form has been completed for submission with supporting documents tomorrow.

Scotland 'Can Do Scale'

- NB has applied to attend four day summer school in Stirling which is led by various partners including HIE. The expected outcome is the production of the 10-year development plan and business plan for event space. The Board agreed this would be very useful CPD.

Upper Acharossan

- SW & RB have inspected the reservoir and dam and KCFC is happy to take on the liability. There are still a few more issues to be resolved with the title observations but assurances have been received that hand-over is 'imminent'.

Housing press release has been drafted and agreed.

Woodland burials

- final report has been received and will be circulated to the Board for comments. NB to circulate.
- Options for start-up funding need to be investigated.

Heritage Walk

- £1.5k received from Paths for All towards purchase of type 1 for 1.3 km of the Kilfinan Way
- The volunteer day on 30th June was very successful. Volunteers joined A&B's access team to survey the route. Future volunteer days will be organised by SM following Paths for All training.

Woodworking Workshop

- 22 people now confirmed. A further 8 people are needed (upper limit 40).

CWA conference

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- Anyone wishing to attend the dinner & ceilidh on 22nd August should inform NB
- KCFC to organise 'showaround' on Saturday. NB to confirm timings.
- MB to offer green woodworking session on Saturday evening.

Forest Access Coordinator has been in post for a week.

- DW has agreed to be SM's mentor.
- Board approved SM's volunteer policy and John Muir proposals.

Forest Access Coordinator's Report (submitted by SM)

YOUTH SKILLS DEVELOPMENT

- 5 young people attended the Heritage walk on 2nd July, which explored the potential path and features.
- A draft work plan for the 4-weeks was previously forwarded to the Board. Included are path work, froglife, tree nursery, geocaching, heritage and forest shelter.
- Preparation for Induction and risk assessments is on going.
- Tools, equipment and PPE review on going.
- Emergency First Aid at Work training has been organised for Monday 13th July with 3 staff, 1 volunteer and 6 young people attending.

TREE SEED COLLECTION PROJECT

Training is being attended for this at Glenmoriston on Thurs 9th July.

JOHN MUIR AWARDS

The John Muir Awards proposal has been completed and sent in – provisionally for the Youth Skills – but a second proposal will be completed later for the on going projects. This can also be carried out in conjunction with the upper school P4-7, and there is also a family award. The John Muir Award will help to provide structured outcomes for the volunteers, and KCFC staff are also eligible to participate in the programme.

FIRST AID TRAINING

We have 9 participants for Mon 13th at Kyles Church Hall from 09:30 to 16:00.

PATHS for ALL training

We have 9 participants confirmed so far with space for more. It will be take place on 15th and 16th July from 09:30 to 16:00. *DW will attend.*

VOLUNTEER ENGAGEMENT

- A recruitment campaign will be run as part of the Open Day.
- Board to let SM know if there are any groups or individuals in the community that could be targeted to get involved.
- A draft Volunteer Handbook was previously submitted to the Board for approval / adoption.

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Data Protection Policy.

- All information collected on volunteers is subject to the Data Protection Act. *SM will be asked to review policies*

EMPLOYMENT STATUS

SM has offered to be employed on this basis for KCF, and proposes to submit a monthly timesheet and invoice. *Agreed by the Board.*

Forest Operations (RB)

Hydro

- turbines should be installed week beginning 27th July.
- Pipe line burial, in places it will be too boggy to build a path. RB has insisted the contractors put drainage in those areas.
- Project is still within budget.

General Forest Operations.

- Firewood stocks - processor has broken down but is fixable.
- Sales arebit of a waffle and multiple assurances that it's fine (hot air generating very effective).... continuing.

Housing.

- Steven Gove hasn't yet approved the archaeological report. No work can be started until approval given.
- Multi-purpose building plans were shared. These have been approved.
- Housing allocations process. A dedicated meeting will be held for this.

AOCB

Board has agreed to a request from a Ukrainian student for KCFC be a case study for his thesis. DB and RB will be interviewed.

Rob Borruso left the meeting.

The post RB currently holds will be upgraded to Forest Operation Manager. Job description has been drafted. The post will be advertised in next week or two with aim of interviewing and job starting early August.

Branding – need to find CNC laser cutter facility.

DONM

Wednesday 29th July, 2015.

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Who said this.....?

“When I was a student I would have loved to have been able to talk to someone like me”