

Kilfinan Community Forest Company
Minutes of Meeting

Wednesday 17th August, 2016

Present: Jo Coley, Rob Borusso, Mick Eyre, Di Wilson, Nickki Brown, Ali Porter, David Hunter, Mark Bamford, Steve Williamson, Fiona Hamilton

Apologies: Willie McAllan

Declarations of Interest: Still no interest

Minutes of Previous Meeting:

Proposing: SW

Seconded: DH

Matters Arising: All on agenda

Treasurer's Report:

- financial forecast presented by JC – there is money in the bank and no major issues! **NB will speak to Ross** from Tilhill to confirm advance from timber harvesting.
- pensions need to be sorted out, letters to employees by 1st November. It was decided to stay with NEST (government scheme) as pension provider. Pension contributions will need to be factored into future financial projections from February 2017. **JC will deal with letter**
- Audit booked with Wyllie & Bisset for 16th October. It should take 6 weeks to complete. It was suggested Richard is approached to do an extra day to deal with the associated paperwork. Cost of audit will be around £5k + VAT. **NB will speak to RI**

Operations Manager's Report:

- Timber. Meeting with Lindsay, Tilhill Felling has been held. Cash flow projection for felling has been received. All windblow and surroundings Phase 1a, beginning Sep for 9 months. Any money received will be used to pay back the advance and pay for roads. Phase 1b will follow. Phase 2 will be 2020. *RB had good idea*. Replanting is a liability. Liability could be sold with agreement the buyer receives the asset (harvested trees). Long term, tax-efficient investment. More investigation is needed with investment specialist advice. **RB & NB will speak to HIE** regarding funding for further investigations. RB to be shot at dawn for his capitalist plan
- Housing. No response yet regarding the maps. No response from B Dickson, ABC either. One more week will be given and then further action will be taken by the board further up the Council food chain.
- Buggy. Oil filter has fallen off. No indications previously of any issue. RB indignant at implication there may be maintenance issues. Various options were discussed as a solution. RB used up all available oxygen and door was opened. **RB will look further** at possibility of converting to electricity.

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- Drying shed. Due to be completed next week.

Forest Access Coordinator's Report:

- SVQ options for apprentices have been looked at. Tailored course is being looked at, with ability to specialise for individual apprentices. CSCS cards need to be applied for by the apprentices. This requires an exam and costs £20. It was proposed that everyone working in the forest should hold a CSCS card. **NE to organise CSCS candidates; email SVQ course requirements to all.**
- YSDP got good feedback from the participants and good mentions on social media. 1st Aid certificates, John Muir Awards and Paths for All training were received by all participants. NE was congratulated for picking up and delivering the programme at very short notice.
- Workshop Programme has been drawn up and will be circulated this week. £5 booking fee will be required per workshop. MB has been on Community Woodland training on organising courses and is working with NE to develop a future plan.
- Autumn Golden Day planned for during October holidays.
- Crofts. Jamie McIntyre has given an update. He now has most information he needs for the applications. The Board reiterated its keen support for the development of Crofts. When application is submitted an advertisement will be required in Dunoon Observer inviting comments. This could coincide with some sort of event. Lease needs to be drafted, specifying any requirements and penalties.

Health & Safety and Training:

- RB, SW, AP, MB will form a sub-committee to formulate policy and procedures.

Path clearing has been carried out by the macho directors.

Climate Challenge Fund Report

- S Maclean had submitted her monthly update prior to the meeting, showing progress towards all project outcomes. Training, construction of drying shed and public engagement at Open Day were main activities in July.

Development Manager's Report (NB was welcomed back)

- Priorities plan for 20 hours per week was submitted in advance. Focused on projects that will generate income and attract funding. Responses to be returned to NB. Aiming to get funding tied up before end of this contract.
- Woodland burials – close to achieving funding from Climate Challenge Fund and HIE for costs for a building that would also function as office,

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education space and toilets. HIE may also fund costs of a coordinator for an initial period.

- Business Plan has been amended to include Pet Burials. Board to check business plan and give approval.
- Event Space area – curling facility is unlikely to be feasible to restore. Will be revamped as flat space with wooden staging at one end, bunkhouse facility, culminating with Kyles Music Festival in 2018. RB to produce a plan showing planned location of all facilities to be included in Development Plan. Board agreed with all proposals. RB to break news to WM about the demise of curling rink plan
- KAG's Hot polytunnel plans were discussed to be built, heated with sawdust, to grow off-season fruit and veg and flowers. KAG still to make decision to proceed. **DW to liaise with KAG**
- NB meeting with Eve MacFarlane re-marketing. NB to take on press-releases and EM will focus on social media profile. NB will discuss EM's plan for maternity leave. NB will see if she has the capacity to take on any more of the marketing in EM's absence. It was agreed that more had to be made of the entrance area to highlight forest.

Housing Allocation:

- Rural housing status is proceeding but housing allocation process needs firmed up. It is hoped to have RHS by November.

Social Enterprise Academy

- Next conference/training day is being held in Oban 1st/2nd September. MB will attend.

DONM: Thursday, 15th September, 5 pm.