



Minutes of Board Meeting

8th December, 2016

Present: Steve Williamson, Mark Bamford, Willie McAllan, Ali Porter, Di Wilson, Jo Coley, David Hunter, Sara McLean, Mick Eyre, Fiona Hamilton

Apologies: Nikki Brown

Declarations of Interest: none

Minutes of Previous Meeting: Proposed: SW Seconded: WM

Matters Arising: all covered in agenda

Forest Access Coordinator's report (ME)

- Hogmanay event. Bob Brady will do the BBQ. DW will organise crafts for children SW - fireworks FH – song sheets & music All hands on deck on the day from 3 pm to help put up gazebo and set up on the day.
- Good mention about Kew seed collection project in newspaper.

Financial report (JC)

- Financial forecast and summary circulated
- A timber advance has been received, easing the financial situation.
- Audit of accounts has been very onerous on NB and RI. We need to look into how we report on finances so that the format matches audit process more closely. Draft accounts should be prepared by 16th December and signed off on 23rd December.
- Consider looking for accountants already familiar with dealing with community forests, or similar rural situation.

Forest Operations Manager's report (RB)

- RB has been asking local builders for advice on how to deal with building control. All are having similar issues. Advised to approach Gareth Garret, explaining the issues and asking for a Letter of Comfort to allow work to begin in advance of building warrant being issued.
- Apprentice and sick-leave situation. Letter to be written inviting him to a meeting in January to discuss the way forward. DH, WM will draft letter and check procedures are being followed correctly.
- Need to employ more help to get the training centre built. CCF budget has capacity to enable someone to be employed until end March. RB & SM to organise recruitment.
- Servitude on road is conditional that road is upgraded to adoptable standard. Tilhill and RB have approached the council (David Logan) to have the agreement varied. The matter has to go to the council members as officials cannot authorise this. Tilhill will continue to press the council. RB to contact David Logan to find out which members make the decision. Local councilors to be lobbied and invited for a site visit.
- Quote for insuring Hydro £300 pa.

Kilfinan Community Forest Company

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Company No: 333208 Scottish Charity No: SC038908

Climate Challenge Fund report (SM)

- SM circulated her November report. The Board were pleased with the continuing progress, including the plans to employ additional temporary worker as soon as possible.

Development Manager's report (submitted)

- FH to type up the policies & procedures so they are available electronically and can be reviewed and updated.
- A pay rise has been awarded to RI taking effect from next month. The board felt that this was very much deserved and thanked RI for all his hard work.

DONM

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