



## Minutes of Board Meeting

28 September 17

Agenda Item	Minutes	Action
Present	Steve Williamson, Di Wilson, Jo Coley, Don McInnes, Mark Bamford, Hannah Buss, Nikki Brown, Fiona Hamilton	
Apologies	Ali Porter	
Declarations of Interest		
Minutes of Previous Meeting	Proposed: DW Seconded: JC	
Matters Arising	All covered in agenda.	
Health & Safety	Short report on RB's accident will be written and lodged in accident book. RIDOR reporting not required.	
Treasurer's Report	<p>Cash flow problems because timber income has been delayed. Focus required on income streams. NB has spoken to Tilhill seeking advance. SIS to be asked to reduce loan repayments. All funding applications for events/courses should ensure a venue fee and admin costs are included.</p> <p>Esme Fairbairn, funding organisation, to be investigated for funding for a Manager role.</p>	<p><b>NB</b> to follow up with Tilhill for advance.</p> <p><b>SW</b> to investigate funding</p> <p><b>RB</b> to speak to SIS</p>

### Kilfinan Community Forest Company

Email: [info@kilfinancommunityforest.com](mailto:info@kilfinancommunityforest.com) [www.kilfinancommunityforest.com](http://www.kilfinancommunityforest.com)

Registered Office: Kilfinan Community Forest, Tighnabraich, Argyll, PA21 2BD, Telephone: 01700 811159

Company No: 333208 Scottish Charity No: SC038908

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Forest Access Coordinator Report	<p>Mick had submitted his report.</p> <ul style="list-style-type: none"> <li>* Twigging Out and Baby Bears groups have been very well attended. Funding for next twelve weeks' Twigging Out sessions is about to be drawn down.</li> <li>* A visit was made by SNH in order to assess the access plan submitted to Improving Public Access fund. Decisions will be announced in October.</li> <li>* TDDT/ACT joint project to develop Secret Coast Trails has started successfully with a workshop in the primary school followed by a public meeting. Lots of suggestions have been made on how to develop the project and promote the paths.</li> <li>* The Open Day was successful but didn't attract as many visitors as previous years, due to bad weather. All who attended enjoyed music, BBQ and activities. ME thanked all those who helped set up and run the day.</li> </ul> <p>The Board wishes to have their appreciation recorded of the very positive impact ME is having on the organisation and sourcing funding in particular.</p>	ME to pat self on back
Operations Manager's Report	<p>Progress has been made to sort the road issue. There was a positive meeting with ME, RB and David Logan last week.</p> <p>Forest Centre progressing well, claim two has been submitted, however a certificate is required from accountant to validate the timber costings before money will be paid.</p>	
Governance	<p>MB to add Communication to the Directors' handbook and code of conduct.</p> <p>Child Protection policy has been updated.</p> <p>It was suggested that  Joint Chair: SW, MB Proposed: DM Seconded: DW  Treasurer: JC Proposed: SW Seconded: MB</p>	MB to circulate to all
Forest Centre income scheme	<p>Community Councillors will be discussing uses for FC at their next meeting</p> <p>Ideas were discussed.</p>	

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Development Manager's report	<p>Hot composting funding application submitted.</p> <p>Woodland Burials. Feedback has come back from planning about the additional information required by SEPA.</p> <p>NB's focus is to be generating income from Forest Centre and taking forward the disposal of ashes element of the Woodland Burials.</p>	RB & NB to deal with planning requirements for burials and look into Ashes.
AOB	Development Plan to be put on the website	
DONM	Thursday, 14th September. 5 pm.	JC to liaise with RI on finance in advance

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