



Kilfinan Community Forest Company

Minutes of Meeting
Thursday, 1st June, 2017

Agenda Item	Minutes	Action
Present	Steve Williamson, Di Wilson, Jo Coley, Ali Porter, Don McInnes, Rob Borusso, Fiona Hamilton	
Apologies	Mark Bamford, Hannah Buss, Nikki Brown, Mick Eyre	
Declarations of Interest	no declarations	
Minutes of Previous Meeting	Proposed: DW Seconded: DM	
Matters Arising	It was agreed that the decision taken regarding services to the plots was not the correct one and to be looked at again. Election of office bearers - carry over to next meeting.	
Treasurer's Report	Cash-flow Summary was submitted. CCF money has been paid in and Hydro income has boosted the balance.	

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Development Manager's Report	<p>HIE/ forest centre project</p> <ul style="list-style-type: none"> · Everything has been received from the accountant and the board statement re KCFC's financial position has been forwarded to HIE today. HIE have been asked to issue the legal undertaking. SW confirmed that bridging loan can be issued once legal undertaking is signed. · Press release will be issued once legal undertaking is signed. <p>Housing</p> <ul style="list-style-type: none"> · In process of drafting poster – will circulate to board next week for approval. Board agreed that advertising can go ahead locally. <p>Financial management</p> <ul style="list-style-type: none"> · RI and NB attended training on new Xero system – will enable management accounts to be consolidated and deliver budget reporting for key projects. <p>Spring newsletter</p> <ul style="list-style-type: none"> · This has been circulated to members; ME to upload to social media/ website. <p>Hot tunnel project</p> <ul style="list-style-type: none"> · NB has started work on Awards For All application. 	

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<p>Operations Manager's Report</p>	<p>Hydro During the dry spell RB has taken the opportunity to make modifications at the intake to reduce scouring and undercutting during spate conditions</p> <p>Forest centre RB and HB have made progress to improve H&S with visible fencing and signage. RB has been negotiating modifications to foundation design to reduce the scale of unnecessary concrete pour and without spending more money on the The specification on the amount of concrete required has been reduced. There is no charge being made for this change. Aiming to cast next week.</p> <p>Housing Kenny Noakes, Allied Surveyors Scotland, will provide the valuation of the plots free of charge. Building Control is unwilling to accept video evidence of the fire appliance turning round at the road end as proof that the fire appliance can turn at the road end. RB has been consulting with Scottish Fire Service. It is hoped to have this issue resolved by end of next week. Local energy Scotland have had their contract renewed and are now able to support KCFC in setting up an ESCo. as we have a strong case because of "the level of expertise already existent in KCFC", "the work already done" and it "Seems to be such an easy site in terms of geography" and using our own hydro electricity to support affordable housing is a "great story" and "surely a financial no brainer". It is hoped that a full proposal will be received next week and then KCFC will be in a position to do a risk analysis. Board agreed that Option 1 is the preferred option.</p> <p>Road David Logan was sent all the information he had asked for, but still is unwilling to commit to anything. It was suggested the new councillors are invited for a forest visit and to discuss some of the issues KCFC faces.</p> <p>Machines Andy has TeleHandler ticket and RB excavator 360 ticket. Andy has informed that TH in need of a new mirror RB booked on a Site Managers Safety Training Scheme course w/c 12th.</p>	<p>DM will look into</p>

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Forest Access Co-ordinator Report	<p>Regular Group activities have continued. Funding not yet confirmed for Kilfinan Women Woodworkers and Twigging Out. Baby Bears has had good feedback from parents and may increase to twice weekly. Kilfinan Wayfarers had an excellent guided walk at Glenan and a visit to Lochan na Sgine. New publicity for this group is ready for publication with the aim of attracting new members over the summer. This publicity will also try to engage more volunteers for Volunteer Foresters.</p> <p>Funding/Development. ME is supporting the Play Park with funding applications as part of his role for community engagement. KCFC should also look to provide more play facilities near Forest Centre. Tighnabruaich & District Development Trust path improvement; ME is supporting the completion of Improving Public Access application to improve Stillaig path. ME is helping TDDT organise volunteer work parties to improve the Transmitter Path as they have secured funding from Tesco Bag fund. KCFC will ask for a small donation from the funds raised in return for ME's efforts.</p> <p>Other projects. ACT Hubs Project (Elaine Cameron) has proposed a joint meeting, TDDT, Community Council, Argyll's Secret Coast and KCFC to help promote tourism. This will be organised in the next few weeks.</p> <p>Youth Skills Development Programme. ME suggested various options on how this could be structured. The Board decided that a programme of three days over four weeks at £4 per hour would be most beneficial. If Prince's Trust funding is successful an attendance bonus of £1 per hour will be possible.</p>	ME to look for suitable site for play facility.
Housing	Initial advertising will be done to ascertain initial expressions of interest for two serviced plots.	NB will initiate locally

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Health & Safety and training.	<p>Significant improvements have been made by RB and HB.</p> <p>It was agreed that a gate should be erected between the compost facility and the Forest Store and it should be locked when machinery/forest operations are taking place. Pedestrian access only allowed at weekends</p> <p>Barriers need to be more robust and signage clear.</p> <p>New fire extinguishers will be bought rather than old ones serviced.</p> <p>Toilets. RB has investigated the plumbing and will make improvements. There is no long term future for the block. After the Forest Centre is constructed it will be demolished. Ceremonially. This may involve fans....</p>	<p>RB will source gate and combination padlock, organise employees to dig gate posts.</p> <p>AP will send list of signs needed to RB.</p>
<p>AOB</p> <p>Crofting</p> <p>HR</p> <p>PDR</p> <p>Director resignation</p> <p>Governance</p>	<p>Crofters have offered to come along to a meeting and present their plans and backgrounds.</p> <p>All happy for Michaela Blair to continue with her HR role on behalf of the Board.</p> <p>Andy's PDR is due. MB had presented a proposal for enhancing his role and a pay rise. This was agreed.</p> <p>It was suggested that we set up an exit-interview system for departing directors and employees.</p> <p>MB is working on Governance issues and has sent an update. Directors would like more training.</p>	<p>SW to pass on thanks to Michaela</p> <p>MB conduct the PDR next week</p> <p>SW ask Michaela to talk to David Hunter.</p> <p>RB will look out contact details of trainer who worked with CWA</p>

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DONM	To be organised via email	