



Kilfinan Community Forest Company

Minutes of Meeting

Thursday, 2nd November

Agenda Item	Minutes	Action
Present	Steve Williamson, Don McInnes, Di Wilson, Fiona Irvine, Hannah Buss, Mark Bamford, David Blair, Rob Borruso, Nikki Brown, Fiona Hamilton	
Apologies	Jo Coley, Mick Eyre	
Declarations of Interest		
Minutes of Previous Meeting	Proposed: DM Seconded: MB	
Matters Arising	Cost of sundries has decreased. Personnel meeting and contract still to happen. Michaela Blair has stepped down from her HR role.	NB will investigate sundries
Health & Safety	No issues to report.	
Treasurer's Report	Financial report presented. Bank balance looking good because of Awards for All grant. Large bills due in December. Hydro quarterly income due in December. Forest Centre, Hot Tunnel and Planer are the next spending priorities. Cash flow too remains too reliant on timber. Re-financing hydro loan needs to be investigated. Existing and future income streams need to be maximised. NB's next priority will be looking at existing income. Ashes plan almost finalised.	

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Forest Access Coordinator's Report	<p>Twigging Out income hasn't been received yet, and notification received that ACT will now only fund six sessions rather than the twelve originally planned for.</p> <p>Baby Bears and Woodworking groups both still running well.</p> <p>Walking group will resume on Friday and be more widely advertised.</p> <p>Sponsored Walk for school waterproofs had to be cancelled due to low anticipated attendance and bad weather. To be re-scheduled.</p> <p>ACT Hub & Secret Coast path projects are now seeking permission from Tilhill and Auchenlochan Farm for survey and improvement work to the path from Cowal Terrace to primary school. ACT and TDDT have put together options for common signage and waymarking. KCFC should also adopt this. Next work day is November 20th on Bealach na Chasteil.</p> <p>Staff Issues</p> <p>IPA application has reached the final stage. Decision is expected to be known in December.</p> <p>Branching Out training day was successfully held, with all happy at with the organisation and outcomes. ACT will be invoiced for the venue hire and management. MB thanked for his help.</p> <p>Cowalfest - one KCFC event had a reasonable turn-out but the other attracted none. Cowalfest are looking for volunteer board members.</p> <p>Other Community Developments Playpark - KCFC's efforts to support the playpark group have paid off with the group being awarded £11k for new equipment. King's Court - £2.5k has been secured.</p>	<p>ME will work with TDDT and other groups to identify avenues for community outreach.</p>

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Operations Manager's Report	<p>Forest Centre - roof is on. B Dixon visited from council and is happy with the build.</p> <p>Housing - building warrants need SEPA treatment plant licence</p> <p>Fyne Homes - access road has impact on KCFC.</p> <p>Housing - HB has meeting arranged with Rural Housing Scotland to discuss accessing Rural Housing Fund and a model of affordability.</p> <p>Hydro - still running well although not 100% reliable.</p> <p>Woodland Burials - planning permission not causing hold-up , but email required from Steven Gove.</p> <p>Timber - felling almost completed. Log yield has been good.</p> <p>Lorry movement - curfew in contract was broken, apology has been received. Laden lorries are going down Royal Brae to turn before returning.</p> <p>Staffing - Sawmill operator. A new operator is required. Someone with relevant experience has been found who is willing to take on firewood processing and work at a per bag rate. Another person with machine experience has had a try out to take on the operation as a contractor in order to deal with the back-log of orders until the post can be advertised.</p> <p>Firewood - no supplies left of either logs or off-cuts due to turnover doubling since last summer. To expand, money needs to be spent on machinery and means of delivery. NB will include in her income maximising investigation.</p> <p>Reservoir - Scottish Water are going to offer it for auction.</p>	<p>RB to chase up David Logan re road</p> <p>RB will talk to drivers to see if solution can be find to entering forest NB to ask RI to issue offer letters NB to post on Facebook</p> <p>RB to ask Scottish Water</p>

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Governance	<p>Code of Conduct was issued to all</p> <p>Director Induction - handbook issued.</p> <p>Board Member Recruitment - Jo Coley has expressed her intention to resign from the Board at the next meeting. Fiona Irvine expressed willingness to join the board at a later date but isn't available at present. MB proposed coopting David Blair and Nikki Brown Seconded by SW. Hannah Buss will resign at the next meeting as she is moving out of the area. Peter Walsh from Glendaruel has expressed an interest in joining the board. HB was thanked for all her work for the board and will keep in touch re housing. Don McInnes resigned from the board as he is taking on Treasurer role for Community Council. He will retain his links with the forest. He was thanked for all his efforts.</p> <p>AGM - aiming for a date in January</p> <p>HR - needs to be outsourced.</p> <p>Staffing was discussed and different models of offering work. Poster needs to be placed in the community and on website and Facebook advertising Sawmill operator in two weeks time.</p>	<p>All to sign page 5 and return by next meeting.</p> <p>NB will ask RI to deal with advertising</p>
Forest Centre Income Stream	<p>NB submitted a plan previously. Corporate events, community events, hot-desking and training. All agreed with the proposals. Nigel Lowethrop had broken into corporate events in his woodland, MB suggested contacting him again. ME could develop this to keep his role sustainable.</p>	<p>MB contact Nigel Lowethrop DW speak to ME for his thoughts</p>
AOCB	<p>Community childcare steering group - premises in village are being investigated, but with opportunities to use the forest facilities. Local childminder has requested use of the Forest Store to leave coats etc.. All agreed to the request.</p>	
DONM	<p>Thursday 8th December, 5 pm.</p>	