

Agenda Item	Minute	Action
Present	Mark Bamford, Steve Williamson, Mick Eyre, David Blair, Marylou Anderson, Graeme Nimmo, Fiona Hamilton	
Apologies	Inge Boss, Nikki Brown, Di Wilson, Rob Borruso	
Declarations of Interest	none made	
Minutes of Previous Meeting	Proposed: MB Seconded: DB	
Matters Arising	Hot Polytunnel - polycarbonate & woodburner are on site. ME will arrange another chainsaw course once one more person confirms.	Actions carried over: NB/RB to investigate numbers involved in paying off or reducing loan SW look into costs of repairing buggy MB prepare KAG lease paperwork
Health & Safety	Parking and speed of driving. More space has been made for parking.	ME to organise P signs.
Financial Report	Profit & Loss report submitted. Claim form will be filed at end of this month for all path work to date which will improve the balance.	NB to provide a six month forecast
Forest Access Coordinator's report	ME had submitted his report. Four groups have been going well; Twigging Out, Kyles Women Woodworkers, Wayfarers Walking Group, Volunteer Days. Improving Public Access work should be completed by end of the month. Funding still needs to be found for the 2019 Summer Forest School. Display board suggestions were discussed to share the work of the forest with the public. More use could be made of digital technologies - perhaps with assistance of an intern/Young Apprentice.	ME to look at funding options for Twigging Out and Summer Forest School. ME to publicise new Wayfarers programme FH - contact AB IT department about Young Apprentice.
Operations Manager's report	Sepa discharge licence has been sorted. Car park reinstated. New dust extraction system has been installed in sawmill and vented out through the roof.	

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Hot polytunnel	Process needs to be put in place for rental/commercial contract. Construction has begun on foundations. ME is creating the returns report for Awards for All. Most of spending has been completed.	NB creating paperwork
Constitution	SW met John Hollingdale who is drawing up a final version of proposed constitution to comply with companies house requirements. SW and JH had discussed possibility of Community Interest Company as a trading arm, but it was felt that a standard company limited by shares could be set up with shares owned by KCFC. JH will provide more detailed information and constitution.	
AGM	Delays with accounts means this will be held in February.	
Christmas trees	Two have been requested for Tighnabruaich and Kames. Craig Ward will be asked to source and deliver. A Christmas tree 'nursery' will be established.	ME to ask CW to deal with trees.
Forest Centre use	Some suggestions were made such as renting the space for people to run art sessions, clubs (including after school care). It was agreed to look for funding to build a purpose-built childcare facility in a quieter area of the forest.	
Fireworks	Sunday 6th, Paths opening, viking boat burning and fireworks. 1.5 hrs before sunset. School parent council sell hot drinks/mulled wine etc. Entrance £3 to include burger.	
Crofts	The next phase of crofts was discussed to coincide with next phase of felling. ME will start the process of registering crofts	DB, ME, MA to undertake mapping exercise.
AOCB	Macleod builders are looking to get rid of some topsoil and rocks. It was agreed that it should be taken if graded as crofters are interested. Bruce will check it is properly graded the a deal will be negotiated.	
DONM	Thursday, 10th January, 2019 at 5 pm	