

**Minutes of the Board Meeting for
North West Mull Community Woodland Company Ltd
Meeting held on Monday 24th February 2014**

Present: John Morrison, Andy Mayo, John Addy, Iain Thomson, Neil Munro.

Also Present: Ian Hepburn (Development Manager) and Belinda Hale (Administrator and Company Secretary).

1. JM (Vice Chairman) **welcomed** everyone to the Meeting
2. There were **apologies** from Colin Morrison (Chairman).
3. The **Minutes** of the Board Meeting held on Tuesday 21st January 2014 were **signed** by JM as a true record of the proceedings.
4. **Matters Arising.** Work Placement: further information about the jobseeker and the health and safety requirements of Argyll and Bute Council (A&B) were requested but nothing more was heard.
5. **One item was declared** that was not on the **Agenda:** Retirement Dinner.
6. The **Finance Report** had been circulated by AM prior to the Meeting and was accepted without further discussion. The draft **Annual Accounts** for the year August 2012 to July 2013 were presented by IAH and AM. A new format for presenting funds had been tried but it was agreed that the original format was preferred for the time being and our accountant, Shona Wardrop, is to be asked to amend them accordingly. With this proviso the Board unanimously agreed to accept the draft Annual Accounts. Once the final draft has been received they can be circulated and adopted by email. Once the final draft has been adopted the Annual Accounts will be put onto our website in the week commencing 3rd March 2014 **Action BH.**
7. The **Development Manager's Report** had been circulated by IAH prior to the Meeting. A prospective application has been submitted that may help cover the costs of a replacement for IAH.
8. **Woodfuel and Woodfuel Operator.** AM presented the latest profit and loss figures for the woodfuel business. Alan Quinn has been appointed as the Woodfuel Operator and will commence work on 25th February for three days per week. IAH will be Alan's line manager and give him basic induction information and training. Vehicle and machinery training for Alan and up to four volunteers is being arranged with part funding from the Community Seedcorn Fund. IAH and AM are drawing up a work plan that includes repositioning timber between May and September as this deploys the tractor to best advantage outside of the woodchip season. Alan will be asked to erect a timber drying poly tunnel as soon as possible.
9. **AGM.** The date for the AGM was confirmed as 1st April 2014 at 7.30pm in Dervaig Village Hall (*this has since been changed to 15th April 2014*). A request for Director nominations will be included in the statutory notices which will be displayed on local notice boards, on our website, and circulated to Members by email not less than 21 days prior to the AGM **Action BH.** There will be an open session for questions from the Community after the AGM has closed. Copies of the Annual Accounts will be displayed on the walls of the Village Hall and made available for attendees to look at.

10. Building Plots. Applications for planning permission have been submitted to A&B for four sites.

11. Forest Crofts. Invoices for the second batch of six Forest Crofts have now been sent out. A meeting of all the Crofters will be held on 11th March 2014 so they can start to work together in a structured way on matters such as boundaries, power, water supply, fencing and Forest Design Plans.

12. Archaeology. Some emails were circulated suggesting that funding might be available for excavation at Kildavie. JA, as NWMCWC Ltd's Director representative on the management group ascertained that there were some discrepancies in the information being circulated so IAH contacted Ian Hill (the archaeologist concerned) for more details. It appears that funding and full management could be available for a short excavation at Kildavie as a training exercise for university students, under the direct responsibility of Ian Hill. It was agreed that this was a good opportunity, but all contracts and arrangements for volunteers must come via the management group and NWMCWC Ltd. **Action IAH** to proceed with the negotiations.

13. Correspondence. BH had contact Mull Community Council to remind them that they are entitled to nominate a Director to the Board of NWMCWC Ltd. A response was received from their Chairman, Mike Shilson, saying they will not be taking up their entitlement at the moment. A local resident had informed us that a planning application has been put in for a dwelling on the site of the workshop owned by Dave Thomas. As immediate neighbours NWMCWC Ltd should have received a notification of the planning application from A&B. **Action IAH** to contact A&B to request a copy of the application and check details re water supply, sewage disposal, accuracy of boundaries etc.

14. Any other competent business. It was suggested that all the Directors and staff and partners should go for a meal together to mark IAH's retirement. **Action IAH** to suggest a suitable date, probably in the week commencing 14th April. This was the last Board Meeting that IAH will attend as a paid employee and the Directors thanked him very much for all his hard work.

15. The next Board Meeting will take place on **Friday 14th March 2014** at 7.30pm in Dervaig Church Hall.

The Meeting closed at 10.00pm.

**North West Mull Community Woodland Company Limited
Finance Report to 31st January 2014**

Current Balance

Petty : £6.17

Bank : £12,986.77

Significant movements since last report

Debits

1. Additional insurance premium £857.41
2. Pre planning work on six plots £4,300.00
3. Clements Audit payment £540
4. PAYE Quarterly payment £1,093.35

Credits

1. Anonymous Benefactor £11,000
2. Tillhill monthly payment £3,000
3. Island Woodfuels regular payment £3,264
4. Trading company gift-aid £1,000

Upcoming Significant Movements

(excluding regular cost/credits)

1. Debit £10,000 repayment of short term loan to cover period before
2. Debit £1,089 Mott Macdonald SEPA accreditation work (recoverable through CARES)
3. Debit £2,586.74 planning permission on four plots
4. Debit £365.65 insurance adjustment for motor policy on tractor and Loadall
5. Debit £975.00 Legal fees for Crannich purchase

Haul Route

In the coming months, there will be one further bill related to Servitude final payment to be paid to FCS (£15,000).

Trading Company

Current Balance: £3,993.64

Significant Movements:

Woodfuel sales credits : £4,427.92

Woodfuel operational debits : £7,191.65

Charity Management Fees debit: £3,264

Andy Mayo

Development Managers Report February 2014

1. **Timber Haul Road** – Now requires further work in places – Grader and roller due on Mull for FES work and we'll try to utilise whilst on island. Still outstanding
2. **Phytophthora Ramorum** – Still awaiting FCS sampling. Latest guidance and licensing would mean that we could use any infected trees on island for woodfuel or sawlogs as long as any co-product i.e. bark, slabs etc was incinerated. No Change
3. **Timber Harvesting** –The tidy up of Langamull North complete. Work is proceeding in Langamull South but some White Tail activity has been noted.
4. **Island Woodfuels**– New operation going well Andy Mayo's report will cover financials. All equipment operational. Training being scheduled Alan starts 25th Feb
5. **Forest Crofts** – All crofts are now registered, initial rental invoices and ingo invoices have been issued.
Crofters meeting scheduled for 11th March.
6. **Access Feasibility Study** –Construction of the new path to Kildavie is underway.
7. **Medium Term Income** – An application for funding has been made that could cover the cost of a replacement for IAH.
8. **Micro Generation – Hydro West Ardhu -**
 - a. Further drawings have been requested by A&BC, will now take forward planning in conjunction with Bruce and Neill.
9. **Kildavie** –An order has been placed for the interpretive signs and funding applications made. Funding totalling £1775 has been received. Signs are now in production.
10. **Rural Housing Association - Our Island Home** – The short list of entries (5) was compiled on the 28th of November and includes a local architectural practice. The final decision will be announced at the Rural Housing Scotland conference in February.

IAH 20/02/2014