

**Minutes of Board Meeting for
North West Mull Community Woodland Company Ltd
Meeting held on Mon 29 June 2015**

Present: Colin Morrison, John Morrison, Andy Mayo (Skype), Iain Thomson, John Addy, Neil Munro

Also Present: Malcolm Ward (Development manager)

1. CM welcomed everyone to the meeting.

2. There were **apologies** from Ian Hepburn and Jenna Poole.

3. The **minutes** of the Board Meeting held on **Monday 18 May 2015** were **signed** by CM as a true record of the proceedings.

4. Matters arising.

- EGM notice of no change was sent to OSCR (MW)
- Forest school brash and structure was inspected by JA and MW. One piece of roofing felt to be replaced. Action MW
- Housing – WHHA no contact as yet
- Charity account at bank delayed due to issues with charges. Action AM.

5. Items not on the agenda

- Community consultative evening
- Administrator recruitment
- SWMID visit

6. The **Finance Report** had been circulated by AM prior to the meeting. The colder spring weather has meant woodfuel business has been sustained longer in to the season with turnover in the last 3 months the same as in the first 3 months of the year.

7. The **Development Manager's Report** had been circulated by MW prior to the meeting. Timber harvesting continues at West Ardhu following a period of quiet. Harvesters are working with Dave Sexton (RSPB) to ensure minimal disturbance to nesting sea eagles. Two sea eagles chicks have now been ringed and MW, JP and BH attended the ringing. Photos will be available for future publication. Tilhill manager to visit directors 16 June to discuss LTFDP and replant. SAF has been submitted to rural payments and includes felling restructuring. PAWS survey being carried out 16 July. UKWAS audit completed satisfactorily with only one new observation relating to record keeping of certificates of competence. 1 previous

observation carried over related to the PAWS survey and this will drop off when completed on 16 July. A meeting to assist crofters preparing their design plans has been arranged for 17 July with Tilhill. SSE have confirmed the intent to lift transmission constraint from 2013 is still valid for the micro hydro scheme. Local Energy Scotland updated with this information. We're still awaiting notification on the lease for the intake – MW to follow up. West Property have photographed the first 2 plots for sale in West Ardhru and have submitted paperwork and draft schedules. MW to contact back with corrections. Woodland burial maps have returned from Tilhill to allow an onsite meeting for groundworks. This has been delayed due to annual leave. MW met with Rural Housing Scotland/Our Island Home to discuss updates on the affordable housing project. There were visits and tours for Dervaig Primary School and the Chief Executive of Confor. MW attended the Sustainable Mull and Iona (SMI) meeting in May where motor homes and RET were discussed but no further action or updates. Work at Kildavie bridge may start week beginning 20 July.

8. Dervaig toilets and play area A third sector asset transfer pack has been received from A and BC. The board agreed we should apply though consider contacting other parties to assist in maintenance should we be successful.

9. Training – Chainsaw and first aid Volunteers certification has come up for what would normally be considered renewal for both and a decision needs to be made on what we consider best practice. No decision was made and it was agreed to keep this as an agenda item for next month's meeting.

10. Woodfuel and woodshed Attempts to purchase a truck for woodfuel deliveries is continuing but so far unsuccessful. It was felt this was now becoming a priority and that alternative options may need to be considered. There are delays with the drying floor design due to miscommunication at the engineers and the floor design is now being done by another agency. The boiler design is remaining with the original supplier. Action MW to contact engineers for update.

11. Housing We're still awaiting information from the chief exec of West Highland Housing Assoc. and ARC architects have contacted us to arrange a meeting to update the masterplan for the affordable housing project. MW to contact him. MW to contact West property to ensure corrections are made to the draft schedules supplied for the housing plots in West Ardhru. Draft applications for planning for 3 plots at Langamull have been received from the architects for approval. Approval was given by the board.

12. Woodland Burials Mapping of site has returned from Tilhill. Board have agreed to continue with original groundworks contractor and a meeting on site to be arranged week beginning 29 July. Action MW/JM. Discussion had on creating a tendering policy for jobs of a minimum price – discussion to continue as an agenda item for next board meeting.

13. Correspondence Letter of reply received from a resident relating to costs of a fence replacement. Board agreed MW to contact and advise the company will cover this cost as a gesture of goodwill. 2 Wayleave requests have been received from

SSE for work in both areas of forest – board agreed okay to give wayleave. DTAS membership renewal form and invitation to annual conference received. The membership should be renewed and MW to attend conference on company's behalf.

12. AOCB

- Community consultative meeting. The board would like to arrange an update meeting for the local community to be held either in the church hall or village hall. This may be arranged in the autumn this year.
- Administrator recruitment As Jenna is having to leave the island at the end of July, we will need to re-advertise for a new member of staff. We have missed the deadline for Round and About so will need to advertise locally initially.
- South West Mull and Iona Development has contacted CM again to request a visit. The board would like to assist and CM to call and offer an invite for 24 July.

13. The next Board Meeting will be held on **Monday 27 July 2015**. A provisional date was agreed for the August meeting of 24 August 2015.

Development Report June 2015

1. **Timber Harvesting West Ardhu** – Harvesting operations have restarted following a period of quiet. Harvesters are still working the RSPB to ensure minimal disturbance of sea eagles. Two sea eagle chicks have now been ringed and MW, JP and BH attended the ringing along with our 2 Tilhill managers.
2. **Forest Design Plan/SRDP/Re-plant** – Our LTFDP is still under review and the mixed conifer planting options have been received for comment by the board. Our SAF (Single application form) has been submitted to Rural Payments by Tilhill on our behalf and includes only the felling restructuring.
3. **UKWAS Audit** - Tilhill visited on Friday 19 June to carry out the UKWAS Audit with IAH. The audit found all was satisfactory with only one observation relating to certificates of competence and training records.
4. **Island Woodfuels** – Woodshed: We are still awaiting drawings for the drying floor. These are now being looked at by another agency and we are also awaiting the boiler design. Groundworks have been started at the Woodshed site but will not take it to a finished level at this time.
5. **Forest Crofts** – A meeting to assist crofters in preparing their design plans has been arranged with UPM Tilhill for 17 July. Tilhill will meet with directors on the previous evening (16th) to discuss LTFDP updates. A crofter has been contacted regarding his plans for building a house on his croft but as yet we've had no response.
6. **Micro Generation – Hydro West Ardhu** –Planning application for the access from the B8073 has been successful and we've received the documentation. Our lawyer has been contacted regarding the lease for the intake but still awaiting a response.
7. **Housing Plots for sale** –West property have photographed the first 2 plots to go to market following site preparation by MW and IT. Draft paperwork and schedule has been received for review prior to publication.
8. **Woodland Burials** - Maps have returned from Tilhill to allow an on-site meeting with the groundworks contractor to discuss groundworks and arrange quotation – also to include price to destump the site. Delay with this as the contractor has been working in another part of the island and with MW annual leave. JM and MW to progress.
9. **Rural Housing Scotland - Our Island Home** – MW met with RHS/OIH on 20 May to discuss the present situation surrounding our affordable housing project. They provided some useful contacts and formalised some introductions with management at RHS and with WHHA – though still awaiting contact from WHHA.
10. **Visits** – MW and IAH gave a presentation and forest tour to P4-P7 of Dervaig Primary School on the topic of sustainable business on the island and also to South Lochaweside Community Company who are planning to purchase woodlands on the NFLS. IAH/JM/MW gave a

presentation and tour to Confor. We discussed the ways in which the community has benefitted since purchasing the forest and plans for the future.

11. **RET and Motor homes** – MW attended the Sustainable Mull and Iona meeting on 21 May where this issue was discussed. No further action so far.
12. **Kildavie Bridge** – Materials are on site and I would like to complete this possibly week starting 20th July. Couple of volunteers required to be on site with MW.

MW 25/06/15

North West Mull Community Woodland Company Limited

Finance Report to 31st May 2015

Current Balance

Petty : £45.45

Bank : Clydesdale: £112,208.01 Triodos: £20,049.35 Total: £132,302.81

Significant movements since last report

Debits

1. Woodchip testing equipment	£1,048.40
2. PAYE Quarterly payment	£3,560.23
3. Mull Deer Management	£253.50
4. Iain Thomson – Fencing	£1020.00
5. Clements (Auditors)	£4320.00
6. Tillhill (Forest Management)	£2,100.00
7. Tillhill (UKWAS Membership)	£1,500.00

Credits

1. Tillhill harvesting payment	£26,129.00
2. SRDP Grant	£23,260.90

Upcoming Significant Movements

(excluding regular cost/credits)

1. Debit - HMRC VAT repayment	£31,724.69
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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: £16,046.58

Significant Movements:

Sales credits :	£8,743.90
Operational debits :	£3,969.21
Charity Management Fees debit:	£3,264.00

Andy Mayo