

**Minutes of Board Meeting for
North West Mull Community Woodland Company Ltd
Meeting held on Mon 21st December 2015**

Present: Colin Morrison, John Morrison, Andy Mayo, Iain Thomson, John Addy

Also Present: Malcolm Ward (Development manager), Louise Fellows (Administrator)

1. CM **welcomed** everyone to the meeting

2. There were **apologies** from Ian Hepburn

3. The **minutes** of the Board Meeting held on **Monday 30th November 2015** were **signed** by CM as a true record of the proceedings

4. Matters arising:

- Action points to be carried over:
 - **AM to update** Triodos account
 - **MW to get price** for picnic tables – this has become low-priority as the contractor is awaiting delivery of the vehicle required to remove brash. It was suggested that the school could be invited to use another site for outdoor learning in the meantime.
 - The proposed meeting between MW, AM and IH has been postponed due to health issues. This will be rescheduled at an appropriate time.
- AM has corresponded with Tobermory High School with regards to the woodchip contract. A response is not expected at this stage.

5. Items not on the agenda

- Louise Fellows (Administrator) informed the board that she will be resigning due to relocation to Edinburgh.
- CM noted that the Ulva Ferry housing project have received a significant donation from a Quaker charity, and suggested that this source of funding may be investigated by NWMCWC in the future.

6. The **Finance Report** was circulated by AM before the meeting.

- A correction was made to the report – “Additional hydro planning works” should read “Additional wood shed planning works”
- The bank balance is £2-3k higher than last month
- The cost of stock fencing is the primary upcoming expenditure

7. The **Development Manager’s Report** had been circulated by MW prior to the meeting.

- **Forest management:**
 - MW has a conversation scheduled with Tilhill on 22/12/15. He will then pass information on to the board regarding the price of sawlog and more detailed pricing from BSW.
 - A management summary has now been submitted to UKWAS after some delay
- **Housing:**
 - The sale of plot 2 at West Ardhu is progressing more slowly than anticipated, but is still expected to go ahead.

- Twin Deer Law have spoken to HIE on NWMCWC's behalf, with regards to the lottery burden on the plot. It was confirmed that the plot can be sold providing that proceeds are re-invested into a capital project. However, HIE have requested a valuation to be carried out by a qualified valuation surveyor to ensure that the plot is not being sold below market value. **MW to challenge** this condition.
- HIE have also requested an update on the affordable housing project – **MW to respond**.
- **Island Woodfuels:**
 - MW confirmed that planning permission for the wood shed is required, as wood fuel processing is not core forestry business. MW has now applied for planning permission and submitted a building warrant, along with a request that this is progressed as quickly as possible given the considerable background on the project.
- **Forest crofts:**
 - Three croft management plans are yet to be submitted – **MW to follow up**.
- **Micro Hydro:**
 - MW has requested a quote for detailed design, weir redesign and tender design – this is expected before Christmas.
 - SEPA are awaiting an updated weir drawing
- **Eagles**
 - CM and MW met with Mull Eagle Watch representatives to discuss partnership work with shared branding and infrastructure for ranger-led eagle watching trips in 2016. FCS can provide the use of a ranger at no charge to NWMCWC, and may provide funds for signage and interpretation boards. This is a possible source of revenue and job creation for NWMCWC – but it is dependent upon the eagles!
 - The board agreed in principle to progress this project – **MW to look into insurance**.

8. Projects review

- The original intention to pull together all budgets and plans for a single application to Triodos is unlikely to be possible in the absence of IH. MW and AM are instead working on a business plan prioritising the wood shed (supported by RHI) and the micro-hydro (supported by FITs) as independent projects.
- MW is to focus primarily on these two projects, along with forest management and the management of Island Woodfuels.
- Smaller projects (e.g. Woodland Burials) should be director-led, and cash neutral as far as possible.
- **Wood shed**
 - At present, MW has gathered all budget information for the wood shed, except for the cost of the concrete floor.
- **Forestry**
 - It was agreed that a clearer timeline, including obligations, priorities and deadlines, is required for forest management. **MW to seek out advice** on this, though it was noted that recommendations from commercial companies are biased towards yield. This information will then be used to inform a future discussion around options for lease, sale or management of the woodland.
 - JA offered his assistance with forest management
- **Housing** is low-priority at present, but this status may change if a response is received from WHHA

- **Micro-Hydro**
 - It was noted that the cost of the Micro Hydro so far can still be written off against the CARES loan if the project cannot go ahead, though this is not the expected outcome.
 - MW has been advised to obtain planning drawings for the neighbouring land and submit these alongside access plans as a single application.
- The project review is to remain an agenda item

9. Correspondence:

- An invoice has been received for groundwork to date at West Ardhu. This is more than anticipated due to required rock-breaking and a planned extension to the wood shed. The board agreed to pay 50% of the invoiced amount immediately, with the remaining 50% to be paid upon completion.

10. Any other competent business:

- **Administrator resignation**

The board thanked Louise for her work during her short time as administrator. Recruitment is due to begin after the Christmas/New Year period.

12. Date of next meeting: 18th January 2015

Development Report December 2015

1. **Forest management** – Should have price and stock amounts for remaining timber in WA and LMS Tuesday 22/12/15.
2. **Housing** - The party wishing to purchase the plot in WA will take longer to complete the purchase than originally expected. This will give us time to deal with HIE. They have expressed a concern with the valuation of the house plots for sale in West Ardhu – we now have to provide a valuation report from a valuation surveyor. Following his receipt of our letter I have met again with neighbouring property owner to discuss a timetable for our agreement
3. **Island Woodfuels** – AM and MW working on Business plan and cashflows for the wood shed project. Planning application and Building warrant application have both been submitted and I've been in contact with the senior planning officer to try and speed the process along.
4. **Forest crofts** – No further plans have been received for the 3 outstanding crofts. This to be followed up in the next few weeks.
5. **Micro Hydro** – I've instructed our consultants to prepare a quotation providing us with detailed design, weir redesign and tender design. Expecting to hear before Christmas but this may not arrive until 1st week of January. Have confirmed requirements with SEPA relating to fish pass/weir – we just need to send updated drawings for approval.
6. **Woodland burials** – No further movement.
7. **Toilets** – No further movement.
8. **Eagles** – CM and MW attended a meeting to discuss moving in to the Mull Eagle Watch partnership and creating the northern eagle watch project in partnership with Tiroran in the south.

MW 21/12/2015

North West Mull Community Woodland Company Limited

Finance Report to 30th November 2015 (updated)

Current Balance

Petty : £39.33

Bank : Clydesdale: £61,941,86 Triodos: £20,049.35 Total: £82,030.54

Significant movements since last report

Debits

1. Replacement projector	£490.00
2. Additional hydro planning works	£1,102.00
3. Annual Insurance (NFU)	£2,830.43
4. Quarterly PAYE return	£2,539.17

Credits

1. Donations from Barbara Hartley funeral	£661.00
2. 100 Club Annual subscriptions	£420,00
3. Tillhill	£2,171.23
4. Energy Saving Trust	£6,017.95

Upcoming Significant Movements

(excluding regular cost/credits)

1. Planning and building warrant for Hydor scheme	£6,598.34
2. SER certification drawings for shed	£1,806.00
3. VAT repayment	£9,142.25

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: £15,124.69

Significant Movements:

Sales credits : £18,335.71

Operational debits : £10,613.74

Charity Management Fees debit: £7,008.00

Andy Mayo