Steering Committee

Minutes

of meeting held in The Magnus House, Aigas Field Centre at 7.30pm on Monday 3rd August

Present		Apologies	In Attendance
Graeme Scott	Andrew Leaver	Mark Hedderwick	Crispian Cook
John Graham	John Lister-Kaye	Gavin Cormack	
Alisdair Stewart	Lara McDonald	Andrew Franklyn	
Calum Fraser	Philip Knott		
Steve Byford	Peter Masheter		
Mia Scott			

Item		Action
1	Minutes of meeting of 20 th July The minutes were approved by Steve Byford and seconded by Alisdair Stewart.	
2	 Matters arising from the minutes → Bank account • A letter has been received from the Bank of Scotland confirming that an account has been opened in the name of Aigas Community Forest. • The chequebook has not yet been received. • Andrew Leaver to request that Kilmorack Community Hall pay over the Highland Council grant. • Lara McDonald to request cheque from Strathglass Community Woodlands. • Graeme Scott to complete the HIE CLU grant claim form. → National Lottery ticket • No objections to an Aigas Community Forest lottery syndicate have been raised. Andrew Leaver and John Lister-Kaye have each offered a £10 contribution to the first 20 draws. • Andrew Leaver to set up on-line lottery account and purchase one line for each of the Wednesday and Saturday draws using numbers 8, 14, 19, 21, 25 and 29. → Extra meeting dates • An extra meeting for 10th August was agreed. The meeting will commence at 7.00pm and will be held in The Magnus House. 	A Leaver L McDonald G Scott
3	 Company formation Graeme Scott, Mia Scott and Steve Byford met with Douglas Graham of Macleod and MacCallum on 27th July to discuss the draft Memorandum and Articles. These had been based on the community right to buy model. 	

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	 Following this meeting Douglas has provided a re-draft which has been sent to all committee members. Members should forward any comments on the redrafted M&A to Mia Scott for collation. 	All
	 Formal approval of the redrafted M&A will be on the agenda for the 10th August meeting. 	
	 Douglas confirmed that in addition to the work setting up the company being pro bono he would also provide the first year Company Secretary services pro bono. 	
4	Valuation process	
	 The DVS office in Inverness has written to confirm that the valuation process has been started and to request written representations on the value by 14th August. They propose to submit their valuation report by 31st August. Plans for a site visit by the DVS, as discussed at 6th July 	
,	meeting, will be proposed to the DV by Andrew Leaver.	A Leaver
	 Graeme Scott and Andrew Leaver to meet with Crispian Cook on Wednesday 5th August to discuss how Bell Ingram can contribute to the preparation of the written submission. 	G Scott / A Leaver
	 John Lister-Kaye raised the point that he understood a part of the forest was on category F7 land and would not therefore receive grant for commercial replanting. If correct this would decrease the valuation. Crispian Cook to investigate this point. 	C Cook
	 Mia Scott raised the comments made by FCS staff at the public meeting on 25th March about how the forest was scored low and so identified for disposal. Alisdair Stewart will try and obtain a copy of this scoring exercise. 	A Stewart
5	5 Community ballot	
	 Alisdair Stewart is meeting with the Council Elections Manager John Bruce on Tuesday 4th August and will confirm if the proposed ballot date of 27th August can still be met. Alisdair will also raise the questions minuted under Matters Arising from meeting of 20th July. 	A Stewart
	• Andrew Leaver contacted CWA with regard to the wording of the ballot question. CWA believe that the wording can be very simple. The NFLS Guidance on Ballots indicates that 'the community body should liaise with the Scheme manger over the content of the information sheet and wording of the ballot question'.	
	 John Lister-Kaye asked if all voters have to be on the electoral roll. Andrew Leaver confirmed from the NFLS Guidance on Ballots that they do. 	
	 Steve Byford suggested a 'Vote Yes' poster campaign in the run up to the ballot. 	
	 The community ballot is to be added to the agenda for 10th August. 	

Presentation of draft feasibility study 6 Members had been sent a pdf version of the draft study on the morning of the meeting. Crispian Cook provided a summary of the content of the draft study. This was followed by a number of questions and discussion. It was agreed that members should read and comment on ΑII the study to Andrew Leaver by no later than the meeting on 10th August. Andrew will forward comments to Crispian A Leaver Cook to allow finalisation of the study. The final version of the study will be submitted to the NFLS and will be posted on the Scheme website. It is important that everybody takes this opportunity to comment before the document is finalised and made public. John Lister-Kaye asked if it was too late to contribute to the community consultation. It is not. Extra questionnaires were provided to John for Aigas Field Centre staff and it was agreed that a member of the Bell Ingram team would contact him for a one-to-one discussion. Bell Ingram are also to produce a Business Plan by 26th G Scott / August. Graeme Scott and Andrew Leaver will meet with A Leaver Crispian Cook to discuss this on Wednesday 5th August. Mia Scott asked if a business risk assessment would also be provided. This did not form part of the brief for the study and was not within the Bell Ingram tender. 7 **AOCB** Andrew Leaver highlighted that the NFLS application requires short CV's for each member of the committee. A Leaver Andrew will e-mail committee requesting these and attaching an example. Andrew also highlighted that it is possible to enclose letters of endorsement with the NFLS application. Potential endorsers would include MP's, MSP's, local A Leaver councillors, Aigas Field Centre, Teannassie School, Kilmorack Community Hall, Kilmorack Community Council, SNH. Andrew will write to these individuals or organisations outlining the project and requesting a letter of support. If committee members have contact with the MP or MSP's they should let Andrew know and the letter can come from them. Mia Scott suggested we should prepare an implementation plan for the next stage of the process following submission A Leaver of the NFLS application. Andrew Leaver to confirm with Crispian Cook if this can be included in the business planning exercise.

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Sumn	nary of Actions from Meeting	
Ref	ef Action	
9/1	Request payment of Council Ward Budget grant from Kilmorack Community Hall to Aigas Community Forest	Andrew Leaver
9/2	Request £300 cheque from Bob Hemmingway of Strathglass Community Woodlands	Lara McDonald
9/3	Complete the HIE CLU grant claim form	Graeme Scott
9/4	Read redrafted M&A and forward any comments to Mia Scott for collation.	All
9/5	Propose and arrange a site visit by the DVS Andrew Leaver	
9/6	Meet with Crispian Cook on 05/08/09 to discuss Bell Ingram contribution to the valuation process	Graeme Scott Andrew Leaver
9/7	Investigate categorisation of land in the forest as F7 and it's effect on the value of the forest	Crispian Cook
9/8	Obtain a copy of FCS scoring exercise for Aigas Forest	Alisdair Stewart
9/9	Meet with Council elections manager, confirm the ballot closing date and discuss points minuted for 20 th July meeting	Alisdair Stewart
9/10	Read and comment on draft feasibility study to Andrew Leaver by meeting of 10 th August	All
9/11	Send comments on draft feasibility study to Crispian Cook by 11 th August	Andrew Leaver
9/12	Meet with Crispian Cook on 05/08/09 to discuss preparation of the Business Plan	Graeme Scott Andrew Leaver
9/13	E-mail committee requesting a short CV paragraph; attaching an example for them to work form	Andrew Leaver
9/14	Write to individuals and bodies identified under AOCB above requesting letter of endorsement	Andrew Leaver
9/15	Discuss inclusion of an implementation programme in the business plan with Crispian Cook	Andrew Leaver

Chair Date
