

**Steering Committee**

**Minutes**

of meeting held in Magnus House, Aigas Field Centre  
at 7.30pm on Tuesday 12<sup>th</sup> May 2009

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

Item	Action
<p><b>1 Minutes of meeting of 27<sup>th</sup> April</b> The minutes were approved by Alisdair Stewart and seconded by Steve Byford.</p>	
<p><b>2 Matters arising from the minutes</b></p> <ul style="list-style-type: none"> <li>→ Circulation of Community Woodland Association website access details           <ul style="list-style-type: none"> <li>• This has been carried out by Lara McDonald</li> </ul> </li> <li>→ Estimated cost of valuation exercise           <ul style="list-style-type: none"> <li>• Andrew Leaver has been in contact with the FCS Land Agent, John MacKenzie. John suggested a total budget of between £1,500 and £2,000 for the valuation. The ACF 50% share should not be more than £1,000. John also indicated it was important to keep on top of the valuer as they can take several weeks to report. In the worst case, it may even be possible that the NFLS application be submitted without a final valuation.</li> </ul> </li> </ul>	
<p><b>3 Funding update</b></p> <ul style="list-style-type: none"> <li>→ Community Land Unit           <ul style="list-style-type: none"> <li>• The outline proposal was prepared by Mia Scott, Graeme Scott and Andrew Leaver and submitted to Kirsty Conti at the CLU on 1<sup>st</sup> May</li> <li>• Graeme spoke to Kirsty on 11<sup>th</sup> May and the on the instruction of CLU Manager, Andy Anderson, Kirsty was preparing an internal appraisal recommending that the requested £1,500 grant for start-up costs and £7,500 for feasibility study / business plan be approved</li> <li>• This is not a confirmation of funding but is a positive sign. Kirsty agreed it was reasonable to complete and circulate the consultants' brief</li> <li>• Graeme Scott to send a copy of the brief to Kirsty Conti</li> </ul> </li> <li>→ Strathglass Community Woodland           <ul style="list-style-type: none"> <li>• Lara McDonald had contacted Bob Hemingway of SCW.</li> </ul> </li> </ul>	G Scott

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<p>Bob had confirmed they would contribute 50% of their remaining funds to ACF. This is £350.</p> <ul style="list-style-type: none"> <li>• Bob also indicated that it would not be possible for ACF to take-over the SCW bank account</li> </ul> <p>→ Bank Account</p> <ul style="list-style-type: none"> <li>• It was agreed to take up the Kilmorack Community Hall offer to use their bank account to receive funds until ACF was able to establish its own</li> <li>• Calum Fraser to have this arrangement confirmed at the KCH meeting on 18<sup>th</sup> May</li> <li>• Andrew Leaver to contact KCH treasurer after this date to obtain bank account details for use on funding applications</li> <li>• With the need for ACF to open a bank account Graeme Scott suggested that once the CLU funding is approved we should go ahead and create a legal entity and open a bank account. This was agreed.</li> <li>• It was agreed to approach Douglas Graham of Macleod and MacCallum to provide legal services. Mia Scott to make initial approach.</li> <li>• Steve Byford agreed to contact Royal Bank of Scotland in Beaulieu with regard to their requirements to open a bank account</li> </ul> <p>→ The Highland Council</p> <ul style="list-style-type: none"> <li>• Lara McDonald had already made contact with the Ward Manager, Louise McCall, and Cllr Margaret Davidson with regard to the Ward Discretionary Fund. The application is relatively simple and is best followed up with calls to both the Ward Manager and local councillors. The application requires bank account details.</li> <li>• Andrew Leaver to complete and submit application for balance of funding required for feasibility study and start-up, and contact Ward Manager and councillors, once KCH bank details are confirmed.</li> </ul> <p>→ LEADER</p> <ul style="list-style-type: none"> <li>• Mia Scott and Graeme Scott attended a LEADER seminar on 5<sup>th</sup> May. The feasibility study would be eligible for LEADER funding if we are unable to obtain funds from elsewhere. Funding is for a maximum of 45% of total project costs and is seen as 'last brick in the wall' funding. Mia has completed a project enquiry form which is the first stage in an application process. There is the potential to fast track a LEADER application if we can prove this is essential.</li> <li>• It may be possible to match volunteer - including steering committee members - time against LEADER funds. Mia suggested that members complete timesheets. It was agreed this would be done if required.</li> <li>• Mia Scott to check the eligibility and nominal value of volunteer time with LEADER</li> </ul>	<p>C Fraser</p> <p>A Leaver</p> <p>M Scott</p> <p>S Byford</p> <p>A Leaver</p> <p>M Scott</p>
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	<ul style="list-style-type: none"> <li>Andrew Leaver and Mia Scott to prepare a simple timesheet if required</li> <li>If the funding for the feasibility study can be obtained from other sources it may be best to keep the option of LEADER funds for future activity</li> </ul>	A Leaver M Scott
4	<p><b>Brief and tendering for feasibility study</b></p> <ul style="list-style-type: none"> <li>Andrew Leaver, Mia Scott, Graeme Scott and Lara McDonald had prepared a second draft of the consultants' brief circulated at the meeting of 27<sup>th</sup> April. This second draft was circulated to members.</li> <li>A number of points were discussed and revisions suggested.</li> <li>It was agreed that the revised brief should be circulated to consultants on 13<sup>th</sup> May. Andrew Leaver to make revisions and circulate brief.</li> </ul>	A Leaver
5	<p><b>Arrangements for meeting to discuss community boundary</b></p> <ul style="list-style-type: none"> <li>Previous discussions about the need to define a community boundary were re-capped. It was agreed that ACF should seek to identify a community boundary which will take in a sufficiently large number of potential voters (250 – 300 was suggested) whilst attempting to ensure that voters will have a direct interest in the future of Aigas Forest.</li> <li>It was agreed that we should look outwith Kilmorack Community Council boundaries and across the River Beauly.</li> <li>It was agreed that a meeting to which representatives of Kilmorack Community Council, Kiltarlity Community Council, local councillors, the Community Woodland Association and others would be invited should be arranged.</li> <li>It was agreed that the ACF Steering Committee should discuss options in more detail before this meeting is called.</li> <li>Steve Byford will obtain postcode information on the area</li> <li>Andrew Leaver will obtain a copy of the electoral roll for Kilmorack and Kiltarlity Community Councils from the Returning Officer</li> <li>The item will be added to the agenda for the meeting of 25<sup>th</sup> May</li> </ul>	S Byford A Leaver A Leaver
6	<p><b>Initial planning for community ballot</b></p> <ul style="list-style-type: none"> <li>The community ballot must be held before the NFLS application is submitted.</li> <li>It is probably best to hold the ballot during the second 56 day period (14 July – 8 Sep) once the identified community are more aware of the project</li> <li>There will be a need to canvass support door-to-door for a Yes vote</li> </ul>	

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	<ul style="list-style-type: none"><li>• It will need to be agreed whether the ballot should be postal or polling station or a combination of both</li><li>• A budget for the ballot will need to be identified and the funding sourced</li><li>• Andrew Leaver suggested that one member of the Committee volunteer to take responsibility for the ballot. Graeme Scott dubbed this position 'Ballot Czar'. There were no immediate volunteers for Ballot Czar.</li><li>• When obtaining the local electoral roll Andrew Leaver to enquire with Returning Officer on how they can support the ballot</li></ul>	A Leaver
7	<b>AOCB</b> <ul style="list-style-type: none"><li>• Andrew Leaver raised the need for a Treasurer. John Graham volunteered for this position and was formally proposed by Mia Scott and seconded by Andrew Leaver. There were no other nominations and John Graham was elected Treasurer.</li><li>• John Graham had made contact with the General Manager of Eilean Aigas estate. He was very supportive of the project. It was agreed that Graeme Scott would make contact with him and invite him to a future meeting.</li></ul>	G Scott

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<b>Summary of Actions from Meeting</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
3/1	Send a copy of the finalised Brief for Consultants to Kirsty Conti at CLU	Graeme Scott
3/2	Confirm with the Kilmorack Community Hall committee that they agree to ACF using their bank account on a temporary basis	Calum Fraser
3/3	Contact the KCH treasurer to obtain bank account details for use in funding applications	Andrew Leaver
3/4	Approach Douglas Graham of Macleod and MacCallum about provision of legal services	Mia Scott
3/5	Contact Royal Bank of Scotland in Beauly with regard to their requirements to open a bank account	Steve Byford
3/6	Complete and submit application to Ward Discretionary Fund for balance of funding required for feasibility study and start-up, and contact Ward Manager and councillors, once KCH bank details are confirmed	Andrew Leaver
3/7	Check the eligibility and nominal value of volunteer time with LEADER	Mia Scott
3/8	Prepare a simple timesheet to record volunteer time if required by LEADER	Mia Scott Andrew Leaver
3/9	Make agreed revisions to Brief for Consultants and circulate by 13 <sup>th</sup> May	Andrew Leaver
3/10	Obtain a copy of postcode information relating to potential community boundaries	Steve Byford
3/11	Obtain a copy of the electoral roll for Kilmorack and Kiltarlity Community Councils from the Returning Officer	Andrew Leaver
3/12	Add community boundary to the agenda for meeting of 25 <sup>th</sup> May	Andrew Leaver
3/13	Enquire with the Returning Officer how they will be able to support the community ballot	Andrew Leaver
3/14	Make contact with General Manager Eilean Aigas estate and invite to a future meeting	Graeme Scott

<b>Chair</b>	<b>Date</b>