

Board of Directors

Minutes

of meeting held in Magnus House, Aigas Field Centre
at 7.30pm on Monday 15th August 2016

Present		Apologies	In Attendance
John Graham	Andrew Leaver	Russell Ross	Donnie Chisholm
Graeme Scott	Simon Longman		
David Garvie	Peter Smith		
Peter Masheter	Mark Hedderwick		
Roland Spencer-Jones	Steve Robinson		
Warwick Lister-Kaye			

Item	Action
<p>1 Apologies</p> <ul style="list-style-type: none"> Noted above 	
<p>2 Declarations of Conflict of Interest</p> <ul style="list-style-type: none"> None declared 	
<p>3 Minutes of meetings of 27th June 2016</p> <ul style="list-style-type: none"> These were proposed by Peter Masheter and seconded by John Graham. 	
<p>4 Outstanding actions not covered on the agenda</p> <ul style="list-style-type: none"> <i>Woodland Trust application</i> DC and AL explained that the application had been drafted to seek the balance of funds required to match a grant offer from the Forestry Grants Scheme to purchase a log lifter and splitter required for a woodfuel club/business. It was agreed this should be submitted. It was noted to the Board that training in use of the machinery was a requirement of the FGS grant and the trainer had an opportunity to come up in December. It was agreed this should be booked in the hope the WT application is successful. WLK requested more information about the business plan for the woodfuel club. Although there has been some basic research and market investigation, this is not complete. It was suggested that should the WT application be successful this should become a priority. <i>Accounts</i> The management accounts had been brought up to date to 31st July and circulated to the Board previously. 	
<p>5 Long Term Forest Plan (LTFP) update</p> <ul style="list-style-type: none"> The draft plan had been submitted to FCS for comment at the start of August. The case officer had provided some initial comment and undertaken to review amendments made by DC prior to his holiday. This would allow FCS to issue the plan for its final consultation 	

Item	Action
<p>during September.</p> <ul style="list-style-type: none"> It was noted that plans that get to final consultation stage are generally approved shortly after and so the plan is still on course for approval prior to the end of the year. 	
<p>6 Harvesting contractor appointment process</p> <ul style="list-style-type: none"> AL and DC proposed a sub-group similar to the deer management sub-group to oversee tendering for a harvester and to make a recommendation to the Board. This proposal was approved. Members will be DC, MH, WLK and Amanda Bryan. DC to take a lead role in preparing documentation and advising the committee. The aim is to be ready to tender as soon as the Plan is approved with a view to harvesting in Feb/Mar 2017. 	
<p>7 Development Officer Report In addition to items already covered:</p> <ul style="list-style-type: none"> Simon Dakin still has plans to practice horse logging. Several members expressed an interest in seeing this and asked to be kept informed. Planning for the three Lifescan volunteer days in September. Additional support for John Graham was requested. DC will approach his contact Neil Valentine. DC will brief John on a proposed work programme for the three days. DC and Teanassie pupils initiated the wild plant nursery project by collecting and planting seeds on 23rd August. Teanassie are planning a second Forest sponsored walk and activity day on 4th October. At time of meeting the stalker had not yet shot any deer. 	
<p>8 ACF management proposal</p> <ul style="list-style-type: none"> A paper tabled by PS was discussed. The basic proposal was to establish sub-groups of the Board to take forward specific aspects such as deer management; harvesting; access and recreation; volunteering and firewood production. There was support for this proposal and RSJ undertook to draft a discussion paper for the next meeting. Following discussion it was agreed that a management sub-group was not required at this time. AL would continue to line manage DC and provide regular email updates to the Board. DC would report at Board meetings and meet with individual board members and Board sub-groups as appropriate. 	RSJ
<p>9 Telecoms Mast Lease Renewal</p> <ul style="list-style-type: none"> Draft Heads of Terms recommended by CKD Galbraith were circulated prior to the meeting. These were agreed. AL to feedback to CKD Galbraith. 	AL
<p>10. Financial Position</p> <ul style="list-style-type: none"> The accounts to 31st July had been circulated prior to the meeting. It was agreed that a system to keep the management 	

Item	Action
accounts up to date on a more regular basis should be established.	
<p>11. AOCB</p> <ul style="list-style-type: none"> • Information about support offered through the Making Local Woods Work programme was circulated prior to the meeting. • It was agreed to ask the consultant to spend time with each sub-group when they are established helping them to set out their terms of reference and define a work plan. • The cabins from Murphys are still expected but no timescale for delivery has been confirmed. • It was agreed to cancel the September meeting. The next meeting will be on Monday 3rd October in Magnus House. 	

Summary of Outstanding Actions		
Ref	Action	Person Responsible
43/5	Register ACF for VAT	GS
49/2	Prepare tender documents to let a felling/harvesting contract	DC
50/1	Seek legal advice on constitutional changes and make specific proposals to the Board for approval.	AL
51/1	Prepare a circulate a discussion paper on the formation of Board sub-groups.	RSJ
51/2	Notify CKD Galbraith that the Heads of Terms for the mast lease were approved.	AL