

UCT Board Meeting
Minutes of a meeting held on Monday, 7 March 2016
Committee Room, Village Hall, Ullapool

Present: Flick Hawkins (Chair), Reuben Brown (RB), Tina Hartley (TH), Lee Heaney (LH), Robbie McFedries (RM), Susan Leslie (SL), Lisa MacDonald (LM), Sandy MacKenzie (SMac), Serena Mason (SM), Sue Parker (SP)

Apologies: Lucy Beattie, Jenny McBain

In Attendance: Neil Borthwick

1. Minutes of the previous meeting held on 1 February 2016

Suggested amendments:-

- Spelling – pursue.
- Spelling – McNaughton
- Spelling – Briquettes
- “allow a rent holiday for 3 months and review”
- Ross (Local Energy Scotland) and Pete (Murihall Energy)

Subject to the above amendments, the Minutes were approved. Proposed by Sandy MacKenzie and seconded by Serena Mason.

2. Matters Arising

Lee provided feedback on her attendance at the Tesco Community Meeting. In general most people who attended represented a number of different groups individually. Attendees felt the main problems were associated with time to support funding applications and the attraction of volunteers. Tesco have a new Community Champion, Ashley who will be moving the company’s community involvement process forward.

3. Company Secretary’s Report

Company information has been amended with the exception of Robbie and Becky. Susan to obtain Robbie’s details and Becky to be removed as Director.

ULLAPOOL COMMUNITY TRUST LIMITED

Co Ltd by Guarantee SC356419 with Charitable Status No SC041228
Ullapool Village Hall, Market Street, Ullapool, Ross-Shire, IV26 2XE
Phone: 01854 613879 Email: info@ullapoolcommunity.org
Website: www.ullapoolcommunity.org

4. Treasurer's Financial Report and Update

The need for a Treasurer is still on our Agenda. No real issues associated with the Financial Report other than known problems associated with company cash flow.

Internet banking on-going and Sandy becoming a signatory – LH to pursue.

LH raised the question of a reserved budget following our DTAS day. Decision to be made once a full Finance Working Group is in place. To remain an item on the PDM Report.

5. UCT Priorities

At this point in the meeting Flick briefly updated the group on a recent meeting held with HIE, where the following items were discussed:-

- Learning points from LBCP project.
- Crofters owned forestry area – UCT to have further conversations with Crofters, THC and LBWF to understand and discuss potential opportunities.
- Community consultation – UCT to undertake a community consultation exercise to include residents, businesses and other local organisations.
- Lochbroom Community Renewables – UCT to continue discussions with LCR with regards to profit distribution.
- Community Benefit Fund – UCT to begin to set up a community benefit fund for renewables funding distribution.
- Raising profile – UCT to consider ways of raising profile.
- Community hub - UCT to discuss further with Claire from HIE's Community Assets Team.
- Upcycling Shop – UCT to discuss further with Claire from HIE's Community Assets Team.
- UCT to send current salary spend figures to Ingrid. Ingrid to confirm potential use of NI contribution rebate.

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- Broadband – Ingrid to talk to Calum to get update on project. Ingrid to discuss further with UCT PDMs/Directors
- Investment in renewables – Ingrid to talk to Mel with regards to HI-SHARES. Ingrid/Mel to follow up with UCT.
- CCBP progress report – Lee/Tina to send CCBP progress report to Ingrid.

In addition to the above, HISEZ will carry out a Board Health Check and Skills Audit, some dates for this have been suggested. Tina to arrange a doodle poll to move this item forward.

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6. Project and Development Managers' Report

The PDM report was accepted by the board.

- Broadband – LH to invite Callum to hold a public meeting as a matter of priority. It is felt the public meeting will help clarify the process specifically with regard to Stage 2, the technical stage. Serena said it would be a shame not to make use of the enthusiasm from the Dundonnell group and this is noted. Susan Leslie agreed to join this Portfolio.
- Lochbroom Chalet Park Community Right to Buy – the Board wished to express their thanks to Tina for the time and effort she has put into the project over the past 12 months. The Board wished their thanks to be extended to Brian Wilson and John Menzies, working group members – Tina to action.
- Community Hub – can we all think of a better name for this please? Robbie suggested asking pupils at the High School to make suggestions. Lee reported that her application to Big Lottery had not been successful. Flick asked that she now contacts Claire Munro (HIE) to seek assistance with this, as Claire was extremely supportive of the idea last week.
- Upcycling Shop – Lee reported a lot of community interest with regards to this idea, with one post on Facebook engaging over 2,000 people.

7. Lochbroom Community Renewables Ltd (LCR)

Sandy reported that the Company were experiencing problems with the Forestry Commission and that the issue could delay plans. The Company are obviously concerned about this but moving forward.

8. Lochbroom Woodfuels (LBWF)

Reuben, Chair of LBWF spoke to the meeting. Discussions had now taken place with HIE who are very supportive of the company. They have agreed to assist with the development of a new Business Plan but their support falls short of financial support to pay someone to complete it. The Manager's post has been extended until the end of April 2016, during this time a new Job Description will be developed to take LBWF forward.

Thanks were extended to Sandy and Lucy who have been extremely supportive and who continue to do what they can to assist.

Flick thanked LBWF's voluntary Board for the time and effort that they have put in to the organisation and for the support of Sandy and Lucy during this very difficult period. It was also acknowledged that current employees of LBWF have continued to work under some very difficult circumstances.

Robbie updated the meeting on progress regarding the Workin' Wood Project, he thanked Lucy for her help in considering external contractors to support the Project. Having approached funders to discuss this option they are in agreement and it is hoped to move this Project forward. It was acknowledged that Workin' Wood fits well as a social project for UCT with clear links to LBWF and Ullapool High School.



9. **Agreement of New Priorities for UCT**

Following some discussion it was agreed that the following would be prioritised:-

1. Broadband
2. Community Consultation, to include all local businesses, to enable the development of a new UCT Growth Plan.
3. Community Hub, it was agreed to move forward with this project and engage the help of HIE.
4. Increase the profile of UCT.
5. Increase UCT Membership.
6. The Kist – Community Benefit Fund
7. Income generation to support the organisation and community development.

Path Clearing, following some discussion the Board asked Tina to consider the amount of work required to complete the application for funds to help clear paths in and around Ullapool.

10. **Any Other Business**

Lee and Tina brought to the attention of the Board that they feel their current Contract should be 35 hours as per Ingrid's (HIE) recent email dated 23 February 2016:-

“The funding awarded covers a 35 hour post”

Staff have, since June, been working a 37 hour Contract.

Following some discussion, the Board agreed to look at this in more detail, Sandy to meet with Lee and Tina.

Robbie queried the possibility of administration support for volunteering opportunities – Isle Martin. Flick felt that HIE may provide this type of support and agreed to contact them.

9. **Date of Next Meeting**

Monday, 4 April 2016, 6.00 pm venue the Ceilidh Parlour Bar

TH/8.3.16

Signed:
UCT Chair

Date:

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