

Steering Committee

Minutes

of meeting held in Kilmorack Hall
at 7.30pm on Monday 8th June

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

| Item | Action |
|--|---------------------------------|
| <p>Graeme Scott welcomed Gavin Cormack to his first meeting as a Committee member and also Andrew Franklin attending the meeting on behalf of Eilean Aigas Estate.</p> | |
| <p>1 Minutes of meeting of 25th May The minutes were approved by Lara McDonald and seconded by Mark Hedderwick.</p> | |
| <p>2 Feasibility Study</p> <ul style="list-style-type: none"> • Three tenders were received. After scoring by the Committee a short list of two were invited to meet and walk the Forest with Graeme Scott, Peter Masheter, John Graham and Mia Scott on Sunday 31st May. • Following these meetings the four Committee members re-scored both consultants and Bell Ingram was unanimously recommended. • This recommendation was e-mailed to the full Committee and in the absence of any objection Bell Ingram have been appointed to undertake the feasibility study / business plan. • Andrew Leaver to issue a letter of contract to Bell Ingram. • Bell Ingram have requested a variety of information which is held by FCS. Andrew Leaver to broker contact between Bell Ingram and FCS to allow direct flow of information. | <p>A Leaver</p> <p>A Leaver</p> |
| <p>4 Website and other communication → Website</p> <ul style="list-style-type: none"> • John Graham has secured three website addresses: <ul style="list-style-type: none"> ○ www.aigasforest.org.uk ○ www.aigasforest.co.uk ○ www.aigasforest.info • .org.uk will be the main address used at the moment. The other addresses will be of more use in the future • At this time all point to a webpage with information on | |

Aigas Community Forest

| | | |
|----------|---|---|
| | <p>progress to date; photographs of the forest and the option to download minutes and other information</p> <ul style="list-style-type: none"> • The Committee agreed to a list of their names and e-mail addresses being put on the site • John Graham agreed to keep the webpage updated <p>→ Newsletter</p> <ul style="list-style-type: none"> • Andrew Leaver had circulated a draft newsletter by e-mail. This was approved subject to a some minor changes and the incorporation of the date for a public meeting w/c 29 June • Andrew Leaver to provide 350 copies to Steve Byford who will arrange distribution. Further copies to be provided to Mark Hedderwick / Calum Fraser, Lara McDonald and Gavin Cormack for distribution • PDF version to be circulated to Committee and e-mail contacts from public meeting of 25th March • Lara McDonald agreed to compile a mailing list of people who request regular updates | <p>J Graham</p> <p>A Leaver</p> <p>A Leaver</p> <p>L McDonald</p> |
| <p>5</p> | <p>Company formation and bank account</p> <p>→ Company formation</p> <ul style="list-style-type: none"> • Start-up funding has been secured from HIE Community Land Unit and The Highland Council Ward Discretionary Budget. • With all start-up funding in place it was agreed to instruct Douglas Graham of Macleod and MacCallum to draw up relevant paperwork to form a company limited by guarantee • It was agreed to use the name Aigas Community Forest Limited and to seek charitable status • Mia Scott to confirm fee with Douglas Graham and request process is started <p>→ Bank account</p> <ul style="list-style-type: none"> • Once the company is formed all directors will require to provide identification • However, John Graham has contacted Bank of Scotland and as a voluntary group we can open a bank account with just the signatories showing identification • It was agreed to open an account with the Bank of Scotland with Graeme Scott, John Graham, Lara McDonald and Andrew Leaver as signatories. All payments will require at least two signatories. • Bank account can be 'converted' once company formed | <p>M Scott</p> <p>A Leaver J Graham</p> |
| <p>3</p> | <p>Community Boundary</p> <ul style="list-style-type: none"> • Mia Scott gave a short presentation of photographs taken of the Forest from various points around the glen. • Mia used these to identify a boundary within which residents would have a significant view of the Forest. • This exercise was very well received and led to further | |

Aigas Community Forest

| | | |
|----------|--|---|
| | <p>discussion on the community boundary.</p> <ul style="list-style-type: none"> • Steve Byford will be asking local postal staff to identify the postcodes within a 4km radius of the Forest. This will hopefully be complete by next meeting, 22nd June. • Andrew Franklin offered to see if Eilean Aigas hold aerial photographs the Committee can use • It was felt that, once complete, the combination of mapped postcodes and the visual study undertaken by Mia will provide a clear rationale for a boundary which can then be presented to the community for ratification. • It was agreed to arrange a public meeting by 1st July at the latest, at which the boundary will be presented and Bell Ingram can conduct community research. • Andrew Leaver to identify Hall availability and agree a date for public meeting with Bell Ingram • Andrew Leaver to include date of public meeting in newsletter (Item4, above) | <p>A Leaver</p> <p>A Leaver</p> |
| <p>6</p> | <p>AOCB</p> <ul style="list-style-type: none"> • Lara McDonald has been offered a complimentary 'Beetle Study' from Highland Birchwoods. This will provide environmental information on the Forest. It was agreed this should go ahead. • Graeme Scott thanked members for forwarding information on potential funding sources. Lara McDonald agreed to start compiling a database of potential funders. All leads to be sent to Lara and copied to Andrew Leaver and Graeme Scott. • Mia Scott has identified a lobbying group 'Local People Leading' which is campaigning in favour of an improvement to the public sector financial support for community buy-out. It was agreed to follow this up and, if appropriate, support this lobbying. | <p>L McDonald</p> <p>L McDonald</p> <p>M Scott A Leaver</p> |

Aigas Community Forest

| Summary of Actions from Meeting | | |
|--|---|------------------------------|
| Ref | Action | Person Responsible |
| 5/1 | Issue a letter of contract for the feasibility study / business plan to Bell Ingram | Andrew Leaver |
| 5/2 | Broker contact and information flow between FCS and Bell Ingram | Andrew Leaver |
| 5/3 | Keep webpage up to date | John Graham |
| 5/4 | Make changes to newsletter. Provide copies to Steve Byford, Calum Fraser, Lara McDonald and Gavin Cormack for distribution. | Andrew Leaver |
| 5/5 | Circulate PDF version of newsletter to Committee and contact list from public meeting of 25 th March | Andrew Leaver |
| 5/6 | Compile a mailing list of people who have requested to be kept up to date on ACF activity | Lara McDonald |
| 5/7 | Confirm fee with Douglas Graham for legal work and initiate company formation process | Mia Scott |
| 5/8 | Arrange opening of a bank account for the Steering Committee with the Bank of Scotland | Andrew Leaver John Graham |
| 5/9 | Arrange a date for a public meeting with Hall and Bell Ingram | Andrew Leaver |
| 5/10 | Include date of public meeting in newsletter | Andrew Leaver |
| 5/11 | Confirm acceptance of offer of 'Beetle Study' with Highland Birchwoods | Lara McDonald |
| 5/12 | Start a database of potential funders from information provided by Committee and other contacts | Lara McDonald |
| 5/13 | Find out more about Local People Leading and support their lobbying if appropriate | Mia Scott Andrew Leaver |

| | | | |
|--------------|--|-------------|--|
| Chair | | Date | |
|--------------|--|-------------|--|