

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 |
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| <p>1 Minutes of meeting of 20th July The minutes were approved by Steve Byford and seconded by Alisdair Stewart.</p> | |
| <p>2 Matters arising from the minutes</p> <p>→ Bank account</p> <ul style="list-style-type: none"> • 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. <p>→ National Lottery ticket</p> <ul style="list-style-type: none"> • 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. <p>→ Extra meeting dates</p> <ul style="list-style-type: none"> • An extra meeting for 10th August was agreed. The meeting will commence at 7.00pm and will be held in The Magnus House. | <p>A Leaver</p> <p>L McDonald</p> <p>G Scott</p> |
| <p>3 Company formation</p> <ul style="list-style-type: none"> • 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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| <ul style="list-style-type: none"> • 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. • 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 <i>pro bono</i> he would also provide the first year Company Secretary services <i>pro bono</i>. | All |
| <p>4 Valuation process</p> <ul style="list-style-type: none"> • 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. • 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. • 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. • 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. | <p>A Leaver</p> <p>G Scott / A Leaver</p> <p>C Cook</p> <p>A Stewart</p> |
| <p>5 Community ballot</p> <ul style="list-style-type: none"> • 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. • 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. | A Stewart |

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| Summary of Actions from Meeting | | |
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| Ref | Action | Person Responsible |
| 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 from | 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 |

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| Chair | | Date | |
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