

Board of Directors

Minutes

of meeting held in Magnus House, Aigas Field Centre
at 7.30pm on Monday 12th December 2016

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

Item	Action
1 Apologies • Noted above	
2 Declarations of Conflict of Interest • None declared	
3 Minutes of meetings of 7th November 2016 • These were proposed by JG and seconded by PM.	
4 Review of actions not covered on the agenda • None	
5 Options for forest management • AL presented an explanation for the draft job description for a part time Forest Manager which had been circulated in advance. • There was some debate about whether or not the job should be pitched at a more practical skills level than the draft provided. • It was agreed that the job description and person specification should be amended as follows: ○ Add a section on overseeing production of a deer management plan and managing the Forest's deer controller to the job description ○ Change the salary to £14 - £16 / hour dependent on experience ○ Include chainsaw certification as a desirable skill • GS presented cash flow including forecast income from harvesting over the next two years. This showed the proposed post of part-time Forest Manager was affordable if income forecasts from harvesting are met. • It was agreed the post of part-time Forest Manager should be advertised early in January • There was further discussion about the need for practical skills and for someone to engage volunteers in the forest. It was suggested that a post to provide these services could be	AL

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<p>considered if the first harvesting goes to plan and income then allows.</p> <ul style="list-style-type: none"> It was noted that it was unlikely that a Forest Manager could be appointed in time to manage the first harvesting operation in early-Spring 2017. AL noted that CWA had suggested they could offer the services of experienced forester Chris Marsh on a consultancy basis to support this. AL to contact CWA and indicate this offer is likely to be accepted. 	AL
<p>6 Report from Harvesting Sub-group</p> <ul style="list-style-type: none"> The tender document has been circulated to a number of identified parties Up to 5 tenders are expected to be received by the closing date of 19th December The Harvesting Sub-group will meet to discuss these tenders w/c 19th December and a recommendation will be brought to the January Board meeting 	
<p>7 Report from Deer Management Sub-group</p> <ul style="list-style-type: none"> A deer management plan will be required to meet UKWAS requirements (UKWAS / FSC accreditation will add around £2 / ton to the value of timber taken from ACF). The group has looked at the option of requesting a grant from Rural Payments (SRDP) and, given the complications involved in this, recommend proceeding without grant support. There are a number of options still being considered: <ul style="list-style-type: none"> Asking our deer controller, Nick Richards, to develop a plan Asking a 3rd party group to develop a plan Seeking support from Aigas Field Centre for a deer survey It was agreed that having a baseline on deer numbers remained important and that a deer management plan should be developed as soon as possible A figure of £1800 has been left in the cash flow to support this. Given this will not be complete prior to the Development Officer's departure the Deer Management Sub-group (DMSG) will take this forward The application for night shooting agreed at the last meeting has been submitted and SNH are expected to make a site visit shortly. 	DMSG
<p>8 Report from Wood Fuel Sub-group</p> <ul style="list-style-type: none"> The log lifter and splitter arrived on time and training in its use has been provided to 9 people. Thanks were noted to PM for getting the machine ready for use, the use of his tractor and the use of the golf club house. AL indicated that four days of free consultancy had been offered through the Making Local Woods Work programme run by CWA. This would provide time for an experienced consultant to develop the business model for the 'firewood club' in more detail. 	

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<ul style="list-style-type: none"> • JG suggested this could be done without external support. • After some debate SR proposed that the 4 days of support from MLWW be accepted. This was seconded by PM and agreed by the Board. • AL to contact MLWW/CWA and arrange for this to take place. • JG noted that there are no welfare facilities for volunteers in the forest and nowhere to store tools. John proposed a second-hand caravan be purchased for this purpose. • After some debate it was decided that the firewood club business plan should be completed first and if this identified a welfare unit as being essential the purchase of the caravan or something similar would be considered. • JG noted that there should be people with appropriate First Aid training and he had identified a suitable course at an affordable price. • It was agreed to go ahead with First Aid training and WLK offered use of Magnus House. • JG to arrange First Aid training. • PM noted that he was happy for his tractor to be used as an interim arrangement but that an alternative should be sourced. This can be considered within the business plan. 	<p>AL</p> <p>JG</p>
<p>9 Report from Access Sub-group</p> <ul style="list-style-type: none"> • RSJ had circulated papers in advance. • There was a proposal to create a turning space for lorries at the first corner after the forest gate. This would also allow parking for 6-8 cars. • After a site visit the original cut and fill plan has been discounted and it was proposed that material be transported from the borrow pit further up the hill. This changes the nature of the job and so the offer from JLK to do this work free of charge would need to be reconsidered with JLK. • Donnie and RSJ to meet with JLK on site on 13/12/16. • If a suitable arrangement could be agreed with JLK which would allow work to start this winter, prior notification should be submitted to the Council. • RSJ also circulated a short paper outlining three potential paths. • PS suggested it would be good to hold path consultation walks this winter. This was agreed as a good idea. • The work of the Access Sub-group was welcomed as a significant step forward and all members were thanked. The following comments were made: <ul style="list-style-type: none"> ○ AL noted that the Access Sub-group should bring all potential paths to the full Board for consideration as there was currently no agreed Board policy on excluding any area of the forest from access and recreation activity. ○ There were concerns about the proposals showing pedestrian footpaths using the same route as existing cycle tracks. Shared use raised the risk of accidents 	<p>DC/RSJ</p>

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<p>and the cycle tracks tend to be steep and straight down hill and so less attractive to those on foot. The group were encouraged to identify alternative routes.</p> <ul style="list-style-type: none"> ○ It was noted that the cyclists may have been developing new paths without seeking prior permission from the Development Officer. With the imminent departure of the Development Officer it was suggested that the Access Sub-group make contact with the cyclists to confirm the current situation. 	
<p>10 Development Officer report</p> <ul style="list-style-type: none"> • Working on a Tree Safety Document • Working on a Fire Plan • Seeking to make contact with Neil Sutherland of MAKAR to discuss potential private sale of Larch and / or Douglas Fir • GS noted that this was Donnie's last meeting and thanked him for all his work over the past 27 months. The Board wholeheartedly endorsed this thanks. Donnie was presented with a leaving gift. 	
<p>11 Appointment of new Secretary</p> <ul style="list-style-type: none"> • AL repeated his intention to step down as Board Secretary from 31st December and to leave the Board at the next AGM • AL was thanked for his contribution by the Chair • AL had circulated in advance a list of the duties he has performed as Board Secretary, as Company Secretary and to support the funding and communications activity of ACF • AL offered to continue as Company Secretary until the AGM at least and this was agreed • There were no offers to take on the role of Board Secretary on a permanent basis and it was agreed the discussion should be deferred to the January meeting • SR offered to circulate an agenda for and minute the January meeting 	
<p>12 Telecoms Mast Lease Renewal</p> <ul style="list-style-type: none"> • Heads of Terms which will guarantee income for at least five years have been agreed but the draft lease is still awaited by the solicitor • JG is keeping up to date with this and is not concerned at present 	
<p>13 Financial Position</p> <ul style="list-style-type: none"> • Grants have recently been received from The Woodland Trust and Rural Payments and so the organisation has a small cushion at the moment 	
<p>14 AOCB</p> <ul style="list-style-type: none"> • The Accounts for y/e 28 Feb 2016 had been circulated in advance. These were proposed by JG, seconded by AL and agreed by the Board. • The date of the next meeting was set as 9th January, 7.30pm in Magnus House 	

