

**Minutes of ACF Board Meeting 9 January 2017 - 19:30  
at Magnus House**

PRESENT	APOLOGIES	IN ATTENDANCE
Andrew Leaver (AL)	None	Chris Marsh (CM)
David Garvie (DG)		
Graeme Scott (GS)		
John Graham (JG)		
John Lister-Kaye (JLK)		
Mark Hedderwick (MH)		
Simon Longman (SL)		
Peter Masheter (PM)		
Russell Ross (RR)		
Peter Smith (PS)		
Roland Spence-Jones (RSJ)		
Steve Robinson (SR)		

AGENDA ITEM	ACTION
<b>1 Apologies</b>	
Noted above	
<b>2 Declaration of Conflict of Interest</b>	
None declared	
<b>6 Proposals for new secretary ( GS (as chairman) elected to bring this item forward)</b>	
SR was proposed by RSJ and seconded by JG, as there were no other proposals SR was duly declared as secretary	
<b>3 Minutes of previous meeting (12 December 2016)</b>	
JG proposed and PS seconded that these were an accurate record of the meeting. As all matters arising were already covered by agenda items, there was no specific agenda item for this included	
<b>4 Donnie's Priorities List</b>	
It was decided to defer this to later in the meeting (or to a letter meeting for those items not dealt with	

<p><b>5 Sub-Group reports</b></p>	
<p><b>5.1 Wood Fuel</b></p>	
<p>5.1.1 GS introduced CM from the Community Woodland Association (CWA). (see below 5.2.1)  It was eventually agreed that the Wood Fuel group, who will need another meeting would take up 4 days of the 10 whole day equivalents on offer from CWA through grants from Making Local Woodlands Work (part of the Plunkett Trust), and that his visit today would be part of that.</p> <p>5.1.2 SR indicated that some stacking of the processed fuel wood had been completed that there was another pile to be stacked, but that more permanent rain cover was probably needed. SR also indicated that an appropriate tractor and housing would be needed as soon as financed allowed. Both PM and JG have put out feelers to locate a suitable tractor (second hand). There was further discussion re funding and GS will check with the CO-OP regarding their support for local charities. JG is still hoping that the Baxter Foundation may provide some funds for this.  MH has offered the loan of a lockable box to store the ancillary equipment.</p>	
<p><b>5.2 Harvesting</b></p>	
<p>5.2.1 Tenders</p> <p>CM introduced himself and summarised his extensive experience. He mentioned that he had been on a walk-over of the parts of the forest which are highlighted for the first harvesting (both clear fell and thinning) that afternoon in the company of Amanda Leaver, PS and SR. It had been suggested by Jon Hollingdale (of CWA) that CM could 'babysit' ACF over the first harvest in the event of ACF being without a Forest Manager. CM would check whether such a role, which may involve the equivalent of about 10 days equivalent of his time, could be covered by grants. ( e-mails of the 10 January indicated that it would not be covered, but that he could still cover the work through the CWA at a rate of £200 per day plus travel costs. There was still some detail to be worked out and CM would contact Donnie for this detail.</p> <p>MH gave a succinct clear summary of the tenders that had been received, supported by AL. The tender from Scottish Woodlands was by far the most complete and professional document and it was proposed by SR and seconded by DG and they agreed that they be awarded the contract. AL would let Scottish Woodlands know, and would also try to speak to Neil Stoddart there. There was some discussion about the road suitability, but as this had been covered in the tender no further action was deemed necessary except for pre-harvesting photo-documentation of the road.</p> <p>Earlier in the meeting it had been agreed that it would be better to have FSC certification, and SR had suggested this be delayed until later in the meeting. Having decided to accept the Scottish Woodlands (SW) tender, which figure was for FSC certified wood, it was agreed that liaison with them to obtain United Kingdom Woodland assurance Standard (UKWAS) would be appropriate, as they had previously indicated that they could be of aid in this matter. CM indicated that his experience with SW was very positive.</p> <p>5.2.2 The Harvesting sub-group had been somewhat decimated so the group was reformed and comprised MH, AL, PM and Amanda Leaver (AmL). Therefore CM would liaise through AL.</p>	<p>AL e-mailed Scottish Woodlands in the morning of 10 January.</p> <p>SR e-mailed the whole board on 10 January about the advisability of road photo-documentation being carried out. SL responded the same day volunteering.</p>

<p><b>5.3 Deer Management</b></p>	
<p>The application for a night shooting licence had been declined, AL had received an e-mail from SNH giving the reasons, which e-mail he would forward to SR. The cost per deer has been excessively high for ACF according to Nick, the deer stalker, who is willing to provide a Deer Management Plan, the cost of which will depend on the survey method. AL would speak to Nick.</p> <p>It was decided to hold an extra-ordinary board meeting to which the SNH would send an advisor (Sinclair).</p> <p>The Deer management Group has also lost members (Warwick and Donnie), so now consists of DG,PM and PS.</p> <p>GS said he would speak to JLK about the subject.</p>	
<p><b>5.4 Access</b></p>	
<p>The Access group has met and is not yet ready to give a full report and has things in hand. There was some discussion about the mountain bikers and this problem will also be addressed. RSJ submitted an interim report to the Board by e-mail dated 6 Jan 2017, which was noted</p> <p>RSJ was proposing an “open walk” on Thursday 19 January, and was still pursuing avenues regarding bridge repairs. The Highland Council were being approached about the ‘car park” area.</p>	
<p><b>6 Proposals for new secretary ( GS (as chairman) elected to bring this item forward)</b></p>	
<p>see above</p>	
<p><b>7 Recruitment Process for Community Forest Manager</b></p>	
<p>It was decided to advertise for a new manager as per the previous discussions. AL would disseminate the adverts. It was agreed that AL and SR would do the interviews</p>	<p>AL has finalised the Forest Manager job pack and put it on our website - <a href="http://www.aigasforest.org.uk/library.asp">http://www.aigasforest.org.uk/library.asp</a> - in the 'Community Forest Manager' folder and then posted on Facebook; sent a poster to the Scottish School of Forestry; circulated via Community Woodlands Association and asked the Institute of Chartered Foresters if they can advertise it to their members. Closing date is 2nd Feb, Interviews 15th Feb. Will continue to seek opportunities to advertise over the next week.</p>

<b>8 Recruitment Process for Community Forest Manager</b>	
Duplicate entry on Agenda by an act of idiocy - see 7 above	
<b>9 Financial reports</b>	
JG stated that there was in excess of £14K in the bank with a further £5213 to come. He also updated the Board on the continued uncertainty of the mast rental due to statutory changes.	
<b>10 AOCB</b>	
SR agreed to contact Aigas Field Centre regarding booking 6Feb, 6 Mar and 3 Apr in Magnus House.	SR e-mailed Sheila Kerr and Warwick on 10 Jan and was awaiting a reply.
SR agreed he was happy to take on all the responsibilities of the Secretary as indicated by AL in his previous document but asked if RSJ would be happy to take the lead on updating the website, which he was.	It was decided that the post of Company Secretary would remain with AL pro temp.