



Kilfinan Community Forest Company

Minutes of Board Meeting

Date: 9th February 2023

Agenda Item	Minutes	Action
Present	B.B A.P, D.M, S.D, J.S	
Apologies	None	
Declarations of Interest	B.B mentioned a possible conflict of interest as he rents unit provided by the Forest and this will be taken into account when the board discusses the fees and charges that he will have to pay. No other declarations of interest were notified.	
Minutes of Previous Meeting	None as this is the first meeting of the new board	
Matters Arising from Previous Minutes	<p>None</p> <p>As a new Board matters of admin need to be dealt with first. New Bord positions – After some discussion B.B was appointed Chair. D.M was appointed as Secretary and Treasurer. These appointments were made just to get the new Board started and may well change at some stage in the future. J.S mentioned that as the position of Secretary involved considerable paperwork, the Board should consider employing a part-time secretarial back up and that we should advertise for the position ASAP. Details for Director registration – B.B took the personal details of all new Board members so that they could be registered at Companies House.</p> <p>Signing the Code of Conduct – A code of Conduct was given to each new Board member by B.B with the request that the signed declaration be returned by the next Board meeting.</p>	All New Board members to return signed declarations.
Health & Safety	A member has brought to our attention that the steep drop off at the dipping pond and one of the small bridges on the footpath are very slippery and the non-slip surfaces need to be repaired. He has kindly offered to repair these at no charge to the Forest, provided we can supply him with the appropriate materials free of charge, which we are happy to do. We all agreed that the danger area should be taped off temporarily.	

	Additionally, there is a sluice valve that needs to be repaired, which may cause problems if left. B.B & A.P have agreed to investigate this as a matter of urgency.	B.B & A.P to investigate
Decisions made via email.	None	
Board Reports.	None	
Other Agenda Items	<p>Members complaint – A complaint was received from a member regarding remarks made by S.D on social media prior to the election of Trustees. S.D has since realised that these remarks were unacceptable and has apologised unreservedly for any offence he may have caused. The Board now regards this matter as resolved.</p> <p>Accounts information and updates from The book-keeper – Our book-keeper supplied the Board with an update of the Forest’s financial situation and a copy of this document is attached to the minutes for filing purposes. We discussed briefly the financial position of the Forest as this was the first time any of the new Board members had seen the figures. It is clear that the Forest has substantial cash assets, but also has liabilities that need funds to be set aside for. More detailed discussions about finances can take place at future Board meetings once the new Board members have had a chance to digest the information and be in a position to make sensible decisions of the financial operations of the Forest.</p> <p>Priorities – One of our main priorities is to investigate and settle the dispute between the self-build plot purchases and the Forest, so that the position can be resolved and everyone can move forward. D.M agreed to contact S.W (prospective plot holder) with a view to arranging a meeting with the self-builders, so that we can discuss the matter in detail and hopefully resolve the situation.</p> <p>Other priorities include moving forward the Croft situation and get Crofters up and running as soon as possible with their individual projects.</p>	D.M to contact S.W

	<p>We also have to look very carefully at re-opening the sawmill which is currently closed and the care and maintenance of all the plant on-site owned by the forest to ensure that it does not deteriorate any further.</p> <p>Co-optees – After some discussion, it was decided not to appoint any Co-optees at this stage but to seek independent expertise where applicable to help us with difficult or technical decisions that have to be made.</p> <p>Clean up of the Forest – B.B, S.D and A.P agreed to walk the site and identify scrap machinery with a view to have a contractor remove it ASAP. In terms of the excess timber lying around the Forest, we agreed to approach 2 businesses to quote for removal and/or processing of it and tidying it up. Our clean up would also include landscaping with professional designers and specialist contractors employed to improve the whole appearance of the Forest. We also felt that the appearance of the Forest Store could improve if we let it out.</p> <p>Paths – J.S would like to develop a plan to join up some of the paths on the Forest walk to improve the experience of walkers and provide a more structured pathway system. She plans to ask a particular long-standing member for his input and expertise and come up with a plan which she will present to the next Board Meeting.</p> <p>Long Term Forest Plan – B.B advised the Board that we should make a detailed Long Term Forest Plan and we will invite Forestry Scotland to give us a presentation to help in this process.</p> <p>Electricity Supply – Whilst we make our own electricity at the Forest from our hydro system which the grid pay us for, we then receive a bill from them for the electricity that we actually use. we were all shocked by the size of our last quarterly bill. Accordingly, Stuart and Don were tasked with investigating the usage of electrical power and why</p>	<p>B.B, S.D & A.P to report back to Board</p> <p>Jo to contact the member</p> <p>B.B to contact Forestry Scotland</p> <p>S.D & D.M to investigate and report back to Board</p>
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	<p>it is so high. They will report back to the next Board meeting.</p> <p>Supply of water and sewerage – We also need to have a detailed understanding of how the water and sewerage systems work in the Forest and how the homeowners and self-builders will pay for these services.</p> <p>OSCR Investigation – The OSCR investigation is now completed and the report is in the public domain. No action is being taken against any individual director for misconduct but those willing to have a more detailed appreciation of the situation may wish to trawl the annual reports and accounts of the Forest which are all freely available from Companies House on their website.</p>	
<p>Time, Date and place of next meeting</p>	<p>1pm on 23rd February at the Forest Centre</p>	