



Kilfinan Community Forest Company

Minutes of Board Meeting

Date: Wednesday 26th April, 2023

Agenda Item	Minutes	Action
Present	Bob Brady (Chair) Ali Porter, Don McInnes, Stuart Dillon, Johanne Sim, Lisa Linsdell-Davis (Minutes Secretary)	
Apologies	None	
Declarations of Interest	Bob Brady – Hot House Stuart Dillon – Storage Unit	
Minutes of Previous Meeting	Minutes of 12 th April 2023 Proposed by – Johanne Sim Seconded by – Don McInnes	
Matters Arising from Previous Minutes	<p>Milling costs for one House – Ongoing</p> <p>Feedback from Helen Baines HIE – Helen is on holiday at the moment. Don also fed back on what is needed for the land grant application re access strip purchase. Grants should be available for the proposed orchard and tree nursery.</p> <p>Bothy & Micro Unit quotes – Quotes for the Bothy were obtained from McVickers and Jordan: McVickers - £5,300 + VAT Jordan - £2,480 + VAT</p> <p>Micro Unit McVickers - £9,120 + VAT Jordan - £3,200 + VAT</p> <p>Both jobs were awarded to Jordan.</p> <p>Risk Assessments and Work Scope Packs – Ongoing</p> <p>Quotes for subsidising Bridge – Two quotes were obtained from local contractors:</p>	<p>A.P</p> <p>D.M</p> <p>A.P</p>

	<p>Kyle - £1,150 + VAT Jordan - £1,650 + VAT</p> <p>Kyle was given the work</p> <p>Bin Collection and Tip – Johanne is still in communication with ABC regarding the bins. The letter allowing KCFC to use the land fill site has now come through.</p> <p>Feedback regarding Solar Farm There are no main grants available, but it could be progressed as an individual plan. We have been asked for a map of the proposed area in order to produce a feasibility study.</p>	<p>J.S</p> <p>A.P</p>
Health & Safety	No problems have been reported	
Decisions made via email.	It was agreed to purchase stakes and tree guards. It was agreed to mastic areas of the Forest Centre roof.	
Finance	<p>Replanting Liabilities We are getting no interest on any savings in our bank accounts. This needs to be looked at. Don will look at different options and present them to the Board. A discussion was had about costs for replanting. Don pointed out that we needed a financial plan and is happy to do one.</p> <p>End of Year Accounts – The Board agreed for Marie to have all the documentation she needs in order to get these to the accountants.</p> <p>Discharge Documents re Loans – Don agreed to contact our solicitors to get the documentation needed</p> <p>Percentage Payments the Hydro on KCFC land Lisa agreed to look for the Title Deeds of the forest purchase to forward to the Board but it is thought that the rights to the water course had been agreed with Scottish Forestry before KCFC bought the land.</p>	<p>D.M</p> <p>D.M</p> <p>D.M</p> <p>L.L-D</p>
Forestry Operations	<p>Volunteer Group- The group will check the trees up by the reservoir and collect empty tree guards for re-use. The volunteer group have done a considerable amount of work</p>	

	<p>already around the site. Willie McAllan emails the Board to discuss what needs doing so that he can obtain Board approval – He has asked for postcrete in order to put signs up. The Board agreed</p>	
Buildings and Infrastructure	<p>Water problem at KAG – On going</p> <p>Access Road – Uplift value in profit? Stuart explained that we should only be paying one third of any confirmed increase value to the forest that owning the road gives us.</p> <p>Reservoir work – The contractors would like to put up some welfare units for their workers. Bob has shown them a suitable site for this, which will also benefit KCFC in the form of new track, which the contractors will maintain during the work period. They have also agreed that any damage to paths done by them will be re-instated. Photo's will need to be taken before they start. A site visit will be arranged for the Board once Alan returns from holiday. They have also asked if they can purchase stone from KCFC for paths and track. Ali suggested we should look at their risk assessments to help guide the updating of our own.</p> <p>Excess Building Materials from KAG The Board expressed gratitude at the offer but the material is not required. Bob agreed to let KAG know.</p>	<p>BB</p> <p>Whole Board</p> <p>AP</p> <p>BB</p>
Sale of Building Plots	<p>Email re legal fees The Board agreed that KCFC cannot be responsible for any legal fees incurred by the plot holders. All emails regarding the plot sales will go through the Board before being sent out. The Purchase price for plot 1, should have been £35,000 not £33,000 due to the services installed. Draft Contracts have gone out.</p>	
Forest Crofts	<p>Position of Letting Agent - Notices have been put up in a prominent position on all the new crofts as prescribed by the Crofting Commission. Ali will continue to gather information to present to the Board on next steps etc. There will then be a meeting specifically on the crofts. Meanwhile Ali will ask the Crofters for updated planting plans. Board members to send Ali questions that they might have for him to investigate the answers.</p>	<p>AP</p> <p>AP</p> <p>Whole Board</p>
Other Agenda Items	<p>OSCR Reply needed –</p>	

	<p>Bob shared an email he has received from our case worker at OSCR asking for an update. He will answer this stating who the new Board consists of.</p> <p>Conflicts of Interest and what could be considered a conflict – Lisa explained that some people may consider Don’s woodworking classes to be a conflict of interest when certain decisions are made. Therefore from this date Don will declare this as a possible conflict of interest and will follow the code of conduct’s guidance on this.</p> <p>Documentation for AGM and Subsequent EGM – This needs to be gathered by Lisa and Don and brought to the next Board Meeting, so that it can be filed appropriately in the office should it be required by third parties.</p> <p>Purchased Plot – Electricity An email has been received from the plot owner in which he refers to a meeting where his electricity supply was discussed. He states that both Ali & Don were present at this meeting. Neither can remember a meeting that happened over 5 years ago. Lisa will send a copy of the contract she has seen for Mr this plot to Stuart Dillon.</p> <p>Compost Contract – This has been signed and sent back to Argyll & Bute Council. A non-local Gardening company has been using KCFC facility for their gardening business. The Board agreed they should be charged for this. Marie will send them an invoice with photographic evidence.</p> <p>Social Media A member has asked Johanne if they can put a post up on our facebook page. Due to it’s lack of relevance to KCFC the request will be denied.</p> <p>Woodwork Courses Don explained to the Board that he will be running a couple of different workshops during the summer.</p>	<p>BB</p> <p>L.L-D & D.M</p> <p>L.L-D</p> <p>BB</p>
<p>Time, Date and place of next meeting</p>	<p>Possible Croft meeting – Wednesday 10th May Full Board Meeting - Wednesday 7th June, 2023 at 2pm. Forest Store (date changed to 16th June)</p>	