

Minutes of the Meeting of the
Helmsdale and District Development Trust
held on the 16th July 2015
in the Community Centre

PRESENT:	APOLOGIES
<p>Ruth Whittaker (Chairman) Rona Ellis</p> <p>Karen Sutherland (Treasurer) Barbara Jappy</p> <p>Valery George (Secretary) Alan MacRae</p> <p>Paul Harrington (LDO) Jean Sargent</p>	
IN ATTENDANCE: Colin Risbridger Windflow Hammer Ltd	
<p>The Chairman welcomed everyone and said that the first item would be the presentation from Windflow Hammer, and introduced Colin Risbridger</p> <p>Presentation – see Confidential Minute</p> <p>On conclusion, RW thanked CR on behalf of the Board of Directors for his most informative presentation, and thereupon, CR left the meeting.</p>	ACTION
<p>Welcome & Apologies:</p> <p>RW took the opportunity to welcome AR to his first meeting as a Director of HDDT.</p> <p>APPROVAL OF MINUTES:</p> <p>Proposed by Rona Ellis and Seconded by Karen Sutherland</p>	
<p>Matters Arising from the Previous Minutes</p> <p>None</p>	
<p>FINANCE</p> <p>KS gave an overview of the finances and said that she had the paperwork to open an account with Triodos for the Housing monies (income & expenditure). She continued by saying that surplus non – restricted monies from the Housing Project would be transferred to the general account for other projects. KS advised the Board that the paperwork to set up the Trading Subsidiary (Housing) had been prepared but would not be implemented until after the defects period (November).</p> <p>VG advised that the receipt for the cheque for the plants (Scotsburn Garden Centre) was being handed in shortly.</p>	
<p>COMMUNITY COMMUNICATIONS</p> <p><i>Helmsdale.org website ongoing</i></p> <p>KS said that with a recent death in the family she had, as yet, not made an approach.</p> <p>Social Media</p> <p>RE said that the HDDT had a Facebook page, this was unbeknown to the Board. After a general discussion, during which it was pointed out that although having previously, agreed not to have either Facebook or Twitter (because of the necessity to monitor and keep it updated) it was then agreed that RE would investigate the Facebook page and look at the HDDT website, with a view to linking them.</p> <p>The Board agreed that RE would undertake the management.</p> <p>Newsletter</p> <p>It was agreed to finalise the Newsletter w/c 20th July 2015.</p>	<p style="text-align: center;">KS</p> <p style="text-align: center;">RE</p> <p style="text-align: center;">PH & RW</p>

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PH said that the format of the Newsletter was up for debate. It was agreed that A4 folded to A5 was the optimum size – convenient for display in the shops etc. PH asked for any contributions, as a matter of urgency. It was agreed that brevity was the key and a bullet point update was sufficient, as contact details were included for more detailed information.

KITCHEN GARDEN *update*

PH said that he had been informed by Mackenzie and Cormack (Solicitors) that the Lawleys' solicitor had been asked for a small estate plan and as one was not currently available, PH had arranged for the Land Surveyor to provide one at a cost of £350 plus VAT. He continued by saying that it was being treated as a priority and would be ready to send to the Lawleys' solicitor on Wednesday next.

KS affirmed that there was money in the budget for this.

PH said that this should be completed by the autumn.

LDO Report

FILLING STATION

- Since last trust meeting, several issues have cropped up, and have been dealt with.
- Firstly the regulatory role of the CDMC has changed to that of principle designer.
- Prior to changes CDMC was involved at the tendering stage, as of 1st April, they are now required to be involved at the design stage – hence title of Principle Designer.
- This removed the responsibilities from Architect and Petroleum Engineer, who cannot now act together for regulatory purposes.
- I have had to source, on recommendation, a Principle Designer, with APEA qualifications, at a cost of £2,783 +VAT. However, I have had this reduced to £3,000 inc. VAT.
- The Big Lottery will not contribute to this, as they have already provided us with our pre-dev funds. We would need to cancel our fund application, and re-submit which by the time this is completed, would take us out-with our timeline.
- I have authorised these works to keep the momentum, which place the submission of the 2nd stage on time for mid to end September.

BROADBAND

- We have received the final report from the Farrpoint Atkins (CBS) on the broadband project.
- As reported previously, the first report was to provide the base information on rental of mast space, and as indicated this was the most expensive solution.
- The final report provides full costings to implement the project, with community involvement (labour), erection of own bi-pole/mast (planning) etc.
- Given the potential of a maximum of 80% take up (50 units), this would equate to a monthly rental of approx £35 pcm, with businesses paying slightly more (TBC).
- We would seek a contribution from RSPB for their dedicated 20mbps, and would allocate this towards the 11% CAPEX we would need to source.
- The report is being evaluated by CBS/HIE and we will be holding a conference call later next week to ascertain the next steps.

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<p><i>LDO Report cont.....</i></p> <p>RENEWABLE ENERGY</p> <p>Navidale</p> <ul style="list-style-type: none"> • TRIODOS have confirmed that the AMS wind speed data is acceptable for the purposes of unsecured loan finance (non-recourse – loan against the revenue and NOT assets) against the project. • Over the next week they will provide some standard terms at current rates and terms for perusal etc. • REITERATE - During the planning process we need to inform the community and explain our reasons for this potential investment. • NOTE this may be the last opportunity to create a substantial income from renewables, given the reduction of the Feed in Tariff in October. <p>It was emphasised that as there were no legal or financial liability placed upon HDDT, it was unanimously agreed that the ‘Head of Terms’ should be signed off.</p> <p>HOUSING</p> <ul style="list-style-type: none"> • The plots purchaser has withdrawn their offer, on plots 6 & 7 due to a change in circumstances. • Options open to us are – aggressive marketing through MacKenzie Cormack – surrender security of title to HHA Charitable Trust (£90k loan secured against plots), agreement finishes in November. I am setting up a meeting with them for next week to explore further. 	
<p>AOCB</p> <p>SUTHERLAND ESTATES – 18th July 2015</p> <p>RW confirmed that the meeting had been arranged to advise the Crofters and Stakeholders of the Sutherland Estates offer.</p> <p>PH said that Hughie Donaldson (HIE) would be Chair, Sutherland Estates would be represented by Alistair Sutherland and Peter Voy (Factor) and the pre-steering group - George Murray (Chair) and Ruth Whittaker (Clerk) to the Marrel, West Helmsdale, Gartymore & Portgower Common Grazings Committee and PH & RE from HDDT. There would be a presentation by the Carloway Estate Trust.</p> <p><i>DTAS Conference (30/31 August 2015)</i></p> <p>PH said that this was a worthwhile event and if anyone wished to go to let him know within the next two weeks.</p> <p><i>Community Empowerment Roadshow Lairg (08/09/15)</i></p> <p>PH said there were many changes in the above Bill and that he would be going and if anyone wished to attend to let him know.</p>	<p style="text-align: right;">ALL</p> <p style="text-align: right;">ALL</p>

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<p><i>Business Development Plan</i></p> <p><i>INSERT UPDATED PAN?</i> It was agreed that the draft amended plan would be brought the next meeting for ratification before making the wider Community aware.</p> <p>Marketing Strategy (PH to clarify?) It was agreed to apply to HIE for funding</p> <p><i>Purchase of Coupers Yard</i></p> <p>PH updated the Board by saying that there was planning permission in place that had one year left to run. After a general discussion it was agreed to pursue purchase of Coupers Yard on the original terms (purchase price £1)</p> <p>RW asked about the date for the Graduate placement. PH replied that this would take place in September when the position would be 80% funded for a period 18 months, as opposed to the original 12 months and 70% contribution.</p> <p>RE asked about phase two of the Housing project, as LF was no longer a Director. PH replied that the initial background works had started in January with the Rural Housing Workshop. The Rural Housing Task Group consisted of DFC CIC, Glasgow School of Art, Albyn Housing and himself.</p> <p>RW asked if there was anything further, as there was nothing, she reminded everyone of the date of the next meeting (20/08/15), thanked everyone and closed the meeting at 2125.</p>	<p>PH</p> <p>PH</p>
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