

	<h2 style="margin: 0;">MCDC Board Meeting Minutes</h2>		<h2 style="margin: 0;">APPROVED</h2>
	Date:	Tuesday 2 nd July 2024	
	Time:	7PM	
	Location:	The Hub	
Public/Board Only	Board Only		
Directors Attending:	<p><i>Angus Robertson (AR) (Chair)</i> <i>Henriette Laidlaw (HL)</i> <i>Keith Laidlaw (KwL) (Treasurer)</i> <i>Sue Layton (SL)</i></p>		
Staff attending:	None		
Public attending:	None		
Apologies:	Sam Firth, Clara Montgomery, Ellen Bird, Bob Jones, Jane Stuart-Smith		
Chaired by:	Angus Robertson		
Minutes by:	Aukje Delnooz		
Meeting is quorum:	(Minimum 3 directors, and majority are elected directors)		
Declaration of Interests	None		

Agenda Points	Summary/Discussion/Feedback	Actions/Decisions
1 Welcome	Thank you to Aukje for taking on minutes. Zoom call is on & set to record.	
2 Action Points from last meetings	<p>Minutes of last meeting have been approved via email.</p> <p><u>AR Action Log:</u> Re: SSE issue. Miles has drafted the complaints letter, but AR and Lilia awaiting bill info from SSE. Isla is chasing this.</p> <p>Re: Establishing core hours for office: still ongoing, with Lilia, Jane, STEP</p> <p>Re: Electric car and parking/charging in village: electric car is now sold to Urram. Consent given for Urram to park the car in the hazelwood car park (first come first served basis) and to fit a key box to a suitable point near the hub. Ask Urram who can be responsible for moving/charging Urram car. E.g. Urram drivers (Keith, Miles?)</p> <p>Re: Review of electrical charger costings recommends that, because Hub electricity costs have finally fallen, charging rates can drop from £1 per kWh to 44p per kWh: Need to set time limit for parking at charger. Decision: max stay should be 12 hrs overnight, 6 hrs daytime), with penalty if going over. Project officer/admin to implement taking advice on penalty charging system and signs from Charge Place Scotland. Shiel buses: Angus has spoken to Martin, who will getting car park ready for Shiel Buses asap: ongoing. Shiel Buses will continue to pay rent for the carpark. Board decision: rent, after costs, should be ring fenced for hazelwood and car park maintenance, Isla has sent letter to Shiel Buses, as per 20/6/24.</p> <p>Re: REM COM to be carried over to next meeting</p> <p>Re: Pontoon land is being chased up by Lilia. If land we want to purchase is same as the land we're leasing, we don't need to put anything in LPP. Road maintenance starts from mirror (mine office), which is responsibility of MCDC.</p> <p>Re: Website: Isla is working with Andy to incorporate the items HL had listed. Ongoing.</p> <p>Re: Dropbox is quite full. Will need to remove the audio sections & save them elsewhere to create more space to save files.</p>	<p>A1</p> <p>A2</p> <p>D1 A3</p> <p>D2</p> <p>D3 A3b</p> <p>D3b</p> <p>A4</p> <p>A5</p>

	<p>Re: Missing minutes. HL will try to let computer transcribe the recordings and send to AR, who can then try to get them typed out. ongoing</p> <p>Re: Risk management: nothing received from MorVolts/MCTC yet. HL has sent them form and examples. Decision: Leave this to Operations Director and keep “risk management” permanently on agenda.</p> <p>Re: Set up public question process/procedure. Also to be left for new Operations Director. (Important: needs to be labelled as “feedback”, rather than “complaints”)</p> <p>Re: Potential return for seed funding for MCW not done yet.</p>	<p>A7</p> <p>D4</p> <p>A8</p>
3. Treasurers Report	<p>Compared to quarter and previous year:</p> <p>MorVolts: currently almost £1.2million cash in bank compared to £718K last year.</p> <p>MCTC: cash last quarter £97K vs £88K last year, closing bank balance now £26K (£36K last year). Improving, but not as fast as expected.</p> <p>MCDC: cash received: almost £200K compared to £89K this time last year. (Main difference is cash injection from MorVolts).</p> <p>Need to ensure healthy reserves and look at investing money. Look at ring-fencing money for maintenance Hub/houses (properties); how much? KwL to ask Andrew (already done for petrol pumps)</p>	<p>A9</p> <p>A10</p>
4. Risk Management	Will be left for Operations Director	See D4
5 Staffing	<p>Project Officer is recovering steadily after operation. By agreement is only skimming emails, transferring key ones for action by others and working on her recovery under doctor’s sick leave process.</p> <p>Operations director. Interview panel: One director from each of MCTC and MorVolts to join AR, SF. MCTC proposed Em Rosier, MorVolts happy with AR covering two roles. 4th member recommended. Decision: KwL proposed and approved (AR (chair), SF ER and KwL. Not many applications yet but there is time Could we have advertised more widely? SF has asked STEP to help with this. Post was advertised on GoodMoves, DTAS and local media amongst others).</p> <p>Housing officer: position filled. Interview panel recommended and the board decision approved. The board welcomed Isla Robertson to this new post. Details to be worked on and confirmed by Project Officer and Isla and reported back to board. pointing Isla Robertson. Directors present approve.</p> <p>Café manager: going to interview now.</p> <p>Still waiting for Ellen to give her details to Lilia, as new Board member.</p>	<p>D5</p> <p>D6</p> <p>C1</p> <p>A11</p>
6. Governance	Directors did training on 1/7/24, which was excellent. Directors present will share what they learned with other directors to enable us to improve communication.	
7. Mem & Arts Review	Mem & Arts Review. Massive work done by Sam and Sue but needs more time. Board view is that it won’t be ready before AGM (October). Board decision to postpone the special resolution to an EGM targeted for the early spring of 2025. Full board working group now required and chair to convene asap. Continued DTAS support will be required throughout.	<p>D7</p> <p>A12</p>
8. Housing Project	<p>Housing officer position is filled (see 5).</p> <p>Lilia’s target is to get it through planning permission asap. Makar are waiting for response re tree issues. Need to convene a subgroup meeting. AR proposes to chair the subgroup meeting. Needs a bit of a push. AR will contact owner of Kingairloch Estate who showed some interest in our housing project.</p> <p>Dave Mealand with AR will meet with Scottish Seafarms Friday 5th July to talk about houses at Morvern Crescent.</p>	A13

9. MCTC	Update on Café proposals: MCTC interviews are planned. MCDC Directors want to emphasise importance of community in the future operation and character of the café. Agreed to check with board of MCTC that they are aware of this.	A16
	Strategy on HUB letting policy and charges: unclear to people how much it is. => recommend that MCTC has a good look at this with project officer/admin assistant	A17
10. MorVolts	Operations Report: Angus as MorVolts treasurer will discuss with Keith in more detail.	A18
	MorVolts Future Renewable Energy project – Remit: NetZero issues seem to be resolved between SF and Amy, but a little unclear. => Amy to update the report if possible and resubmit it. Board emphasised its interest in and support for MorVolts pursuing investigations into all angles of sustainable community development of further renewables where the community can benefit from this.	A19
	AR to meet with Colin re maintenance issues	A20
	Sallachan Hydro at Savary – Up for sale. MCDC owns shares, so have right to buy. Would be similar to operate to ours and is only about 10 years old, so not expecting much more maintenance than ours. Directors agree that we are interested and will ask for professional advice (up to £5K). Report should also investigate if it can supply Lochaline with electricity, to benefit the community. AR and KwL to work together on this for MCDC (the shareholder)	D9 A20b
11. Community regeneration	Three options for Community Regeneration Fund:	A21
	1) Investment in café equipment to help it reopen (=> Sue to ask Social Club if they have applied for similar this round; if so, we won't)	D10
	2) Feasibility study for woodland crofts: also accept 100% funding. Max. 25K. => AR to check with SF, but let's go for this. 3) Salary for researcher for next phase of renewables: may be difficult within the timeline of 6 months. Possibly better for later, when timeline will be 12 months.	A22
12. Games & Gala Week	MCDC is not in tent, whereas LPP is, but needs to be joint stall as no capacity for 2 stalls. LPP manned by Paul from PAS and Katy. KwL and AR available to help on the day. SL to be at Watersports stall.	A23 A24
13. LLM Local Place Plan	LLP needs input regarding marina, CLAM, housing project, proposal Killundine, Ardtornish plans, heritage, paths, rainforest.	
	Community consultations planned for Wed-Sat next week: walks, children, teens, Kiel Church, Drimnin, Social Club.	
	PAS will create a draft for suggestions. SF is representing MCDC in this process. Peter Lawson has wind/solar/hydro plans for Killundine for the benefit of the community. Will be included in Local Place Plan. AR to take this forward.	A25 A26
14. AOB1 Event with CLAM	Isla, as part of MCDC support, is applying to Climate Hub for event at CLAM in September, as part of the September Climate Festival (to coincide with produce sale).	A27
15. AOB2 Attic fund	Gillian has proposed to put some money towards maintenance of the telephone box and electricity. => clarify with her what exactly she envisaged but agreed in principle.	D11
	Need to consult with the community what people want to do with it.	A28
16. AOB3 Caolas event	CAOLAS need to know how much we'd charge for the big room. AR to speak to Annabel.	A29

#	Action Items	Resp	Due
A1	Action: Lilia/Isla to send letter to SSE, once info has been received (ongoing)	Lilia/Isla	asap

A2	Action: Lilia/Jane/STEP to establish core hours for office (ongoing)	Lilia/Jane/STEP	ongoing
A3	Action: KwL to ask Urram who will be responsible for charging and moving the Urram e-car	KwL	6/8/24
A3b	Action: PO/Admin. Project officer/admin to implement, taking advice on parking penalty charging system and signs etc from Charge Place Scotland.	PO/Admin	asap
A4	Action: AR to add REM COM to agenda for next meeting	AR	6/8/24
A5	Action: AR to check which area of land Lilia at harbour which was valued (map?)	AR	6/8/24
A6	Action: Lilia to remove the audio sections from Dropbox and save them elsewhere	PA/AA	6/8/24
A7	Action: HL will try to transcribe the recordings and send to AR	HL	6/8/24
A8	Action: AR still to meet with MCW to discuss potential return for seed funding ongoing	AR	6/8/24
A9	Action: KwL to meet with auditors in August	KwL	6/8/24
A10	Action: KwL to ask Andrew re ring-fencing money for maintenance Hub/houses	KwL	6/8/24
A11	Action: EB to give her details to Lilia ongoing	EB	asap
A12	Action: AR to send out date for extra full board meeting re Mem&Arts	AR	asap
A13	Action: AR to chair the next Housing subgroup meeting, contact owner of Kingairloch and join Dave Mealand for meeting with SSF 5/7/24	AR	asap
A16	Action: SF to check with board of MCTC that they make sure MCDC priorities are met at interview Café manager	SF	asap
A17	Action: MCTC to make decisions on Hub letting policy and charges (esp. affordable ones for community members)	MCTC	6/8/24
A18	Action: AR (MorVolts treasurer) will discuss in more detail with KwL (MCDC treasurer)	AR/KwL	6/8/24
A19	Action: Amy to be asked by AR if MorVolts can update Future Renewable Energy report and resubmit it	AR	6/8/24
A20	Action: AR to meet with Colin re MorVolts maintenance	AR	6/8/24
A20 b	Action: Sallachain Hydro. AR and KwL to work together on this. Scope advice and quote from Glen Hydro and tee up lawyer (£5k budget approved)	Action: AR	asap
A21	Action: SL to ask Social Club if they have already applied for something similar this round	SL	asap
A22	Action: AR to liaise with SF re applying for funding towards the feasibility study	AR/SF	asap
A23	Action: HL to speak to Megan re sharing stall with LPP/PAS at Morvern Games	HL	asap
A24	Action: all to help out with stall on the day (needs to be set up before 9am)	All	13/7/24
A25	Action: SF to represent MCDC in LLP process	SF	July 2024
A26	Action: AR to contact Peter Lawson re Killundine renewable energy plans	AR	6/8/24
A27	Action: Isla to apply to Climate Hub	Isla	asap
A28	Action: MCDC to consult with community re future of the telephone box	MCDC	?
A29	Action: AR to speak to Annabel re hiring big room for the 3-day CAOLAS exhibition	AR/AA	6/8/24
A30	Action: AR: to ask to PO/AA to help Audje access required dropbox	PO/AA	asap

#	The Board Decisions	
D1	Decision: Urram e-car to be parked at Hazelwoods, with key box to be placed at Hub (e.g. at other side of door, clearly marked "Urram").	
D2	Decision: Time limit for parking at charger: 12 hrs overnight, 6 hrs daytime, with penalty if going over.	
D3	Decision: Rent from Shiel Buses will be ring-fenced for maintenance of Hazelwoods	
D3b	Decision: Hazel woods car parking rents to be ringfenced for hazelwood and car park maintenance	
D4	Decision: new Operations Director to deal with the Risk Management and public feedback procedures, and keep "Risk Management" permanently on agenda Operations Director interview panel : approved (AR (chair), SF, ER, and Kw.	
D6	Decision: Isla Robertson approved as new Housing Project Officer	
D7	Decision: MCDC to hold an EGM re changing Mem & Arts early 2025, to ensure we have enough time to involve the community.	
D9	Decision: Directors are interested in the Sallachan Hydro and will invest (up to £5K) to get professional advice, incl. investigating if this hydro could supply electricity to the village.	
D10	Decision: MCDC to support MCW in applying to Community Regeneration Fund for the woodland crofts feasibility study stage	

D11	Decision: Directors agree in principle to put some money towards maintenance and electricity supply for telephone box, but will need to clarify with Gillian what exactly she envisaged
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#	Communication Items
C1	Announce appointment of new Housing Project Officer

Next Meeting	Date	6 th August 2024	Time:	7PM
	Location	Village Hall	Public/Board Only	Public
Minutes approved	Date:08/07/2024	Sign: 	Name Angus Robertson	