

## **Steering Committee**

### **Minutes**

**of meeting held in The Magnus House, Aigas Field Centre  
at 7.30pm on Monday 3<sup>rd</sup> August**

<b>Present</b>	<b>Apologies</b>	<b>In Attendance</b>
Graeme Scott	Andrew Leaver	Crispian Cook
John Graham	John Lister-Kaye	
Alisdair Stewart	Lara McDonald	
Calum Fraser	Philip Knott	
Steve Byford	Peter Masheter	
Mia Scott		

<b>Item</b>	<b>Action</b>
<p><b>1 Minutes of meeting of 20<sup>th</sup> July</b> The minutes were approved by Steve Byford and seconded by Alisdair Stewart.</p>	
<p><b>2 Matters arising from the minutes</b></p> <p>→ Bank account</p> <ul style="list-style-type: none"> <li>• A letter has been received from the Bank of Scotland confirming that an account has been opened in the name of Aigas Community Forest.</li> <li>• The chequebook has not yet been received.</li> <li>• Andrew Leaver to request that Kilmorack Community Hall pay over the Highland Council grant.</li> <li>• Lara McDonald to request cheque from Strathglass Community Woodlands.</li> <li>• Graeme Scott to complete the HIE CLU grant claim form.</li> </ul> <p>→ National Lottery ticket</p> <ul style="list-style-type: none"> <li>• No objections to an Aigas Community Forest lottery syndicate have been raised. Andrew Leaver and John Lister-Kaye have each offered a £10 contribution to the first 20 draws.</li> <li>• Andrew Leaver to set up on-line lottery account and purchase one line for each of the Wednesday and Saturday draws using numbers 8, 14, 19, 21, 25 and 29.</li> </ul> <p>→ Extra meeting dates</p> <ul style="list-style-type: none"> <li>• An extra meeting for 10<sup>th</sup> August was agreed. The meeting will commence at 7.00pm and will be held in The Magnus House.</li> </ul>	<p>A Leaver</p> <p>L McDonald</p> <p>G Scott</p>
<p><b>3 Company formation</b></p> <ul style="list-style-type: none"> <li>• Graeme Scott, Mia Scott and Steve Byford met with Douglas Graham of Macleod and MacCallum on 27<sup>th</sup> July to discuss the draft Memorandum and Articles. These had been based on the community right to but model.</li> </ul>	

## Aigas Community Forest

<ul style="list-style-type: none"> <li>• Following this meeting Douglas has provided a re-draft which has been sent to all committee members. Members should forward any comments on the redrafted M&amp;A to Mia Scott for collation.</li> <li>• Formal approval of the redrafted M&amp;A will be on the agenda for the 10<sup>th</sup> August meeting.</li> <li>• Douglas confirmed that in addition to the work setting up the company being <i>pro bono</i> he would also provide the first year Company Secretary services <i>pro bono</i>.</li> </ul>	<p>All</p>
<p>4     <b>Valuation process</b></p> <ul style="list-style-type: none"> <li>• The DVS office in Inverness has written to confirm that the valuation process has been started and to request written representations on the value by 14<sup>th</sup> August. They propose to submit their valuation report by 31<sup>st</sup> August.</li> <li>• Plans for a site visit by the DVS, as discussed at 6<sup>th</sup> July meeting, will be proposed to the DV by Andrew Leaver.</li> <li>• Graeme Scott and Andrew Leaver to meet with Crispian Cook on Wednesday 5<sup>th</sup> August to discuss how Bell Ingram can contribute to the preparation of the written submission.</li> <li>• John Lister-Kaye raised the point that he understood a part of the forest was on category F7 land and would not therefore receive grant for commercial replanting. If correct this would decrease the valuation. Crispian Cook to investigate this point.</li> <li>• Mia Scott raised the comments made by FCS staff at the public meeting on 25<sup>th</sup> March about how the forest was scored low and so identified for disposal. Alisdair Stewart will try and obtain a copy of this scoring exercise.</li> </ul>	<p>A Leaver  G Scott / A Leaver   C Cook   A Stewart</p>
<p>5     <b>Community ballot</b></p> <ul style="list-style-type: none"> <li>• Alisdair Stewart is meeting with the Council Elections Manager John Bruce on Tuesday 4<sup>th</sup> August and will confirm if the proposed ballot date of 27<sup>th</sup> August can still be met. Alisdair will also raise the questions minuted under Matters Arising from meeting of 20<sup>th</sup> July.</li> <li>• Andrew Leaver contacted CWA with regard to the wording of the ballot question. CWA believe that the wording can be very simple. The NFLS Guidance on Ballots indicates that 'the community body should liaise with the Scheme manger over the content of the information sheet and wording of the ballot question'.</li> <li>• John Lister-Kaye asked if all voters have to be on the electoral roll. Andrew Leaver confirmed from the NFLS Guidance on Ballots that they do.</li> <li>• Steve Byford suggested a 'Vote Yes' poster campaign in the run up to the ballot.</li> <li>• The community ballot is to be added to the agenda for 10<sup>th</sup> August.</li> </ul>	<p>A Stewart</p>



## Aigas Community Forest

<b>Summary of Actions from Meeting</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
9/1	Request payment of Council Ward Budget grant from Kilmorack Community Hall to Aigas Community Forest	Andrew Leaver
9/2	Request £300 cheque from Bob Hemmingway of Strathglass Community Woodlands	Lara McDonald
9/3	Complete the HIE CLU grant claim form	Graeme Scott
9/4	Read redrafted M&A and forward any comments to Mis Scott for collation.	All
9/5	Propose and arrange a site visit by the DVS	Andrew Leaver
9/6	Meet with Crispian Cook on 05/08/09 to discuss Bell Ingram contribution to the valuation process	Graeme Scott Andrew Leaver
9/7	Investigate categorisation of land in the forest as F7 and it's effect on the value of the forest	Crispian Cook
9/8	Obtain a copy of FCS scoring exercise for Aigas Forest	Alisdair Stewart
9/9	Meet with Council elections manager, confirm the ballot closing date and discuss points minuted for 20 <sup>th</sup> July meeting	Alisdair Stewart
9/10	Read and comment on draft feasibility study to Andrew Leaver by meeting of 10 <sup>th</sup> August	All
9/11	Send comments on draft feasibility study to Crispian Cook by 11 <sup>th</sup> August	Andrew Leaver
9/12	Meet with Crispian Cook on 05/08/09 to discuss preparation of the Business Plan	Graeme Scott Andrew Leaver
9/13	E-mail committee requesting a short CV paragraph; attaching an example for them to work form	Andrew Leaver
9/14	Write to individuals and bodies identified under AOCB above requesting letter of endorsement	Andrew Leaver
9/15	Discuss inclusion of an implementation programme in the business plan with Crispian Cook	Andrew Leaver

<b>Chair</b>		<b>Date</b>	
--------------	--	-------------	--