

## Steering Committee

### Minutes

of meeting held in Kilmorack Hall  
at 7.30pm on Monday 20<sup>th</sup> July

Present		Apologies	
Graeme Scott	Andrew Leaver	John Lister-Kaye	Peter Masheter
John Graham		Andrew Franklyn	
Alisdair Stewart		Lara McDonald	
Calum Fraser		Gavin Cormack	
Steve Byford		Philip Knott	
Mia Scott		Mark Hedderwick	

Item		Action
1	<p><b>Minutes of meeting of 6<sup>th</sup> July</b> The minutes were approved by Calum Fraser and seconded by Steve Byford.</p>	
2	<p><b>Matters arising from the minutes</b></p> <p>→ Company formation and bank account</p> <ul style="list-style-type: none"> <li>• Douglas Graham, Macleod and MacCallum has provided a draft Memorandum and Articles for formation of the Aigas Community Forest company.</li> <li>• Douglas has offered to undertake the work on company formation on a <i>pro bono</i> basis. The Committee noted their gratitude for this offer.</li> <li>• It was agreed that Graeme Scott, Mia Scott and Steve Byford would meet with Douglas to discuss the M&amp;A and bring any decisions to the next meeting.</li> <li>• Mia Scott to circulate M&amp;A and all comments to be returned to Mia before 27<sup>th</sup> July.</li> <li>• Paperwork for Bank of Scotland Treasurers Account has been completed by signatories. John Graham to lodge with the bank.</li> </ul> <p>→ Community Ballot</p> <ul style="list-style-type: none"> <li>• Andrew Leaver sent an e-mail to John Bruce, Elections Manager at The Highland Council proposing a closing date for the ballot of 27<sup>th</sup> August. John Bruce on holiday till 27<sup>th</sup> July.</li> <li>• Alisdair Stewart to contact John Bruce on his return to seek answers to the following:               <ul style="list-style-type: none"> <li>○ Can we still run ballot with closing date of 27<sup>th</sup> August?</li> <li>○ How much in advance will the postal ballots be sent out?</li> <li>○ Can we also operate a polling station on the closing date? If yes, can this be in The Kirk?</li> </ul> </li> </ul>	<p>G Scott M Scott S Byford</p> <p>M Scott / All</p> <p>J Graham</p> <p>A Stewart</p>

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	<ul style="list-style-type: none"> <li>○ Do the Council advise on the wording of the ballot question?</li> <li>○ Can the Council operate from the list of postcode areas or should we provide the whole mailing list extracted from the electoral roll?</li> </ul>	
3	<p><b>Update on feasibility study</b></p> <ul style="list-style-type: none"> <li>• There was no feedback from Bell Ingram since the last meeting and no points were raised by the Committee.</li> <li>• Bell Ingram are due to present the draft feasibility study at the next committee meeting on 3<sup>rd</sup> August.</li> </ul>	
4	<p><b>Valuation process</b></p> <p>→ Joint instruction</p> <ul style="list-style-type: none"> <li>• FCS issued the letter to the DV on 14 July. FCS have since confirmed that this has triggered the second 56 day period. The full NFLS application must be submitted by 8<sup>th</sup> September.</li> </ul> <p>→ Valuation process</p> <ul style="list-style-type: none"> <li>• Graeme Scott has been in touch with the DV. The DV has indicated that he will issue letters to FCS and ACF inviting representations.</li> <li>• The DV will be requesting an electronic copy of the FCS data on species, planting years and yield class and will work this data to come up with his own value on the forest.</li> <li>• The DV has indicated they will visit the forest and has suggested he is driven round it. He may then visit on his own.</li> <li>• As previously agreed Alisdair Stewart, Peter Masheter and Jake Willis from CWA will aim to meet with the DV on site.</li> <li>• Once the DV contacts Andrew Leaver or Graeme Scott a mutually convenient date will be set.</li> </ul>	<p>A Leaver G Scott</p>
5	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>• Alisdair Stewart suggested that those committee members who want to could make a donation towards buying National Lottery tickets for an 'Aigas Community Forest Syndicate'. It was agreed that this may be worth a try. Andrew Leaver to contact full committee to ensure there are no strong objections and to establish an on-line syndicate through the National Lottery website.</li> <li>• Andrew Leaver indicated that there will be a need for more committee meetings before the NFLS deadline of 8<sup>th</sup> September. Andrew to arrange dates and notify committee.</li> </ul>	<p>A Leaver  A Leaver</p>

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<b>Summary of Actions from Meeting</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
8/1	Meet with Douglas Graham to discuss draft Memorandum and Articles and bring decisions to next committee meeting.	Graeme Scott Mia Scott Steve Byford
8/2	Circulate draft M&A to full committee	Mia Scott
8/3	Comment on draft M&A to Mia Scott by 27 <sup>th</sup> July	All
8/4	Lodge bank account application with Bank of Scotland in Beauly.	John Graham
8/5	Contact The Highland Council Elections Manager with list of questions as noted in minutes above.	Alisdair Stewart
8/6	Arrange a mutually convenient date for the DV to visit the forest with Alisdair Stewart, Peter Masheter and Jake Willis.	Andrew Leaver Graeme Scott
8/7	Seek full committee approval for a Aigas Community Forest National Lottery syndicate and if approved set up on-line syndicate.	Andrew Leaver
8/8	Arrange extra committee meeting dates and notify Committee.	Andrew Leaver

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