

## **Steering Committee**

### **Minutes**

**of meeting held in Aigas Golf Club  
at 7.30pm on Thursday 24<sup>th</sup> September**

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

<b>Item</b>	<b>Action</b>
<p><b>1 Minutes of meeting of 31<sup>st</sup> August</b> The minutes were approved by Steve Byford and seconded by Alisdair Stewart.</p>	
<p><b>2 Matters arising from the minutes</b> → NFLS application</p> <ul style="list-style-type: none"> <li>• Andrew Leaver reported that the NFLS application had been submitted on time. However, during its assessment for eligibility the NFLS Manager, Malcolm Wield, identified that the community ballot had been based on the edited electoral roll as instructed by John Bruce, Elections Manager at The Highland Council. The Community Right to Buy guidance requires the ballot to be based on the full electoral roll.</li> <li>• Malcolm Wield has asked for Andrew to obtain from John Bruce written confirmation of his instruction. Assuming this is forthcoming Malcolm suggests that the Committee will be able to rectify the ballot problem by offering a vote to all those who were excluded in August.</li> <li>• The Committee agreed they were committed to rectifying the problem with the ballot.</li> <li>• Andrew to contact John Bruce and subsequently keep Committee up to date with progress.</li> <li>• Other than the ballot problem Malcolm Wield indicated that the NFLS submission was of a high standard.</li> </ul>	A Leaver
<p><b>3 Company formation</b></p> <ul style="list-style-type: none"> <li>• Graeme Scott discussed the paperwork regarding the appointment of Directors to the Aigas Community Forest company and Trustees for the Aigas Community Forest application for charitable status.</li> <li>• The company has a maximum of 13 directors: 9 drawn from the community; 3 co-opted from within or outwith the community; and 1 representative of Kilmorack Community Council. This would allow all current members of the</li> </ul>	

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	<p>Steering Committee to become directors.</p> <ul style="list-style-type: none"> <li>• Graeme indicated that Mia Scott had chosen not to become a director.</li> <li>• All other members present agreed to become directors and signed both sets of paperwork.</li> <li>• Andrew Leaver to contact Gavin Cormack and John Lister-Kaye to ask if they wish to become directors.</li> <li>• Andrew to obtain all necessary signatures and hand completed paperwork to Douglas Graham.</li> <li>• The need to recruit Company Members was also discussed. Lara McDonald stressed the importance of maintaining contact with all those who choose to become Company Members.</li> <li>• Andrew to liaise with Douglas Graham to draw up an application form for Company Members.</li> </ul>	<p>A Leaver</p> <p>A Leaver</p> <p>A Leaver</p>
4	<p><b>Fundraising and PR</b></p> <ul style="list-style-type: none"> <li>• Andrew noted that a £1000 contribution had been received from Kilmorack Community Council. The Committee's thanks were formally noted.</li> <li>• The potential for a contribution from the residual funds of The Beauly Firth and Glens Trust was noted. Andrew Leaver to make contact with Trustees.</li> <li>• Andrew reported back on initial discussions with LEADER staff who were positive about part-funding a fundraising campaign.</li> <li>• Andrew reported that he and Amanda Bryan would be organising a Quiz Night fundraiser in Kilmorack Hall in the New Year. Funds would be split between ACF and the Hall.</li> <li>• Mark and Calum discussed the potential for a mountain bike event through the Forest to raise funds.</li> <li>• There was discussion about the need to raise the profile of our activity in advance of soliciting funds. It was agreed that this was important and should be discussed further.</li> <li>• John Graham had circulated logo concepts in advance of the meeting. These were discussed. John to take comments back to the graphic designer.</li> <li>• Fundraising and PR to be carried forward to next meeting.</li> </ul>	<p>A Leaver</p> <p>J Graham</p> <p>A Leaver</p>
5	<p><b>Dates of future meetings</b></p> <ul style="list-style-type: none"> <li>• It was agreed to hold the next meeting on November 2<sup>nd</sup> and then to hold meetings on or near the first Monday of the month thereafter.</li> <li>• The venue for all meetings will be Magnus House subject to on-going availability.</li> <li>• Andrew Leaver to draw up and circulate dates for next 12 months.</li> </ul>	<p>A Leaver</p>

6	<b>AOCB</b>	J Graham
	<ul style="list-style-type: none"><li>• John Graham noted that he had made contact with Go Ape and that they were planning a scouting trip for potential Highland locations in the near future. It was agreed that John should complete the Go Ape 'New Site Recce Checklist' and see how things progress.</li></ul> <p>→ Pine-tree Lappet Moth</p> <ul style="list-style-type: none"><li>• Peter Masheter informed the Committee that he had discovered FCS staff surveying the forest for Pine-tree Lappet Moth and that they had found a number of them.</li><li>• Phil Knott updated the Committee on the moth and the potential damage it could do if it was to breed in large numbers.</li><li>• Prior to the meeting Graeme Scott and Andrew Leaver had decided to ask the DVS to suspend the valuation process until more information was available from FCS. Both FCS and DVS had agreed to this request. The Committee noted their agreement also.</li><li>• Andrew Leaver to make contact with FCS and seek further information on the potential impact of the Pine-tree Lappet Moth.</li></ul>	A Leaver

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<b>Summary of Actions from Meeting</b>		
<b>Ref</b>	<b>Action</b>	<b>Person Responsible</b>
12/1	Contact John Bruce for written confirmation of his instruction to use the edited electoral roll and subsequently keep Committee up to date with progress towards rectifying ballot.	Andrew Leaver
12/2	Contact Gavin Cormack and John Lister-Kaye to ask if they wish to become directors of the Aigas Community Forest company.	Andrew Leaver
12/3	Obtain all necessary signatures and hand completed company formation and application for charitable status paperwork to Douglas Graham.	Andrew Leaver
12/4	Liaise with Douglas Graham to draw up an application form for Company Members.	Andrew Leaver
12/5	Contact the trustees of The Beauty Firth and Glens Trust for a contribution from their residual funds.	Andrew Leaver
12/6	Provide feedback on the logo concepts to graphic designer.	John Graham
12/7	Add Fundraising and PR to agenda for next meeting.	Andrew Leaver
12/8	Draw up and circulate dates for meetings for next 12 months.	Andrew Leaver
12/9	Complete and return the Go Ape 'New Site Recce Checklist'	John Graham
12/10	Make contact with FCS and seek further information on the potential impact of the Pine-tree Lappet Moth.	Andrew Leaver

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