

## MEETING MINUTES

Date: 15/05/2018 @ 7.30

### **Present:**

Sheila Clark (Chair)  
Peter Thomas (Company Secretary)  
Carol Thomas (Director)  
Chrissie Sugden (Director)

### **Via conference call:**

Andrew Swann (Finance Director)  
Michael Odumosu (Director) – (joined at 7.40pm)  
Sam Marshall (Director)  
Adrian Shaw (Director) - (ASh)  
Cath Auty (DIG representative)

### **Apologies:**

Irene McLounnan (DIG representative)  
Libby Foy (Director)

Meeting Details: Board Meeting #17 covering April 2018  
Location The Old School, Dalavich

## MINUTES

- 1) **Apologies** Irene McLounnan, Libby Foy.
- 2) **Approval of previous minutes** – Approved
- 3) **Actions Arising from previous meetings:**
  - a) Lightening conductor. SC said that a strike on Mull hydro took out something crucial. Need to find out how much one costs. **Action SC.**
  - b) **AGM election results**; Sheila Clark and Libby Foy re-elected. Samantha Marshall and Adrian Shaw elected. So we now have a full complement of directors. 59 votes were cast. 39 members attended.
- 4) Roles and Responsibilities following the AGM:
  - SC Chair. Proposed PT, seconded MO.
  - Treasurer. AS. Proposed SC, seconded MO.
  - Company Secretary SM. Proposed CT, seconded PT.
  - Minutes Secretary CS.
- 5) **Communications:** These were:
  - Response to North Argyll grid consultation. Thanks to ASh, who will continue to report on this.
  - Weekly updates, including ANM, FIT payments, VAT returns, water grant, energy conference, import billing issues, export revenue. Thanks to CT for weekly updates.

- Social impact statement for SIS. ASh, CS, SC and CT have made a start on this. CT and AS to add financial report, then will submit. CT will suggest to Rob at SIS that he discuss SMID data with ASh.
- Generation data. Still doing better than projection. ASh has access to useful data on weather patterns for the last 30 years we can use when planning next year's budget. ASh said best income will be Oct-Jan. CT added we get paid more from PPA from 1/10 – 31/3. PT said even though the river is quite low, the generator continues to operate.

6) **Finance report** – please also refer to Executive Financial Summary, Balance Sheet, and P&L issued to Board members on 14/05/18.

- Executive summary: Of income, £12,000 is February income. Short on cash as the FIT payments still not sorted out. CT said PPA should have started coming in in March. Meters were installed Jan 30<sup>th</sup> but phone line and modem not installed until mid-Feb. We have only just been connected to the phone line (which must never be unplugged\*). They were expecting STARK to download all generation data, Expecting payment for March very soon, and April at the end of May. (\*PT to make a notice to this effect)
- Water grant: AB&C awarded grant to Lochaweside for refurbishment of village water system, but they want a programme of works carried out by David Winter before they pay the whole grant, but not clear what that means. Result is we are only due to be paid £10K so far (of the £20K promised, and £14K budgeted). PT will feed back latest water test results to A&BC to try and speed up payment.
- Bank account: Some large bills have been paid. CT to set up a meeting with SIS.
- Too early to work on next year's budget.
- Next Share Offer: we need to know what's happening with ANM before we go ahead. Re ANM: Grid reinforcement will now be further delayed. Simon at Ricardo said there is no 5 year expiry date with Innogy. Its an open ended contract. Innogy can only cancel if we cause them financial loss, or if they sell the business, (however we would receive notice). The 5yr deadline is for a re-negotiation with SGS.

7) **Project progress**

- ANM: we negotiated a re-start so nothing to pay until 30/4/19 and we have a clear undertaking that they will re-visit the 350kW fail-safe. SGS have the majority of the risk with the ANM contract as they underwrite it. In October we have a meeting with SGS and may then be able to reduce to 9-5 support. ANM has now been signed off by SSE.
- Issue:** between October and now we ended up in a situation where SSE say we need to shut down in under 10 seconds, but it actually takes 40 seconds. They can do an emergency shut down. CT, Jonathan, Simon and PT will investigate. We don't want emergency shut downs so we need to get the agreement with SSE sorted.

8) **Operational Issues – Sub-committees**

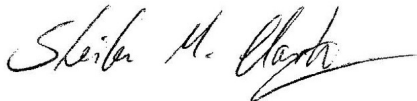
Operation Report: All working well. Checks being carried out according to schedule. Currently costing less than we budgeted but had no green maintenance to do yet.

9) **Any other business –**

- a. The launch was a very positive experience; good feedback and 2 requests for shares. Thanks to Simon and his wife for permission to show photo of his children. Mike Russell very happy to be there, and Councillor Elaine Robertson and husband Mike. **SC to write a letter to all who helped to thank them e.g. provided food and music.**
- b. Community Benefit Fund – Iona has sent PT an alternative to Foundation Scotland, and PT has another lead to follow up.
- c. We had an email from a community in Wales interested in ANM.
- d. GDPR – CT and SM are going to a meeting tomorrow. LF offered to help with process if need be. We would like to include asking members their communication preferences.
- e. **Check** whether AED are affiliated to Community Energy Scotland as opposed to DIG.
- f. Agenda item for next meeting: updating website.

**Meeting closed at 8.40 pm**  
**Next Meeting 19<sup>th</sup> June @ 7.30pm**

**Minutes approved at Board Meeting #18 on 19<sup>th</sup> June 2018.**



**Signed by Sheila Clark: Chair**

Month	Item	Area	Notes
January	Annual SEPA abstraction report	Operations	Starts 2019
February	Quarterly Reports due to SIS	Finance	Starts 2018
April	AGM	Legal	Started 2017
May	Quarterly Reports due to SIS	Finance	Starts 2018
June	Year End Accounts due to FCA	Finance	Started 2017
June	Shareholder & Director report due to FCA	Legal	Started 2016
June	Insurance Renewal Due	Admin	Needs investigating March
July	Submit Fuel Mix Disclosure	Admin	Starts 2018
August	Quarterly Reports due to SIS	Finance	Starts 2018
November	Financial Year End	Finance	Started 2016
December	New Operating Budget due to SIS	Finance	Starts 2017
Feb 2023	Full electrical installation check required.	Operations	13/02/23