

# Minutes



## STEERING GROUP MEETING

7.30pm 26<sup>th</sup> August 2010 – BALNAIN HALL, GLENURQUHART

### Attendees:

Anne MacDonald, Peter MacDonald, Edward Redmond, & Erik Trelfer  
 Apologies: Mary Brook, Andrew Castell, Bill McDermott, Neil MacInnes, Shona & Frances Jones, Paul & Kate McKinley,

### Agenda topics

#### Minutes of Meeting 16<sup>th</sup> June 2010

Discussion: the minutes of the previous meeting were agreed and signed

#### Current Situation

Anne MacDonald

The Planning application is still going through. It would be quite useful if community folk could send e-mails in support of the planning application to the Council on the basis of its minimal impact on the area. The planning reference is 10/02132/FUL

Funding – our bank balance is around £300 but we will need to draw down the next tranche of finance soon. To complete the paperwork CES need copies of all receipts for legal expenditure, community engagement and miscellaneous/contingency expenditure items

Good news from the Grant Funding front – the Big Lottery have opened another fund for Investing in the Community. There will be grants for Stage 1 (Development Costs) and Stage 2 (Capital Costs).

Anne's work-load as chair is becoming too onerous and there is a need now to spread the load particularly as we move in to a more active phase later on. Anne suggested 4 Divisions of Activity:

- 1) Funding – <sup>Stuart</sup> Stewart Brownlee has offered to help with this. Anne is anxious to have help in particular with grant fund tracking. Pauline may also be able to help with a spreadsheet. Anne will continue to work on the grant applications.
- 2) Membership – We need to have a minimum of 100 members of Soirbheas and 5% of community would be a good target. Erik to take on boosting of membership
- 3) Community Engagement/Awareness – it is hoped Mary will be prepared to assist in this
- 4) Finance – there is going to be a growing need to control and monitor the general financial aspects – cash flow forecasting and project tracking etc. It is hoped Andrew will have a good grasp of this aspect and will be happy to take this on – perhaps Ian Wilson?

#### Action items:

Copies of receipts to be provided to Anne

#### Person responsible:

P Trelfer

#### Deadline:

Very soon

## Corrimony Energy Ltd

Anne MacDonald

1) Mike has still not provided formal invoice for the 'buy in' costs to date – indicated at £16,514 for all our share of costs up to Planning. Also need the best estimates for the next phases – construction/development, wayleave, grid connection, accounting charges and legal charges. This is urgent now if we are to have the funding in place to meet it.

2) Time Line for the project is currently

- a) Planning Consent Outcome – by end of 2010
- b) Grid Offer – by 1/4/2011
- c) Bank Loan in place and Turbine Order – June 2011
- d) Road Construction work complete - 2012

Action items:	Person responsible:	Deadline:
Write formerly to Mike & Accountants asking for invoice	Erik T	urgent

## Accountants

The Directors have agreed that AJB Scholes are to be appointed as the company's accountants. They will compile the year end accounts, provide accounting advice, OSCR final accounts and will also provide Company Secretary services. They have indicated £750 + VAT for preparation of year end accounts and estimate the costs for forecasting work later on will be around £600-£700

Action items:	Person responsible:	Deadline:
Request Accountant's invoice for year end accounts	Anne	soon
Sign off and return Accountants appointment Agreements	Erik	soon
Find out about OSCR Annual Monitoring Return	Erik	soon

## Matters Arising and Any Other Business

None

Conclusions: N/A

Action items:	Person responsible:	Deadline:
None	None	n/a

**DATE OF NEXT MEETINGS: THURSDAY 30<sup>th</sup> September, Thursday 28<sup>th</sup> October and Thursday 25<sup>th</sup> November 2010**

**Chairman:**

*Anne MacDonald*

Anne MacDonald

**Clerk to the Board:**

*[Signature]*  
25/8/10

Erik Trelfer

**Date:**