

# Glengarry Community Woodlands Directors meeting

18<sup>th</sup> May 2016

Glengarry Community Hall @ 19.30hrs

**Directors Present:**

Grace Grant (Chair), Bruce Kocjan-Briggs (Minutes), Catriona Menzies, Lindsay Rogers, Colin Grant,

**Apologies:** June Mathers, George Cross, Gary Servant.

No	Action	Who	When
1	Colin to get 3 quotes for suitable chainsaws + associated equipment.	Colin	June 15th
2	Grace to ask Ken to produce a post box.	Grace	June 15th
3	Check details of postal address with Gary	Bruce	Soonest
4	Find out more details of jet-ski storage enquiry	Colin	June 15th
5	Bring example prices for storage companies	Colin	June 15th
6	Send confirmation letter to Gary	Bruce	May 23rd
7	Send job advert to previously interested people	Grace	June 1st
8	Invite Hall Committee and Community Council representatives to interview	Grace	Before interview
9	Collate comments on job description, send to board members	Grace	May 20th
10	Place Job adverts and put up posters	Bruce	May 25th
11	Contact Mike MacNally to accept tender	Grace	June 15th
12	Send tree safety brief to Chris.	Bruce	End May
13	Check GCW Gaelic translation	Colin	June 15th
14	Meet with Pamela Noble June 6th	All	June 6th
15	Plant Sale poster in GCW notice board	Bruce	20 <sup>th</sup> May
16	Removal of Forestry barrels	Bruce	June 15th

### Suggested Items For June Agenda

Nominate a director as contact for Paths For All and review application.

Draft Storage Contract

Council Tax Update

Meeting to organise interview
Forest Plan and scoping walks

**Previous Minutes:** The previous minutes for 6th April 2016 were agreed as a true record.  
Proposed by Colin Grant, Seconded Lindsay Rodgers

### **Matters Arising**

- Paths for All Funding application: Application has been submitted, response due in June. Suggested item for June agenda, nominate a director as contact for PFA and review application.

-Landfill Fund purchases: Hand tools and insurance complete, Colin to get 3 quotes for suitable chainsaws + associated equipment.

- Post Box: Gary has previously mentioned that The Post Office is ready to begin using our address as soon as we have a secure post box.

Grace to ask Ken to produce a post box. Once fitted Grace and Lindsay will check this twice weekly.

Bruce to confirm with Gary that the post office details are correct.

- Insurance for leasing storage: Grace emphasised that changing the use of the building (to allow leasing workshop space etc) would require a building warrant. It was agreed that this would not be financially practical. It was agreed to go ahead with leasing for storage, and that there would be no need to adjust our insurance as leasers would be required to provide their own insurance.

Colin mentioned that another interested person would like space to store a Jet-ski. Colin to find out more information.

Colin will also bring example prices to the next meeting from existing storage suppliers.

It was agreed that a draft contract would need to be drawn up, with reference from examples from storage companies, and passed to VAL and Johnny Bell for comment.

NDR Form- Bruce confirmed that this has been completed and sent to the Council by Gary, but that no reply has been received as yet.

Place item on next month's agenda to check progress with council.

### **CDO Report:**

As Gary was not able to be present tonight the CDO report was passed over. Grace and Bruce agreed to meet up on Friday at the depot to speak to Gary.

### **CDO Resignation:**

Margaret Boyd has suggested an adapted version of the acknowledgement letter written by Grace. Grace read this out and it was approved by the board for Bruce to send to Gary.

-Wage costs: Grace gave a summary of the money available for wage costs:

Yr 1

£13560 SLF

£10560 HIE

Year 1 spend to date: £9564 Approx

Next Seven Months £14556 Approx.

Yr 2

£25476 HIE

-Suggestions for new CDO post: Pam Noble, Margaret Boyd and Jon Hollingdale have all given suggestions to help with the likelihood of recruitment with the new job advert.

PN: Suggested banding the salary level between £20-24,000. Also suggested the option of reducing the post to part time and extending the duration of the contract.

MB: Suggested advertising the post as full time for 1 month, and changing to a part time post if no suitable candidates apply.

JH: Suggested that the job could be split into 2 separate part time posts if a single candidate was not able to fulfil all of the elements of the post.

The board accepted all of these as good suggestions to be considered if the initial advert did not produce suitable candidates.

### **Job Advert:**

There followed a discussion of the wording of the Job Advert, with the purpose of simplifying the description and opening up applications to as many people as practical.

Grace volunteered to send the job advert to previously interested people.

Other places suggested for advertising were:

CWA

HiJobs.

VAL

HIE

Highland Environmental Network.

Rural Development Network

Trees For Life (through Joyce Gilbert for Long Term Volunteers)

-Interview: Margaret Boyd has suggested that we approach members of the hall committee and community council for a member to sit on the interview panel and take part in the discussion after the interview. Grace to write to the secretaries.

The board agreed on the idea of presenting the GCW objectives to candidate before the interview for discussion at the interview.

The board agreed on meeting before the interview date to discuss potential questions.

Grace collated the comments from this evening's discussion and will send to all. If any one has comments please send to Bruce to amend before the advert is posted.

Bruce to post adverts in places already mentioned plus local notice boards.

### **Financial Summary:**

Grace gave a summary of recent finances:

Lisa Bell has been paid £300 for her work on our Logo.

Payments have been made to Colin and Ken to reimburse for buying hand tools and plumbing supplies respectively.

Chris Piper has suggested that he return some of our payment to him until he has completed his work for us. Grace has discussed details with him and approved this.

### **CDO work plan until end of May:**

Bruce stated that Gary has 4.5 days of leave still due to him before his finishing date. The board agreed that Gary's remaining time should be spent preparing for the handover of files and contact information etc., chasing up FCS to remove the oil drums and other materials, Checking the progress of Council Tax and any other outstanding work.

A meeting was arranged for the directors at the depot on Friday 27<sup>th</sup> May at 1.30pm to go over the handover with Gary.

Gary's final day of work will be Friday 3<sup>rd</sup> June.

### **Depot Safety Works:**

These are on target for anticipated spend.

a) Fencing: It was agreed that Grace would contact Mike MacNally to accept his tender for fencing. Volunteers will be used to remove scrub along the fence line and reduce the overall cost.

b) Materials: £223.46 spent to date on Plumbing/Drainage. 2 Toilets are due for delivery soon , as well as plywood for panelling, which is due on Friday.

Total estimated spend is £1500.

- c) Electrical connection: £364.78 has been paid for the connection. EDF are still sending bills, although George had received confirmation from them that this had been resolved. The board agreed to go ahead with the contract from SSE, but will wait for George to return before signing.
- d) Architects fees: £1200 invoiced but not yet paid. Grace to send round additional comments from Donald MacKenzie.
- e) Skip hire: Quote from 12CY for a skip is £300 +VAT = £360. A date for a work day to gather rubbish for the skip, as well as a date for the digger (Quoted at £300) will be discussed in the next Agenda.
- f) Chris Piper: De minimus funding has been granted (£3000) from HIE + £6900 from SLF. Chris's total bill will be £9900.
- g) Electrician: George has been in contact with Steve White, who will take a look and get back to us with costs.
- h) Tree Safety Works: Bruce will pass on the brief produced by Gary to Chris Piper to put out for tender. There may be up to £1000 available from the safety works money.

### **Branding:**

Jpeg and Tiff Files have been produced by Lisa, and are now with Colin. Arrangements for standardising letter headings, posters, email signatures and other related items is to be put forward to the next Agenda. It was suggested that George and Colin coordinate this work.

Colin will provide GCW email addresses for Chairman, Treasurer and Secretary for official communications, as well as a generic email address.

Grace presented bags and other branded packaging as examples from Lisa. Further discussion to be included under fund-raising.

Joyce Gilbert has provided a Gaelic translation for GCW's name. She has asked to allow time to confirm that it is correct, and Colin will also check.

### **Plant Sale:**

Lindsay confirmed place and time: 11-3pm Saturday 4<sup>th</sup> June. Lindsay and Hector's garden. Helpers please show up at 10am.

### **Any other business:**

1. Chris Piper will be producing an updated draft of the Forest Plan by the end of May / early June. Scoping walks then need to be planned. Discussion Item for June Agenda.
2. Steve Morris – Woodland Trust Milling/ Woodland Machinery Demonstration. The board decided that this would not be a suitable time to engage in this event. Bruce to inform Gary.
3. Pamela Noble has asked if we could meet with her on Monday 6<sup>th</sup> June 7pm at the Depot to be introduced to her replacement.
4. NFU AGM: Grace to fill in a voting form as proxy for GCW.

5. VAL Volunteer Week: 2<sup>nd</sup> June 12.30 – 1pm Parade and Volunteer Fair.
6. Poster for Plant sale to be put up in GCW notice board (Bruce to arrange.)
7. Bruce confirmed that he was unable to continue his work with the board, and Grace thanked him on behalf of the board for his work as Chair over his time with GCW and the steering group.

**Next Directors meeting:**

15<sup>th</sup> June 2016 (19.30hrs at the Community Hall)

Written by: Bruce Kocjan-Briggs 20/5/2016

**These minutes are agreed and approved:**

**Date:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_