	<b>MCDC Board Meeting Minutes</b> <span style="float: right;">APPROVED</span>	
	Date:	Tuesday 7 <sup>th</sup> January 2025
	Time:	7PM
	Location:	Hub
	Public/Board Only	Board only
Directors Attending:	<i>Angus Robertson (AR) (Chair)</i> <i>Keith Laidlaw (KwL) (Treasurer)</i> <i>Miles Welsh (MW)</i> <i>Susan Taylor (ST) (via Zoom)</i> <i>Henriette Laidlaw (HL) (via Zoom)</i> <i>Bob Jones (BJ) (via Zoom)</i>	
Staff attending:	<i>Suzanne Pender (SP), Lilia Dobrokhodova (LD)</i>	
Apologies:	-	
Chaired by:	<i>Angus Robertson</i>	
Minutes by:	<i>Aukje Delnooz</i>	
Meeting is quorate:	<i>(Minimum 3 directors, and majority are elected directors)</i>	
Declaration of Interests	<i>None</i>	


Agenda Points	Summary/Discussion/Feedback	Actions/Decisions	Person responsible	Due
1. Introduction	<ul style="list-style-type: none"> <li>Welcome to new director Miles.</li> <li>AD will become clerk rather than just minute taker.</li> <li>AD, AR and SP will improve action log and share with directors</li> </ul>	<b>Action:</b> Improve and share action log	AR/SP/ AD	4/2/25
2. Minutes of last meeting	<p>AR Apologised for late minute approval. Minutes approved by email 6/1/24 and confirmed here. Proposed by AR, seconded by KL</p> <p>Outstanding actions/matters arising:</p> <ul style="list-style-type: none"> <li>HL still to share existing info re risk assessment with SP and arrange meeting re risk assessment.</li> <li>SP is looking into Cash Management Service and will report back next month.</li> </ul>	<p><b>Action:</b> HL to share existing info re risk assessment and meet with SP</p> <p><b>Action:</b> SP to report back on Cash Management Service</p>	<p>HL/SP</p> <p>SP</p>	<p>4/2/25</p> <p>4/2/25</p>

	<ul style="list-style-type: none"> <li>• Adeline was offered additional VAT training but has declined at this moment.</li> <li>• Banking mandates: KwL to share info re banking mandates with SP. Currently only AR/LD sign for things. Needs to be changed.</li> <li>• SP still looking into linking budgets with actuals MDCD/MCTC/MorVolts</li> <li>• SP and HL to set up meeting with Sam Firth re Mem &amp; Arts</li> <li>• SP still to arrange training for new board members</li> <li>• Update re proposal for developing a community newsletter: leave for AOB next meeting</li> <li>• SP still to investigate donation to Urram to continue the Lochaline Community Lunches in 2025</li> </ul>	<p><b>Action:</b> AR/KwL review and change banking mandates with SP.</p> <p><b>Action:</b> Link budgets MDCD/MCTC/MorVolts SP/EQ</p> <p><b>Action:</b> SP/HL set up meeting with Sam Firth</p> <p><b>Action:</b> Decision to be made re newsletter</p> <p><b>Action:</b> SP to contact Louise at Urram again</p>	<p>AR/KwL</p> <p>SP/Andrew</p> <p>SP/HL</p> <p>HL/SP/board</p> <p>SP</p>	<p>4/2/25</p> <p>4/2/25</p> <p>Asap</p> <p>4/2/25</p> <p>4/2/25</p>
<p>3. Operations Report</p>	<p>Spreadsheet with Operations Report shared with directors.</p> <p>Operations Manager and team have been busy.</p> <ul style="list-style-type: none"> <li>• Weekly team meetings and regular one-to-ones with staff.</li> <li>• Staff Christmas meal (thank you to directors for funding that)</li> <li>• Plan for the year has been circulated to directors.</li> <li>• SP and LD met with HR specialist 7/1/25 to go through key skills needed for each role, which will define our training needs.</li> <li>• All risk assessments have been reviewed.</li> <li>• All new staff have completed forecourt training.</li> <li>• New van is in use.</li> <li>• Less lone working at hydro: 2 people go when cleaning and worker good at checking in/out via text when he has to go on his own. Pressure washer will arrive end of this week, to see if that works for cleaning and can replace the need for ladders.</li> </ul> <p>The board thanked operations manager and team for this.</p> <p>Concern: Fire alarm in Hub is not fully functional (fault on sensor in the kitchen). LD has instructed company to come and repair it. KL requests to be kept updated. Directors very unhappy this has been allowed to be so for so long.</p>	<p><b>Action:</b> LD to ensure fire alarm in Hub is repaired asap</p> <p><b>Action:</b> SP to arrange meeting with directors re risk register</p>	<p>LD</p> <p>SP</p>	<p>Asap</p> <p>4/2/25</p>

	<p>Risk register: needs session on board identified risks, Initially SP with HL and then with the board. SP to call meeting.</p> <p>Digital support: SP has obtained 5 quotes from DTAS recommended companies. SP would approval to interview 3 lowest quotes and appoint someone for 1-2 years to see how that goes. Interviews are booked in week on Thursday. Unanimously agreed.</p>	<p><b>Decision:</b> SP has received unanimous approval to interview the 3 lowest quotes for digital support.</p> <p><b>Action:</b> KwL /SP to attend interviews for digital support</p>	KwL/SP	16/1/25
4. Treasurer's report	<p>Last instalment of agreed MorVolts money hasn't come through yet. AR Confirmed it is ready to go. Agreed : MorVolts to action and funds to be added to MCDL ring fenced fund for housing project.</p> <p>Money for MCTC: SP to let KwL know how much is needed for wages this month.</p> <p>Board discussion was had regarding financial control limits: Treasurer's proposal: <b>Delegated responsibilities:</b> Team member £100 Project Manager £250 Operations Director £1,000 Chair of Morvolts or MCTC – to set own delegation Chair of MCDL £3,000 Board Approval of Morvolts /MCTC – to set own delegation MCDL Board Majority unlimited aligned to charitable objectives. Unanimously approved with "set own delegation" to be done asap.</p> <p>Only person to currently hold a card is LD. Needs to be discussed another time.</p> <p>SP has planned quarterly sample financial reconciliation with Adeline, SP, KwL.</p>	<p><b>Action:</b> AR to arrange transaction and funds to be ring fenced for housing AR/Adeline</p> <p><b>Action:</b> SP to let KwL know how much MCTC need for wages this month</p> <p><b>Decision:</b> Delegated responsibilities as listed in column to the left were unanimously approved, with "set own delegation" to be done by MCTC and MorVolts asap.</p> <p><b>Action:</b> AD to add this to next agenda</p>	AR  SP          AD	4/2/25  Asap          4/2/25
5. Housing update	<p>Following subgroup recommendation and board approval the housing project will move onto the next stage with a different architect. LD/SP met with new architects 6/1/25: J&amp;J Architects. Site visits are planned for next week and week after, then they will apply for the building warrant, which we need</p>	<p><b>Action:</b> SP/LD to get options for the funding and feedback to board.</p>	SP/LD  SP	4/2/25  Asap

	<p>before we can apply for funding. They will cost up the original proposal and their own and see how they compare and where we can save money. Preference for a standard build of 2-3 bedroom houses.</p> <p>At the moment no grant funding secured yet. 50% funding is available if certain conditions are met Current additional funding opportunities being explored: Rural Housing, Triodos (re mortgage), Renewable Fund, HIE. Perhaps approach Co-op as well to get mortgage quote?</p> <p>Suggestion: write to MPs for support.</p> <p>LD keen to explore district heating system for housing project.</p> <p>Finances coming from MorVolts should be earmarked in bank account, ready to use as match funding. Action: Finance team to do that and ring fence these amounts.</p>	<p><b>Action:</b> SP to look at recording of DTAS meeting to see if there were other funding options mentioned.</p> <p><b>Action:</b> AR to look at funding re infrastructure</p> <p><b>Action:</b> SP to draft letter from chair to ask MP for support with project.</p> <p><b>Action:</b> SP/LD to contact district heating and explore possibilities. (AR to send contact details to LD).</p> <p><b>Action:</b> Finance to earmark/ring fence the matchfunding for the housing project</p>	<p>AR</p> <p>SP</p> <p>SP/LD/AR</p>	<p>4/2/25</p> <p>4/2/25</p> <p>asap</p>
6. MCTC update	<p>6a Harbour improvement project: directors discussed provisional proposal shared by SP. Some good ideas. SP to develop this further.</p> <p>6b HIE funding for harbour purchase: LD seeking board approval for slightly higher costs than originally approved: max 7.5K instead of 5K, for legal costs of harbour purchase. Decision: 7.5K can be spent on this, proposed by KWL, seconded by AR. All agree.</p>	<p><b>Action:</b> SP to develop Harbour Improvement Plan in more detail.</p> <p><b>Decision:</b> board unanimously agrees that up to 7.5K will be available for legal fees for harbour purchase.</p> <p>Action: LD to progress HIE grant application urgently</p>	<p>SP</p>	<p>4/2/25</p>
7. MorVolts Update	<p>Written report provided. By 1<sup>st</sup> Oct 2025 we will need a new Power Purchase Agreement (PPA) contract. Nick and AR have discussed and agreed with GlenHydro -they will organise to tender for a new contract - 6 month at a min of £80 per MWh. We expect our revenue per Mw generated to be cut by 50% as this is the marketplace offers to us.</p>			
8 Wind & Emissions	<p>SP and AR meeting with HI Climate Action Fund (8/1/25) who may be able to help us set this up. We also plan to connect with Community Energy Scotland.</p>	<p>Action: SP/AR to share feedback from meeting re windfarm consultation</p>	<p>SP/AR</p>	<p>4/2/25</p>

9 AOB	<p>SSEN electricity claim update MW: formal complaint sent on 20<sup>th</sup> Dec 2024, no reply yet despite SSEN's maximum response time of up to 5 working days.</p> <p>Hub should have been classed as a micro business. SSEN should have noticed that we were not in the correct bracket. We have been hugely overcharged, but have left it a long time, so claiming might be problematic. If no reply within 8 weeks, we can go to Ofgem.</p> <p>Suggestion: let our MSP know, so he can put pressure on SSEN.</p> <p>Thanks to MW for taking this on.</p>	Further dates/times will trigger how this progresses. MW to watch brief on it with SP		
Close of meeting	21.06			

Next Meeting	Date	4/2/25	Time:	7pm
	Location	Village Hall	Public/Board Only	Public
Minutes approved	19-01-2025		Name: ANGUS ROBERTSON	