

▪ FRIENDS OF GLENAN WOOD STEERING COMMITTEE - MINUTES OF MEETING

- **Date:** 30 July, 2017
- **Time:** 9.30am
- **Place:** Portavadie Lodge
- **Attendees:** Mark Appleton, Rob Borusso, Eve MacFarlane, Lucy Roper, Anna Strachan, Robin Webster
- **Apologies:** Mick Eyre.

Item 1: Constitution

The meeting kicked off with some discussion around the type of organisation Friends of Glenan Wood (FOGW) will become and the impact this will have on the type of constitution that is required. The point at which we would move from being a “steering group” to a legally constituted board was discussed as was the potential impact this timing might have on any attempts at fundraising.

Robin said that from his correspondence with the government authority handling asset transfers that our first decision must be what type of organisation we want to be. It was pointed out that when dealing with the Community Asset Transfer process, there can be some flexibility in terms of our organisational structure but the Scottish Land Fund require a tighter definition.

The consensus was that becoming a Scottish Charitable Incorporated Organisation ([SCIO](#)) under the Community Asset Transfer Scheme ([CATS](#)) was the best course of action for the group. It was felt that the timescale for becoming a SCIO would largely be dictated by the bureaucracy involved in completing this process.

Based on his experience, Robin said the membership subscription fee for the organisation should be at least £5, payable by standing order, to avoid unnecessary work chasing non-payers.

Rob suggested that there should be a reciprocal arrangement of a permanent place on the board for a member of Kilfinan Community Forest Company, as well as for a member of the Community Council.

It was also suggested that consideration be given to the idea that a representative from Portavadie Estates Ltd. could also have a permanent place on the board. Anna mentioned international nature of the company’s staff and the potential for multi-cultural input to woodland activities. Anna also raised the idea of ensuring that the board would be representative of all the age groups interested in the woodland.

Eve said that presentation could be given to various groups, e.g. the Women’s Institute to help garner support for the project.

ACTIONS on Constitution

Robin to amend the draft constitution to include the notion that we are seeking to create a “community woodland” and to define the community as anyone living, registered to vote, or owning property in the PA21 postal code area. He will distribute the amended draft constitution to steering group members asap for input/feedback/approval, before sending it on to the Scottish Charity Regulator ([OSCR](#)).

Lucy said that she knows someone who has set up a SCIO and can ask them to come and talk about their experience of doing so. Lucy also said that she will set up a bank account with Bank of Scotland into which donations etc. can be eventually be made.

Eve said she would send out an update email to everyone on the FOGW email list and that eventually regular newsletters can be distributed via MailChimp software. Eve also suggested we work towards an autumn/Xmas fundraising and launch event. All were in agreement with this suggestion. Eve also said that she and Mark would look into the creation of a website that will work alongside the existing Facebook page.

Mark agreed to produce a timeline detailing how the process of moving forward from our current position to the eventual acquisition of the woodland might look.

Rob suggested that we should start the process of commissioning a feasibility study, as the study itself would take at least two months to complete

Items 2 & 3: Insurance, Work Parties

Eve explained how the Forestry Commission Scotland (FCS) had requested risk assessments, official applications, insurance cover etc. before any work – whatever its merits – could be undertaken by us either within Glenan Wood or on the shoreline. This seemed to be at odds with information Anna had received from a FCS contact who had suggested that undertaking work at this stage would be viewed as beneficial to our cause.

There was some discussion around the difficulty of securing public liability insurance, the need to complete a risk assessment, the added complications of using power tools etc. and while Robin said that he had obtained a quote for insurance, it was agreed that no work parties should be undertaken this year and that our focus should be on the administrative side of setting up the organisation.

Items 4 & 5: Wilder Ways, Official Communication Issues

There was some discussion in which it was pointed out that, as FCS are unequivocally the owners of Glenan Wood, it is the responsibility of that organisation to make any official approaches to Wilder Ways in respect of the use of paths within the Wood for commercial purposes.

It was again clarified that there can be only one official channel for communication from the steering group for matters relating to Glenan Wood and that is through Eve using email. The point was reiterated that any other communication by members of the FOGW steering group on matters relating to Glenan Wood with any statutory, voluntary or commercial bodies must be undertaken on a personal basis and cannot refer to or repeat discussions which have taken place within the context of the steering group. All agreed that this is the correct way for the steering group to manage its communication activities, now and in the future.

Next Meeting

No date was set but it was agreed that the next meeting should take place within a month to six weeks.

ENDS