



Cormonachan Woodlands Association
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Minutes

A Committee Meeting was held on Wednesday, 1st April 2015 at 2.00 pm at Donich Lodge, Lochgoilhead, Argyll, PA24 8AL

- 1) Liz Evans welcomed the committee members, Marion McCune & Douglas Locke and noted that there were apologies from Jimmy Sim & Rowan Fraser. Thanks were given to Marion for hosting the meeting.
- 2) Approval of the Minutes of the last Committee Meeting held on 10th March 2015 were approved and proposed by Marion McCune & seconded by Liz Evans and signed.
- 3) Report on the meeting with David Robertson, FCS held on 25th March 2015 was given by Liz Evans. FCS agreed that CWA could apply for a lease for Cormonachan Woodlands. It was decided that this was a better option to have a lease initially and perhaps buy the woodlands at some time in the future when the CWA had more experience and at least 20 local individual members. The CWA could apply for a lease as a not-for-profit organisation but would have to convert to a charity as a company limited by guarantee if it later wished to purchase the woodlands. Grants were available for land purchase. A Management Plan would have to be agreed with FCS. Liz agreed to do an initial draft similar to the ones produced in the past. A request was made for permission to run the Open Day at the woodlands on 24th April 2015. The next day an Event Application form was sent to CWA by FCS and immediately returned with our application. Subsequently on 1st April copies of Ardroy's risk assessments and the Insurance certificate were sent to FCS, completing their requirements.
- 4) Report of meeting with Ardroy staff on 30th March 2015 concerning the Open Day on 24th April 2015 was given by Liz Evans. All the points raised on Liz's notes supplied to the meeting were agreed and noted. A joint CWA/Ardroy medical form had been prepared and was to be sent out to the school

for parents to sign. Marion would prepare a Facebook page. Liz would draft up a Management Plan referred to in 3) above. It was noted that Ardroy would only be able to offer one minibus for 17 persons and the school would take 12 places. We have enquired about the possibility of using the community bus. Ardroy would prepare a timetable for collecting visitors from Carrick Castle & Lochgoilhead and returning them as no parking would be allowed at the woodlands on the Open Day. It was noted that the school bus would be passing the woodlands twice that afternoon and the times would be added to the timetable. There would be a volunteering day on Wednesday 22nd April to help clear paths, prepare for the event and generally tidy up the area. Ardroy's handyman will be able to help during the day and volunteers will be sought from those names listed as interested in helping the Cormonachan Woodlands.

- 5) Report on the opening of a bank account for CWA. Rowan had previously advised by e-mail that there was no further news regarding the opening of the bank account.
- 6) Secretary's report including update on the website. Douglas reported that he was keeping the website up to date and would put the transport and parking arrangements on the home page of the website once the timetable had been finalised. He would also remind visitors to wear suitable clothing.
- 7) The options for a FCS Lease for the Cormonachan Woodlands were discussed. Should this be a joint lease with AOEC Trust Ltd. and/or Lochgoil Community Trust Ltd. as the previous lease Ardroy had, was between FCS, Fife Council & Lochgoil Community Trust Ltd. [copies were be available at the meeting]. The Trust was to be invited by e-mail immediately after the meeting as they had their meeting the same day in the evening. This matter was mainly covered in 3) above.
- 8) Report on progress made regarding the CWA Open Day for Friday 24th April 2015 was given by Liz with most items covered in 4) above.
 - a) Forestry permission to use the woodlands for the open days has been applied for.
 - b) Transport / parking arrangements on the Open Day arranged by Ardroy. We have to decide on the final timetable.
 - c) Insurance covered by AOEC Trust Ltd.
 - d) First aid cover by 2 Ardroy Instructors and Rowan.
 - e) Demonstrations / activities to be offered to include hurdle making, charcoal making, pea wigwam, walking sticks. Programme to be made up. Shaving horse and pole lathe to be on display to see if anyone interested in training courses.
 - f) Final programme for the Open Day to be prepared by Liz.
 - g) A list of who is doing what at the event to be prepared.
 - h) Refreshments for the Open Day will be from Ardroy.
 - i) Recommend clothing & foot-ware on the website.
 - j) Open Day Poster and Display Material now ready.
- 9) Application to convert the initial set up of a not-for-profit organisation to a charity as a company limited by guarantee.

This item was delayed until all committee members were present at next meeting.

- 10) Membership Application form accepted but will only be shown at the Open Day as a consultative document to find out potential members' views on membership terms (Note: FCS advise, only members with local residences will be able to act on behalf of the association and vote in the longer term). Douglas pointed out that the CWA needed to have a base income to initially pay for the hosting of its website and domain renewal (£107.50 pa) and that charging its members a small annual membership fee would help provide some basic income other than totally relying on donations and grants. A quarterly Newsletter could be sent out to members. Consultative document to be prepared for the Open Day for visitors to comment on by Liz & Douglas.
- 11) Plans for applications to be made for funding partners - Community Fund; Seedcorn Fund; Scottish Rural Development Programme; ACT and others will be put on hold until after the Open Day to find out how much interest there is in the Cormonachan Woodlands project.
- 12) Public Liability Insurance for the Open Day is being provided by Ardroy. If Ardroy become lease partners, it may be possible to include the woodlands in their insurance policy. If not, there are insurance companies who offer this type of public liability insurance, at a cost.
- 13) Car park development. As Jimmy was not available for the meeting and we have not yet received the requested plans, this item was delayed to the next committee meeting.
- 14) Arrange a committee members' visit to Kilfinan Community Forest, Tighnabruich, Argyll. <http://www.kilfinancommunityforest.co.uk/> - Liz advised that this visit would have to be delayed until all the committee members were available.
- 15) There was no other business.

The meeting closed at 15.20 hrs.