

# Broadband Steering Group

## Minutes of the Meeting held on the 6<sup>th</sup> November 2013 @ 7:30 p.m. Fernaig House

**Present:** Phil Game, Joe Grimson, Mary MacBeth, Neil MacRae

### 1 Apologies:

Geoff Harrington, Hamish Howat Hurst

### 2 Previous minutes

Proposed by Neil, seconded by Joe

Copies of previous minutes are on our website at:-

<http://www.stromeferry-and-achmore.co.uk/index.asp?pageid=433827>

Email [Broadband@fernaig.fsnet.co.uk](mailto:Broadband@fernaig.fsnet.co.uk) if you would like to be put on the circulation list or you have any questions.

### 3 Chairman's report

#### 3.1 Meeting with Sandra Byrne and the CBS grant form

Phil gave a brief summary of the meeting with Sandra Byrne on the 28<sup>th</sup> October when she delivered the CBS grant documentation. In essence we have been given a grant for the full amount requested with one precondition, which is that we present CBS with a signed mast lease for the main relay on Creag Mhaol. CBS will not release any funds without us first lodging the mast lease. The mast lease is now our top priority.

We went through the CBS grant legal undertaking and raised a series of questions relating to: - insurance, possible conflicts with the legal set up of a CIC, specific details of what information is required to support a claim and under what conditions sub contracted work needs to be notified to CBS.

We will email Sandra and ask for clarification.

**Action: Phil**

Subject to these issues being resolved we are happy to sign the contract and can then proceed with the project.

Phil asked the Community Council to assist with a loan to pay the solicitor's fees should this be required. The CC has agreed.

#### 3.2 Commercial Director

There was some debate as to whether we should appoint a "commercial director" to sell our spare day time capacity to local businesses. It was decided we would put this on hold at least until the end of the volume trial.

#### 3.3 Subscribers

The total number of subscribers is now 46.

#### 3.4 Terms of Reference

Deferred

## **4 Secretary's report**

### **4.1 Bank account**

Mary has been told that some changes have taken place at RBS and our account manager has changed. This may explain why we haven't received confirmation that the bank account has been set up. We will chase.

**Action: Mary**

### **4.2 Public liability insurance**

We will now proceed to obtain a quote.

**Action: Mary**

### **4.3 Equipment insurance**

See section 3.1.

### **4.4 Accountant verification of claims**

See section 3.1.

### **4.5 Terms of Reference**

Deferred

### **4.6 Risk register**

We will extract details from the business plan.

**Action: Mary**

## **5 Treasurer's Report**

This was deferred as Hamish was unable to attend.

## **6 Internal auditor's report**

This was deferred as Geoff was unable to attend.

## **7 Customer Relations**

### **7.1 Data protection act**

As we are a not for profit company and will only hold minimal details we are exempt and do not need to register.

**Closed**

### **7.2 Volume trial**

Phil is to copy Joe in all correspondence so Joe can complete the Domestic Contracts.

**Action: Phil, Joe**

### **7.3 Terms of Reference**

Deferred

## 8 General topics

### 8.1 Documentation

#### 8.1.1 Domestic contract

This is now ready to submit to our solicitor.

**Action: Neil**

#### 8.1.2 Mast leases

This is now ready to submit to our solicitor, we will ask their advice as to whether we should opt for a permanent wayleave or a lease for a number of years.

**Action: Neil**

#### 8.1.3 Hosting Agreements

This is now ready to submit to our solicitor.

**Action: Neil**

#### 8.1.4 Bond contract

We need to check if this is ready to submit to the solicitor

**Action: All**

### 8.2 Relays

#### 8.2.1 Plockton

The school is waiting for us to contact them, we will now do so.

**Action: Phil**

#### 8.2.2 Lochcarron

We can now progress this and will arrange a visit.

**Action: Neil & Phil**

### 8.3 Testing

#### 8.3.1 Outstanding issues

#### 8.3.2 Management & accounting capabilities

#### 8.3.3 Test to Joe's at Braeintru

#### 8.3.4 Test to the Glen

#### 8.3.5 Check all parameters

#### 8.3.6 More testing with routers

Again there has been no progress pending the results of our grant application. We can now restart this program.

**Action: Phil**

### 8.4 Restoring power to the old TV repeater

#### 8.4.1 Hydro power supply

This is in abeyance, pending submission of mast lease to CBS.

**Action: Phil, Neil, Hamish**

##### 8.4.1.1 Removal of old cable

This is deferred until we have an alternate power supply in place.

**Action: All**

##### 8.4.1.2 Protection of cable on the hill

We will provide Fay with a plan showing the exact location of all our equipment and cable runs.

**Action: Phil**

### 8.5 Volume trial

We will resume work on the volume trial.

**Action: Phil, Hamish**

## **8.6 ISPs**

No progress.

**Action: Phil**

## **8.7 Implementation Plan**

As our original timescales have now changed whilst waiting for CBS and will be further delayed whilst we get the mast lease signed the implementation plan will need a complete review.

**Action: All**

## **9 AOB**

Mary has had a phone call from BBC Alba who would like to produce a report on our broadband project.

**Action: Phil**

## **10 Items to add to the agenda of the next meeting**

None

## **11 Next meeting**

Assuming we have made progress with the solicitors the next meeting will be a week earlier than usual on Wednesday, 27<sup>th</sup> November at 7:30 Fernaig House.

The meeting closed at 9:00pm