

Broadband Steering Group

Minutes of the Meeting held on the 26th March 2014 @ 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 Mary, 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 if you would like to be put on the circulation list or you have any questions.

3 Chairman's report

3.1 CBS

Sandra Byrne has given us details of an insurance company that has provided public liability cover for another community broadband group. Due to the problems we have experienced with the solicitors CBS have given us permission to draw down a portion of our grant whilst we work with another solicitor to produce the mast lease for Creag Mhaol. Sandra has confirmed that she does not have any new standards documents. Sandra is aware of the West Coast Backbone proposal to bring leased line speeds from Fort William / Oban up the coast to Applecross and although the project is at a very early stage if feasible it is likely to be implemented in a few months. This will make it quite difficult for us to decide on which ISP we should use.

Action: Phil

3.2 Subscribers

The total number of subscribers remains at 47, one subscriber has left and one has joined this month.

3.3 BBC Alba

This is on hold pending the system being available for a demonstration, no change this month.

3.4 Update

We have ordered enough equipment to set up the volume trial and expect to start to build the relays and the installation of the domestic kit for the volume trial participants in April.

The electronic kit has arrived, but unfortunately the exterior grade Cat5 cable is out of stock until late April; however we can still start on the installations and just make the data cable runs later when we have the exterior grade Cat5.

Phil showed everyone the new equipment. There was a discussion about the best use of the mounting brackets for domestic equipment. The new routers can accept and supply power through their Ethernet cables and should simplify the installations, especially at the school.

There is a meeting on the 26th April to discuss Peter Buneman's initiative for a West Coast Backbone. Mary & Phil will attend.

We will defer deciding on an ISP to the last possible minute, until we have some answers to the questions raised about our possible broadband providers.

3.5 Terms of Reference

Deferred

4 Secretary's report

4.1 Public liability insurance

Mary has spoken to the insurers suggested by CBS & we have given them a copy of our business plan. We will investigate what additional information is required to satisfy the terms of the insurance - e.g. documented training records.

Action: Mary

4.2 *Equipment insurance*

Mary has spoken to the insurers suggested by CBS & it is possible they will be able to quote to cover the backbone equipment.

Action: Mary

4.3 *Terms of Reference*

Deferred

4.4 *Risk register*

No progress this month.

Action: Mary

5 **Finance Director's Report**

As Hamish wasn't able to attend the following figures were taken from the last finance spreadsheets produced by Hamish.

Opening balance	£ -595.43
Income this period	£ 0.00
Expenditure / accruals this period	£ 3.42
Closing balance	£ -598.83

Our thanks to everyone that has pledged a loan to CMNet; we have already received enough pledges to cover the first purchase of equipment. We will write to everyone that has pledged to lend money with more details and close this first round of finance.

Action: Hamish, Phil

6 **Internal auditor's report**

Unfortunately Geoff was unable to attend this meeting due to prior commitments but we have a draft procedure to document expenditure and ensure that there is independent verification. Phil to go through this separately with Geoff & Hamish as soon as possible so it can be put into effect immediately.

Action: Phil, Hamish Geoff

7 **Customer Relations**

7.1 *Volume trial*

We will organise another meeting finalise the details of the trial. We will confirm that all participants are still willing to participate and look for replacements if required. If necessary we will organise a meeting for all participants to run through what is involved before we start the trial.

Action: Phil, Hamish, Joe

7.2 *Terms of Reference*

Deferred

8 **General topics**

8.1 *Documentation*

We have been given details of the solicitors used by the Fernaig Trust and they have proved **much** more responsive than our old solicitors. At the moment they are able to turn around our queries in a week. As we have been given sanction to draw down our grant without the mast lease being in place we will concentrate our efforts on the Loan Agreement and Customer Contract as these will now be the first documents we require to put in place.

We have to get documentation to the solicitor for proof of identity, Phil will organise a trip to Portree to hand over the documents for verification.

Action: Phil

8.1.1 Domestic contract

We have reviewed the amended version received from our solicitor. Apart from some very minor legalese wording changes there are two issues raised by the solicitor:-

- a) We have to correctly define the limit of CMNet's liability; this will be dictated by the insurers.
- b) It has been suggested, and we have agreed that we make all contracts both initial and subsequent for a term of one year; which will simplify the accounting and bring us into line with the current BT discounted contracts.

Action: Mary, Phil

8.1.2 Mast lease

We have received an amended version from our solicitor. They have suggested we go back to a 99 year lease as the advice we had been given about shortening the lease was incorrect. We have asked Fay if she is happy for us to make this change.

Action: Phil

8.1.3 Hosting Agreement

We have received an amended version from our solicitor to be reviewed.

Action: Phil

8.1.4 Loan Agreement

We have reviewed the amended version received from our solicitor and we will get the final version approved by our solicitor.

Action: Phil

8.2 Relays

8.2.1 Plockton

We are still waiting for approval from Norma Young the Area Education Manager (West), CBS have volunteered to help us get approval to install our equipment, Phil to chase.

Action: Phil

8.2.2 Lochcarron

No progress this month.

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

No progress this month.

Action: Phil

8.4 Restoring power to the old TV repeater

8.4.1 Hydro power supply

We will build a rig to test the scaffold, decide on the best location and then build the base station. When this is complete we can instruct the hydro to install our supply.

Action: Phil, Neil, Hamish, Joe

8.4.1.1 Removal of old cable

This is deferred until we have the 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.

No progress this month.

Action: Phil

8.4.1.3 Backup Generator

We will decide whether we need a small generator to power the backbone relays on Creag Mhaol should the power be out longer than the UPS backup. No progress this month.

8.5 ISPs

8.5.1 Use of C&W at Plockton School

We are still waiting for a response from Alaistar Nicolson at CBS, we will chase.

Action: Phil

8.5.2 Community backhaul

There is a meeting to discuss this on the 26th April 2014 at SMO, Phil & Mary will attend.

Action: Phil

8.6 Implementation

8.6.1 Phase 1

8.6.1.1 Plan

8.6.1.1.1 High Level

This has been amended to show that the mast lease is no longer a prerequisite.

Completed

8.6.1.1.2 Build Backbone relays

The detailed implementation plan for the installation of the backbone relays has been completed and agreed.

Completed

8.6.1.1.3 Install Domestic kit

Subject to a minor change this has been agreed.

Action: Phil

8.6.1.2 Equipment

The electronic equipment has been ordered and delivered. The scaffold has been ordered and is now ready for collection from Inverness. Ancillary equipment will be purchased when the scaffold is collected. We have asked Fay for permission to take the equipment up to the top of Creag Mhaol by Quad bike.

Action: Phil

8.7 Company Logo

No progress this month.

Action: All

9 Director's training session

No training session this month as we ran out of time, it will be run at a later date.

10 AOB

11 Items to add to the agenda of the next meeting

None

12 Next meeting

The next meeting will be arranged when we have the scaffold available.

The meeting closed at 9:50 pm