

DRAFT Broadband Steering Group DRAFT

Minutes of the Meeting held on the 8th January 2014 @ 7:30 p.m. Fernaig House

Present: Phil Game, Mary MacBeth, Neil MacRae, Joe Grimson, Hamish Howat Hurst

1 Apologies:

Geoff Harrington

2 Previous minutes

Proposed by Neil, seconded by Mary

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 grant

Waiting on the solicitors and getting the agreement signed for Creag Mhaol, see 9.1 below. We will keep Sandra updated on progress and our revised implementation plan.

We have received an email from Sandra Byrne, CBS - they propose to issue a press release when we have something to show for our efforts. All agreed this was the best approach.

Action: Phil

3.2 Subscribers

The total number of subscribers is 46, no change this month.

3.3 BBC Alba

We have received an email from Eilidh Macleod BBC Alba asking when we will be ready to be interviewed.

3.4 Terms of Reference

Deferred

4 Secretary's report

4.1 Bank account

The bank account has now been set up, details have been forwarded to CBS to allow them to transfer grant payments.

Completed

4.2 Public liability insurance

Mary has sent more details to the NFU and we are waiting for a response, we will chase them.

Action: Mary

4.3 Equipment insurance

We are waiting for them to respond with a quote and will chase them.

Action: Mary

4.4 Terms of Reference

Deferred

4.5 Risk register

We will extract details from the business plan.

Action: Mary

5 Treasurer's Report

Hamish circulated an updated set of spreadsheets, all agreed these would capture all the information we required.

We then discussed the residual value of items purchased and agreed three categories:-

- 1) Consumables, which have no residual value.
- 2) Items with a finite life that will need to be depreciated but are unlikely to need to be replaced due to failure.
- 3) Items with a finite life that will need to be depreciated and for which a financial provision will be made to replace any faulty units.

All current assets were assigned to one of the three categories.

We also discussed the need for management summary figures required to give a "snapshot" of the status of the company. Each month we will compile and publish; the opening balance, the income for the period, the expenditure for the period, and the closing balance.

Opening balance	£ -805.83
Income this period	£ 0.00
Expenditure this period	£ 33.15
Closing balance	£ -838.98

£33.15 has been accrued at 5% from 3rd June to pay interest on the loan from the CC.

Although it is possible to list the expenditure this month it was agreed it will be impractical to list every item of income and expenditure in the future. We will only publish the gross figures in the minutes and will answer individual queries on a case by case basis.

We also discussed the "chart of accounts" and agreed we would summarise backbone and domestic costs and produce figures for monthly running costs per customer.

6 Internal auditor's report

This was deferred as Geoff was unable to attend, Phil will discuss this separately with Geoff.

Action: Phil, Geoff

7 Customer Relations

7.1 Volume trial

No progress this month, Phil & Hamish to meet and complete the draft volume trial plan produced by Hamish in July. This will be forwarded to Joe and if necessary a second meeting will be arranged with Joe. At the next meeting the volume trial will be reviewed and finalised. It was agreed we will go back to everyone who agreed to take part in the volume trial when the plan was complete and we had a date to install the equipment.

Action: Phil, Hamish, Joe

7.2 Terms of Reference

Deferred

8 General topics

8.1 Documentation

Mary gave Neil the details requested by the solicitors and Neil passed these to the solicitors. Phil received a letter from the solicitors asking us to provide full identification for two directors to comply with money laundering rules. This will require a trip to their office in Inverness.

We decided we should write to the solicitors and summarise where we are and what we understand needs to be done from the information they have given us so far. Although we must get all the documents checked it is not clear whether we will actually need to employ a solicitor to process any of them.

Action: Phil

8.1.1 Domestic contract

This is with the solicitors; we will ask them to confirm in writing that this document is fit for purpose.

Action: Neil

8.1.2 Mast leases

This is with the solicitors; we have asked their advice as to whether we should opt for a permanent wayleave or a lease for a number of years. It would appear a fixed term lease for just less than 20 years is the best solution. We need to check the consequences should property change hands within the period of the lease.

Joe volunteered to document the location of all the equipment via GPS.

Action: Neil

8.1.3 Hosting Agreements

This is with the solicitors but we expect that the Building Services Inspector will have a suitable document.

Action: Neil

8.1.4 Bond contract

Hamish has circulated an updated version all are to give Hamish comments by midnight on the 9th Jan so an agreed version can be sent to the solicitors.

Action: All

8.2 Relays

8.2.1 Plockton

We have written to the new rector, Susan Galloway who has taken over from Duncan to introduce ourselves. We have chased Finlay MacNab (Building Services Section) to organise a meeting at the school. Finlay is on annual leave until next Friday the 17th January; we will contact him again when he returns to work.

Action: Phil

8.2.2 Lochcarron

Neil has spoken to our preferred "host" who is receptive to our plans; we will arrange a visit on a clear day to check the line of sight. Rain stopped play.

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 Braeintr

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

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 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. Phil is to give Fay an update on the mast lease contract.

Action: Phil

8.5 Volume trial

See 7.1.

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

Joe suggested we see if we can use flat Ethernet cables to pass through windows, we will ask Mr Google.

Action: All

10 Items to add to the agenda of the next meeting

None

11 Director's training session

In preparation for the installation and support of the system we will conduct a brief training session each month.

This month we covered basic physical wired networks; software and network interface card communications, physical wiring - problems and solutions, the role of hubs, switches and routers.

12 Next meeting

The next meeting will be on Wednesday, 5th February at 7:30 Fernaig House.

The meeting closed at 10 pm