

Broadband Steering Group

Minutes of the Meeting held on the 3rd July 2014 @ 7:00 p.m. Fernaig House

1 Present and Apologies

Present: Phil Game, Joe Grimson, Geoff Harrington, Mary MacBeth

Apologies: Hamish Howat Hurst, Neil MacRae

2 Approve and adopt previous minutes

Proposed by Joe, seconded by Geoff

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

We received an email from Sandra last week asking about our progress, and suggesting we have a meeting. Phil replied and reminded Sandra that CBS now owed us some answers some of our questions having been outstanding for a considerable period of time and asked Sandra to suggest a time for a meeting. No response so far. It was suggested we meet Sandra in the week starting the 14th July at 6pm or later.

Action: Phil

3.2 Subscribers

The total number of subscribers remains unchanged at 47.

3.3 BBC Alba

No change this month.

3.4 Update

We owe a huge debt of gratitude to Duncan Gibson, who battled the terrain and the elements to take all the scaffold and ancillary equipment up to the top of Creag Mhaol.

Our thanks to Jim Coomber for information regarding the location of the mains power line at the base of Creag Mhaol.

The Hydro had given us incorrect information which could have wasted much time and proved very costly.

Phil **will** send out loan receipts this month.

Action: Phil

3.5 Terms of Reference

Deferred

4 Secretary's report

4.1 Insurance

Mary discovered that the HC discretionary fund cannot be applied retrospectively and as insurance was needed urgently to cover Duncan moving the equipment to the top of Creag Mhaol we had to proceed without a grant from the HC.

Subsequently we have asked the CC if they will loan CMNet another £800 to cover the insurance and they have agreed. Last month we asked CBS whether the insurance can be considered a capital cost as it is largely related to the implementation but have heard nothing in response. If we do not receive approval from CBS by Monday 7th July we will proceed with the CC loan. Mary is to contact Dawn to organise receipt of a cheque.

Action: Mary

4.2 Risk register

No change this month.

Action: Mary

4.3 Terms of Reference

Deferred

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 and amended by Phil.

Opening balance	£-1,109.26
Income and loans this period	£ 50.00
Expenditure / accruals this period	£ 55.46
Closing balance	£-1,114.72

We will pay the CC £40.29 interest due on the loan taken out last year. Mary will organise a cheque to pay the CC interest.

Action: Mary

Thanks to everyone that sent us cheques for loans, Phil **will** get the loan confirmation documentation out this month.

Action: Hamish, Phil

6 Internal auditor's report

Geoff has produced a draft list of assets from the invoices and Hamish's spreadsheets. Geoff will also keep a list of liabilities (i.e. debts). Everyone was happy with Geoff's draft documents. Phil to give Geoff a list of loans received.

Action: Phil, Geoff

7 Customer Relations

7.1 Volume trial

Joe, Mary and Phil erected the scaffold and ancillary equipment on Creag Mhaol. Unfortunately one of the mains power cable runs estimated at just under 100 metres turned out to be just over 100 metres and so there will be a small delay whilst a cable joint is purchased and installed.

There are two relays on Creag Mhaol:-

The upper one will serve Braeintra and Ardnarff. We will need a field test to confirm that Craig has a direct line of sight from this relay and can be supported without an additional intermediate relay. The upper relay on Creag Mhaol will provide the link to the Lochcarron exchange.

The lower relay will serve everyone else except Portchullin and Strome Ferry. The Glen will need an intermediate relay.

We expect Portchullin will be able to obtain its signal direct from the school but this will need a field test. Strome Ferry will obtain its signal from Lochcarron; again we will test this in the field.

We have agreed with Susan Galloway at Plockton High School that we will install our equipment during the school's summer break which starts on the 4th July. Phil is to organise a date.

Action: Phil

The outstanding items required to enable us to start the volume trial are:-

- Install kit at director's houses
- Install a temporary mains power supply to the relays on Creag Mhaol
- Install Ubiquiti kit on the hill masts and test links to the directors houses
- Install at other volume trial houses
- Install equipment at the school

Action: All

7.2 Terms of Reference

Deferred

8 General topics

8.1 Documentation

Phil has informed our solicitor of the delay and agreed that the documentation will be delivered to Portree by the 21st July when she returns from annual leave. Phil is to circulate more details to all the directors.

Action: Phil

8.1.1 Domestic contract

This will be updated with insurance details and passed to the solicitor to be checked as soon as the proof of identity documents have been processed.

Action: Mary, Phil

8.1.2 Mast lease

This will be updated with insurance details and passed to the solicitor to be checked as soon as the proof of identity documents have been processed.

Action: Phil

8.1.3 Hosting Agreement

This will be updated and passed to the solicitor to be checked as soon as the proof of identity documents have been processed.

Action: Phil

8.2 Relays

8.2.1 Creag Mhaol

The scaffold is now complete; we will reinstate the temporary power supply and install the Ubiquiti equipment.

Action: Phil, Joe, Mary

8.2.2 Plockton

We will organise a date to visit and start installation during the school's summer break.

Action: Phil, Joe, Geoff, Mary

8.2.3 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 Braeindra

8.3.4 Test to the Glen

8.3.5 Check all parameters

8.3.6 More testing with routers

Some progress has been made this month and Phil has set up a test bed using the new MikroTik routers.

Action: Phil

8.4 Restoring power to the old TV repeater

8.4.1 Hydro power supply

Neil has been given contradictory information from the Hydro. After having been told that the power cable runs one side of the road to Jim Coomber's house and looking for a suitable location to erect the base station scaffold Jim has now corrected this and we will have to look for another site on the other side of the road. It was decided we should organise a site visit by the Hydro to resolve the issue.

Action: Neil

8.4.2 Removal of old cable

This cannot be done until we have a replacement mains supply.

Action: Phil

8.4.3 Protection of cable on the hill

All the old cables on the hill have survived without damage and have started to be buried by vegetation. It was therefore decided we would probably not need to dig trenches and bury the cable ourselves. However there is a risk that the cows would use the relay scaffold to scratch their backs and it was decided we should fence all the relays including those on the top of the hill. We will discuss these issues with Fay and Dolly and set up a test rig to work out how to fence the scaffold on rock if required.

Action: Phil

8.4.4 Backup Generator

No progress this month.

8.5 ISPs

8.5.1 Community backhaul, West Coast Backbone (WCB)

There has not been much communication about the WCB this month.

There was a general debate as to how we could make sure we have enough finances so we can purchase the backhaul we require whatever source whether that be the WCB or BT exchange ADSL lines. Capacity at individual BT exchanges is also an issue, other community broadband groups have reported problems with exchanges not being able to deliver the bandwidth required and having to suspend their roll-out whilst they renegotiate contracts and move equipment to another exchange.

It was decided we should look for a grant from the HC to cover the cost of the exchange volume trial. This would go some way to insure us against the problems experienced by other schemes. If necessary we would then be able to purchase additional ADSL lines to allow us to complete the roll-out of our project. When the BT upgrades are delivered in 2016 the capacity issues will be resolved so this is a short term problem.

Mary will start the process by completing the relevant forms; these will be circulated to everyone for comment and Geoff will then work on the wording and contact the HC.

Action: All

8.6 Implementation

8.6.1 Phase 1

8.6.1.1 Equipment

We are still purchasing some small items to prepare for the volume trial.

Action: Phil

8.6.1.2 Network plan

Phil went through a draft network address plan, we discussed the pros and cons of various approaches and Phil is to revise the plan.

Action: Phil

8.7 Company Logo

No progress this month.

Action: All

9 Director's training session

The next session will be how to configure the Ubiquiti equipment and will be done "on site".

10 AOB

None

11 Items to add to the agenda of the next meeting

None

12 Next meeting

As Phil & Mary can't make the 7th August the next meeting will be Thursday 31st July at 7:00 Fernaig House. The meeting closed at 9:30 pm.