

THE NDA NORTH HIGHLAND REGENERATION FUND

MINUTES of the **3rd Board Meeting** of the above named Company held at the NDA regional office, Freswick House, Forss on the 20th day of October 2006 at 11:00am.

PRESENT: John Thurso, MP (Chairman)
John Farquhar, NDA
Neil Robertson, New Park Management
Carroll Buxton, CASE
David Flear, Highland Council
Elizabeth Stephenson, NDA (Secretary)

APOLOGIES: Prof. John Fyfe, Independent

MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting were agreed and signed by the Chairman as a true record.

1 MATTERS AND ACTIONS ARISING

The action list is attached at Appendix 1.

2 REVIEW OF THE LAUNCH EVENT

2.1 The Board discussed the launch event which took place on 5th October 2006. It was agreed that the event had been particularly successful in raising the profile of the NHRF and had generated a series of interviews for NR. It was thought a similar event would be worthwhile from time to time. It would be useful to involve other funding organisations in the event and could add value to events already in the business calendar. It was agreed the NHRF would aim to hold another event around March 2007. JF noted the press coverage of the event had been excellent.

2.2 NR noted the website was still in development and he is awaiting a template from the NDA Communications Team. The Board wish to see a plan for the December meeting.

Action 3.1: ES to speak to Sophie Lowley in NDA Communications.

2.3 The Board discussed the possibility of providing mentors for the applicants and it was noted this was difficult in a small community and had been tried previously.

Action 3.2: JF to consult with Dounreay site regarding a pool of mentors.

3 REVIEW OF PROJECTS AND ENQUIRIES

3.1 NR provided a handout entitled "Sales Pipeline 20.10.06" which summarised the interest in the NHRF since the launch date. There were nine initial communications, twelve interviews, two applications forms completed and one loan negotiation.

3.2 The Board noted various declarations of interests. Minute redacted

3.3 NR reviewed the projects listed in the document and the Board discussed them in varying degrees of details. These included:

- Minute redacted
Minute redacted
- Minute redacted
 - Minute redacted
 - Minute redacted
 - Minute redacted
 - Minute redacted
 - Minute redacted

Minute redacted
Minute redacted The Board noted the Authority had asked for a grant or a loan with no interest repayable, which could be a dangerous precedent for the NHRF. The Board noted that the Authority's new directors were making progress and there had been an increase in incoming freight and various cost savings. JT noted the Authority could create a separate limited company to obtain the loan from NHRF. This would reduce any potential risk to the Authority or its directors. Some funding had already been provided to the Authority e.g. £10,000 from the Highland Council. It was agreed that NR should explain to the Authority that the NHRF do not grant money (except in exceptional circumstances) and that there will be some interest on any loan, although this could be deferred.

Action 3.3: CB and NR to meet with Minute redacted (JF to attend if possible)
Minute redacted

3.4 The Board discussed how to handle proposals from now on. The projects for approval which have come in that month should be placed in the Board pack. There should be a

one page sheet capturing the essence of the projects and including a recommendation from NR as to whether it is a viable proposal. The Board can then agree the proposal or not at the Board meeting. The agenda should thus include an item entitled "confirmation of approved projects". The Board also discussed the possibility of approving proposals by email or teleconference if necessary.

Action 3.4: ES to add item "confirmation of approved projects" as standard agenda item

4 AOB

4.1 JF noted he was asked to estimate the annual turnover of the NHRF and estimated £250,000.

4.2 JF noted the setting up of the bank account was well underway.

4.3 JF noted he and DF has completed the Essential Duties of Company Directors training course and that the course pack could be a useful reference tool.

4.4 JF noted risk management should be added to the next meeting agenda.

Action 3.5: NR to produce a template risk document

Action 3.6 ES to add risk management to the next agenda

5 DATE OF NEXT MEETING

TBA – ES to arrange for December 2006