

## THE NDA NORTH HIGHLAND REGENERATION FUND

**MINUTES** of the **7th** Board Meeting of the above named Company held at the NDA office, Freswick House, Forss on the 11<sup>th</sup> June 2007 at 09.00.

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

**IN ATTENDANCE:** Derrick Milnes, Dounreay Stakeholder Group  
Judith Hollands, NDA  
Elizabeth Stephenson, NDA (Secretary)

**APOLOGIES:** Prof. John Fyfe, Independent  
Karen Dickens, NDA

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### **1 CONFLICT OF INTEREST**

There were no conflicts of interest to record.

### **2 MINUTES OF THE PREVIOUS MEETING**

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

### **3 MATTERS AND ACTIONS ARISING**

3.1 The updated Action List is attached.

3.2 JF noted he had reviewed the possibility of adding NHRF risks onto the same system as the NDA risks but it appears this would be more complex than is really necessary. JF will design a spreadsheet to be reviewed periodically by the Board.

#### 4 FREEDOM OF INFORMATION ACT AND PUBLICATION SCHEME

Judith Hollands, the NDA Information Access Manager, introduced the requirement for a Publication Scheme. A draft will be circulated for comments by the Board. Once approved by the Board, the draft will be sent to the Information Commissioner for approval.

The Board discussed who would be responsible for ensuring the information is published and noted the information would be published on a website. ES will be responsible for providing suitably redacted minutes.

##### Action 7.1:

ES to circulate draft publication scheme

All to comment on draft publication scheme

#### 5 FINANCE

NR introduced and spoke to the up to date accounts.

NR noted an ST600 Corporation Tax statement had been received and the company accountants are dealing with it.

JT commented on some slight discrepancies within the accounts, which NR will amend.

#### 6 REVIEW OF PROJECTS AND ENQUIRIES

The Fund has received a number of new enquiries, mainly from companies interested in renewable energy. There are various companies still at the gathering information and development interviews stage.

~~Minute redacted~~

#### 7 CONFIRMATION OF APPROVED PROJECTS

The Board discussed the application from Professional Scientific Limited and approved the recommendation to provide the loan in two instalments.

The Board discussed the application from Timber Recycling (Scotland) Limited and approved the recommendation to provide the loan in two instalments.

~~Minute redacted~~

##### Action 7.2:

ES to find out who grants an exemption and to let JT know

[Since the meeting, ES has checked the legal advice from Brodies. The EU Commission (state aid unit) will make the decision on whether an exemption is appropriate]

**8 RISK MANAGEMENT**

There were no new or increasing risks to highlight.

**9 AOB**

The Board discussed the need for an AGM, possibly linked to another event, and will discuss further in the next Board meeting.

The Board noted that the accounting year end is 31.03 and NR is to instruct the accountants to draw up the accounts.