

Broadband Steering Group

Minutes of the Meeting held on the 4th September 2013 @ 7:30 p.m. Fernaig House

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

1 Apologies:

Hamish Howat Hurst

2 Previous minutes

Proposed by Joe, seconded by Neil

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 Election of directors

Chair	- Phil
Company Secretary	- Mary
Treasurer	- Hamish
Internal Audit	- Geoff
Customer Relations	- Joe

Each director is to produce and circulate their own terms of reference which will be discussed at the next meeting. Each director will produce a brief report for discussion at the monthly meetings. Initially directors will serve for two years.

4 Subscribers

There are forty four in total. Ten will participate in the volume trial, a further twenty one will be connected as soon as possible after that, nine more will be connected early next year and the remainder will be connected in June 2014. We will notify households participating in the volume trial with connection dates in the near future.

Action: Phil

5 Highland Council Discretionary Fund

As any amount awarded from the HCDF will lead to a reduction in any grant from CBS we have notified Robbie Bain & our Councillors that we will **not** apply this year. However this fund may be very useful if we want to extend the network in future years.

Dropped

6 Relays

6.1 Plockton

The Hosting Agreement has now been finalised and is ready to submit to the school. We have not heard from the school estates department, we will forward the Hosting Agreement.

Action: Phil

6.2 Lochcarron

We have yet to arrange a visit.

Action: Neil & Phil

7 CMNet

Our holding company CMNet CIC was set up on the 14th August, company number 456738. Mary circulated the documents to complete setting up the bank account.

Action: Mary

8 Role of Auditor

Hamish and Geoff have completed the format and content of the spreadsheet. It was agreed that from next month we would produce a simple asset list in the format:-

Brought forward, acquired, relinquished, and carried forward.

Action: Geoff

9 Role of Treasurer

It was agreed that from next month we would produce a simple balance statement in the format:-

Brought forward, income, expenditure, and carried forward.

Action: Hamish

10 Testing

10.1 Outstanding issues

10.2 Management & accounting capabilities

10.3 Test to Joe's at Braeintra

10.4 Test to the Glen

10.5 Check all parameters

10.6 More testing with routers

Again no progress as all efforts have been directed at the business plan. However we have received documents from Will Waites who is writing a series of articles on how to configure Ubiquiti equipment to perform various roles, to be circulated to all directors of CMNet

Action: Phil

11 Restoring power to the old TV repeater

11.1 Hydro power supply

Neil passed the Hydro connection application forms to Mary. Neil has been given the location of the cable; we can now look for a suitable location for our base station.

Action: Phil, Neil, Hamish

11.2 Removal of old cable

This is deferred until we have an alternate power supply in place.

Action: All

11.3 Protection of cable on the hill

We will provide Fay with a plan showing the exact location of all our equipment and cable runs. Once we have an approved Mast Lease we will formalise the agreement.

Action: Phil

12 Volume trial

Hamish has produced a draft plan, Phil to respond.

Action: Phil, Hamish

13 Domestic contracts

There is one small change to make to the domestic contract, when amended we will get it checked by a solicitor.

Action: Phil, Neil, Joe

14 Wayleaves

These have now morphed into either Mast Leases, for equipment on open ground or Hosting Agreements for equipment on buildings. See the separate sections.

15 Bond contract

Hamish has contacted Business Gateway who have given us pro forma documents and suggested we get the documents checked by a solicitor.

Action: Hamish, Neil

16 ISPs

We now have figures from Eclipse, Managed Communications, Andrews and Arnold, Evolving Networks, Trunk Networks, Fluidata and Goscomb. Although it is difficult to make direct comparisons the most expensive is almost 5 times more than the cheapest. This, plus an expected upgrade to the Lochcarron BT exchange within the next few years which will reduce costs through Lochcarron by at least 66% makes it **very** difficult to decide on the best long term solution. There are still no details from HIE / BT about the likely Lochcarron upgrade. Given the latest news from CBS (see 18) it was decided to defer any further discussion until the next meeting.

Action: Phil

17 Implementation Plan

There is some fine tuning required of the implementation plan regarding when we install the broadband line.

Action: All

18 Meetings with Community Broadband Scotland (CBS)

Phil had omitted to distribute minutes from the meeting with CBS on the 21st August to the CMNet directors that could not attend and will do so.

Action: Phil

Financing, with help from Sandra Byrne of Community Broadband Scotland (CBS) we have completed a business plan covering the implementation of broadband to the 44 subscribers that have signed up to take the new service. CBS provide capital funding only, all running costs have to be met by subscriptions. CBS require that we demonstrate that we are able to generate enough income from subscriptions to cover replacement or upgrade of all electronic equipment in a five year cycle. CBS also insist that all main relay licences (mast or hosting) are agreed and signed **before** any money will be released.

CBS will provide 89% of the funds and we will have to raise the remaining 11% ourselves. Given that this is a one off process we have applied for all the equipment needed to implement a fully fault tolerant system. If our application is successful we will be given a grant to cover the whole project although we will still employ a phased implementation. CBS money is only paid on receipt of invoices and must be used within one year of the grant being awarded.

With contingency this means our maximum project capital costs are £37,538. This is for equipment only; all labour is to come from volunteers. To match the grant fund we will have to raise a minimum of £3,300 and a possible maximum of £4,200 (depending on how much contingency we draw down).

We met with Sandra on the 21st August and she requested a few changes to our business plan. Our amended business plan was submitted to CBS later that day but was not progressed as staff were on leave.

On the 4th September we received an email from Sandra telling us that there must now be a consultation period of one month to ascertain whether any commercial providers have plans to implement upgrades in our area. This period will run until the 28th September.

We are not sure what impact this new requirement will have on the date we receive approval of our application.

Action: Phil

19 AOB

Jim Coomber has raised questions about the ability of the system's power supply to withstand lightning strikes, Jim was asked for his recommendations, as nothing was received nothing was included in the business plan.

We have received an email from Kathleen Inman, Phil to respond.

Action: Phil

We have received an email Jim Coomber, Phil to respond.

Action: Phil

Data Protection act, Mary is to pass details to Joe about the process involved and Joe will investigate and see whether CMNet needs to register.

Action: Mary, Joe

Public liability insurance, Mary is to get quotes. Equipment insurance, Phil is to provide a description of equipment and Mary is to get quotes to cover damage or other loss of equipment.

Action: Phil, Mary

Risk register, Joe suggested we create a log of risks and solutions, all agreed. Mary will extract details from the business plan.

Action: Mary

20 Items to add to the agenda of the next meeting

None

21 Next meeting

The next meeting will be Wednesday, 2nd October at 7:30 Fernaig House.

The meeting closed at 9:30pm