

# Broadband Steering Group

Minutes of the Meeting held on the 4<sup>th</sup> December 2014 @ 7:00 p.m. Fernaig House

## 1 Present and Apologies

**Present:** Phil Game, Joe Grimson, Hamish Howat Hurst, Geoff Harrington, Mary MacBeth, Neil MacRae (part)

**Apologies:** None

## 2 Approve and adopt previous minutes

The minutes were approved, proposed by Joe, seconded by Hamish.

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](mailto: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 met with Sandra Byrne CBS as planned. CBS have given us verbal agreement to proceed with Ardaneaskan on the understanding we will inform CBS if we need to exceed our grant or extend the end date. Sandra suggested we contact HebNet for more information about Solar Power. To help our cash flow CBS agreed to defer our 11% contribution to our current claim which means we do not have to find an additional £700 in loans. However our total grant remains the same and we will have to pay this amount back before our grant period expires. We are waiting for Sandra to confirm all the above via email. Phil will chase Sandra for confirmation in writing.

**Action: Phil**

### 3.2 Subscribers

Live	- 24
Kit installed waiting for backhaul	- 0
Waiting for installations	- 0
Waiting for subscriber installations	- 0
Waiting for surveys	- 0
On live access points but requested a delay	- 5
Waiting for backbone relays	- 23 (This includes confirmed & potential Ardaneaskan residents)
No response when asked for installation date	- 2
Withdrawn from CMNet	- 1
New joiners	- 0
Total	- 55

### 3.3 BBC Alba

Eilidh MacLeod called as planned, and she will call again the week starting the 15<sup>th</sup> Dec.

### 3.4 Cash Flow

Hamish, Mary and Phil met and agreed the sum required to be raised in the second round of subscriber loans. Since that meeting we have closed applications for the second round of loans and again these were oversubscribed, our thanks to everyone that has lent us money. Contracts and receipts will be issued in the next couple of weeks.

**Completed**

### 3.5 Backbone development

#### 3.5.1 Lochcarron

No progress this month.

**Action: Phil & Joe**

### 3.5.2 The Glen

Phil wrote to Allan & Jackie to thank them for their time and to give them an update. The main issue in The Glen is obtaining a power supply and we have identified four possible solutions; use the power supply to Allan & Jackie Cairns property, install a Hydro supply which means paying for the installation of a transformer (see item 4.2), go “off-grid” with a solar power unit, and finally provide a separate signal to each of The Glen properties from outside The Glen removing the need for a local relay and it’s power supply.

After a long debate and looking at all the alternatives it was decided we should go for our own independent power supply by asking the Hydro to install a transformer. Phil is to approach the landowner to ask permission to use their land to install a power supply and relay.

**Action: Phil**

### 3.5.3 Ardnarff

North Strome is a suitable location for an Ardnarff access point and we are now looking for a suitable host.

**Action: All**

### 3.5.4 Craig

We have visited Ardaneaskan and it seems likely we will be able to find a suitable location for an access point for residents in Craig.

**Action: Phil & Joe**

### 3.5.5 Portchullin

Again Ardaneaskan looks a suitable location for an access point for residents in Portchullin.

### 3.5.6 Ardaneaskan

We visited Ardaneaskan and met with local residents and have formally invited them to join CMNet. Some have already confirmed they would like to join and we will set a closing date for the rest before we visit again to do more detailed surveys of individual properties. We have some local volunteers to help set up and run the Ardaneaskan network.

### 3.5.7 North Strome

We have been to North Strome and where present we asked residents if they would like to join CMNet and/or host a relay for us. If no one was home we left letters in most of the remaining properties. No response has been received so far.

**Action: Phil & Joe**

## 3.6 Terms of Reference

Deferred

## 4 Secretary’s report

### 4.1 HC Grant

Mary persistence has paid off and we have been awarded £1,000 from the ward discretionary fund. Although it is less than sum we requested it will make a big difference to our cash flow, especially should we have to alter our backhaul installations if exchange testing does not go as expected. Mary and Hamish will confirm the receipt of the grant.

**Action: Mary, Hamish**

### 4.2 Hydro Power supply in the Glen

Mary has received an estimate of £4,000 from the Hydro to install a transformer and power supply in the Glen.

**Completed**

### 4.3 Risk register

No change this month.

**Action: Mary**

### 4.4 Terms of Reference

Deferred

## 5 Finance Director’s Report

### 5.1 Monthly Update

Phil gave Hamish the MAC codes to indentify equipment and confirm the warranty periods which Hamish has now inserted in the finance spreadsheets.

Hamish sent Phil a detailed spreadsheet showing our latest financial position and a forecast of cash flow which shows we will be solvent for the next three months at least. To complete the forecast Hamish needs details of subscribers due to start payment in the coming period and Phil is to provide these.

There was a discussion about the best way to report figures in the minutes to give a clear and concise view of the finances of CMNet now that we are starting to receive income and incurring running costs. It was agreed we would provide two

sets of figures; the first will be our set up or capital expenditure and this will be reported against our CBS grant, the second will be our running costs or revenue. It was thought that reporting our revenue without including debt would give a false picture of our financial health and so the amount of debt and interest due will be included in the revenue figures. Hamish needs more time to produce detailed figures in this format so the following figures are an approximation; detailed figures will be produced next month.

All figures as at the end of November

Capital expenditure against our grant of £37,538:-

Brought forward	- £4,563.54
This month	- £6,226.94
Carried forward	- £10,790.48

Revenue:-

Brought forward	- £1,239.71
Income this month	- £934.60
Expenditure this month	- £234.00
Accruals for interest this month	- £9.82
Carried forward	- £1,930.49
Loans (includes CBS deferred contribution)	- £2,987.99
Balance after loans	-£-1,057.50

All but one of the standing order payments has been made; these are not shown above as they were paid in December.

Rather embarrassingly the only people not to have completed and returned Customer Contracts are directors. Phil is to send out the next batch of standing orders and contracts next week.

**Action: Phil, Hamish**

Phil sent Dawn copies of our loan document for her to approve so we can formalise the CC loans.

**Action: Phil**

## 5.2 *Payments for installations of subscriber's equipment*

All the outstanding invoices were sent out earlier this week.

**Action: Hamish**

## 5.3 *Customer contracts & standing orders*

After input from the solicitors it was agreed we would send out hard copies to be signed which we would then scan and return by email to save on paper and postage.

## 5.4 *Another signatory on the bank account*

Hamish has obtained the relevant documents from the bank, which he will check again before circulating for signatures. In accordance with the bank's mandate it was resolved that:-

The **signing rules** in the current mandate, for the accounts detailed in section 2 of The Royal Bank of Scotland's Change of Signing Authority Form RBS50103 (20/12/13), be replaced in accordance with section 4; and/or

The **authorised signatories** in the current mandate, for the accounts detailed in section 2 of The Royal Bank of Scotland's Change of Signing Authority Form RBS50103 (20/12/13), be changed in accordance with section 5, and the current mandate will continue as amended."

**Action: Hamish, Geoff, Joe**

## 5.5 *CIC 34 annual return*

Hamish and Mary will complete and submit the annual CIC 34 form.

**Action: Hamish, Mary**

# 6 **Internal auditor's report**

## 6.1 *Assets, bf, acquired, relinquished / written off, cf*

We went through Geoff's asset list and found we had more stock than expected! This was due to Geoff missing an invoice from his report. After the meeting Phil checked the list of invoices sent to Geoff and the invoice was sent to Geoff on the 14<sup>th</sup> November, Geoff to check his emails. Geoff also to check he has the correct number of NanoBeams documented (one in use to act as an access point for Lochcarron) .

Joe & Phil provided a list of kit "in stock" and these items are to be identified on Geoff's list. One AirRouter has failed, Phil to pass the MAC address to Geoff & Hamish so it can be written off.

**Action: Geoff**

## 6.2 *Liabilities*

Geoff has details of all the first batch of subscriber loans, Phil to provide details of the second batch and director's loans.

When the CC loans have been formalised Phil is to pass copies of the contracts to Geoff.

**Action: Phil, Geoff**

## 7 **Customer Relations**

### 7.1 *Installation of domestic equipment*

The final installations for phase 1 have been completed and although the second line has been available for less than a month it seems we do have enough capacity and we do not expect to have to install a third line until we install the next batch of subscribers.

**Completed**

### 7.2 *Volume trial*

#### 7.2.1 *Review of the trial*

No progress this month.

**Action: Phil**

### 7.3 *Terms of Reference*

Deferred

## 8 **General topics**

### 8.1 *Documentation*

#### 8.1.1 *Mast lease*

Phil emailed Fay with an update; we have yet to complete all the documentation so this can be passed to our solicitors.

**Action: Phil**

### 8.2 *Relays*

#### 8.2.1 *Creag Mhaol*

No progress this month.

**Action: Phil & Joe**

#### 8.2.2 *Plockton*

The second ADSL line was installed as planned on the 10<sup>th</sup> November and was available for use the following day. We have configured the two lines to be shared on a "round robin" basis and so far this appears to be working well and the utilisation of both lines is fairly equal. We are monitoring the peak usage of the lines and adjusting the maximum bandwidth to get the best use of the capacity available.

We have yet to reschedule the tidy up at the school. Our solicitors have sent the hosting agreement to the HC.

**Action: Phil & Joe**

### 8.3 *Testing*

#### 8.3.1 *Management & accounting capabilities*

We have a basic accounting package in place which we will monitor closely for the first few months. Emails will be sent to subscribers automatically when they reach 60% and 90% of their monthly quotas. At the end of the month a report will be produced listing anyone that has exceeded their quota so surcharges can be billed. There is still some more work required on the software to make it easier to move to a different computer should the need arise. We have yet to establish backups for the accounting data, this task will be treated as urgent.

**Action: Phil**

### 8.4 *Restoring power to the old TV repeater*

#### 8.4.1 *Hydro power supply - finding the cheapest tariff*

Mary has approached one supplier but they now say they cannot supply our electricity as we have a commercial meter, Mary will look for alternatives.

**Action: Mary**

Phil is to check Eric & Elizabeth are happy with our proposal to compensate them for the use of their electricity. Phil is to tidy up all the equipment left on their premises.

**Action: Phil**

#### 8.4.2 *Removal of old cable*

No progress this month.

**Action: Phil**

#### 8.4.3 Protection of cable on the hill

No progress this month

**Action: Phil**

#### 8.4.4 Backup Generator

No progress this month.

### 8.5 ISPs

#### 8.5.1 Community backhaul, West Coast Backbone (WCB)

No news this month.

#### 8.5.2 ADSL Broadband installation at Plockton High School

The second line has been delivered and is now in use.

#### 8.5.3 ADSL Broadband installation at Lochcarron

No progress this month.

**Action: Phil**

### 8.6 Implementation

#### 8.6.1 Phase 1- Creag Mhaol backbone relays, volume trial and associated subscribers

##### 8.6.1.1 Equipment

The second claim has been submitted to CBS and has been paid, this phase is now complete. Everyone that wanted a connection to the system via Creag Mhaol access points has been connected. No more connections are planned for Fernaig, Achmore or Braeintra.

**Completed**

#### 8.6.2 Phase 2 - Relays and creation of access points for the remainder of residents and connect trial subscribers.

##### 8.6.2.1 Equipment

Most of the electronic equipment for phase 2 has been purchased.

**Action: Phil**

##### 8.6.2.2 Finalise the properties to be surveyed

We hope to find a suitable location in North Strome and we will agree a closing date with our reps in Ardaneaskan.

**Action: Phil**

### 8.7 Company Logo

No progress this month.

**Action: All**

## 9 Director's training session

### 9.1 Configuring Ubiquiti Equipment

Phil has shown Joe & Hamish the basics of restoring a backup configuration to replace faulty equipment.

**Action: Phil, Joe, Hamish**

### 9.2 The Dude

"The Dude" has been set up on Joe's laptop, but is now rather out of date due to the additional implementations. Phil is to add the new kit to bring "him" up to date.

**Action: Phil & Joe**

## 10 AOB

None

## 11 Items to add to the agenda of the next meeting

None

## 12 Next meeting

Date of next meeting Thursday, 8<sup>th</sup> January 7:00pm at Fernaig House.

The meeting closed at 9:50pm.