

**HIGHLAND COMMUNITY BROADBAND COMMUNITY INTEREST COMPANY**  
**Registered in Scotland no. SC545398**  
**Registered office at Radio House, Mill Street, Ullapool, Ross-shire IV26 2UN**

**Minutes of a meeting of the directors**  
**on 6th February 2017 at 12.00pm at Radio House**

Present: Duncan Cook (DC), Nick Lampen (NL), Kim Tunsley (KT), Philip Wild (PW) & Susan Agnew (SA).

**1. Approval of Minutes**

Minutes of the December meeting were proposed by KT, seconded by PW and approved. Minutes of the January meeting were proposed by SA seconded by DC and approved.

**2. Progress Report**

Permission for our initial site at Morefield Brae has been withdrawn. However an alternative site at Ardvreck has been found and KT will arrange lease and the power supply and a meeting with the Crofters Committee. It was decided that we would no longer start work on any transmitter station until all the paperwork was agreed and signed. The transmission station at Ardvreck will cover Leckmelm, Ullapool and over to Little Lochbroom.

We are waiting for permission to lay a power cable to the transmission station at Leckmelm from the Whitteridges, DC to chase. NL to chase Dundonnell for permission at Altnaharrie.

We are still waiting for the Radio station lease which should arrive shortly. We are to take over Studio 2 on the 8<sup>th</sup> February and will start paying £400 rent per month from that date once we have signed the lease.

We now have a supply of Batteries free of charge from the Lighthouse Board arranged by Bill Reidie from Dundonnell.

**3. Installations**

Given the delay on the installation of transmission stations there have been no installations and NL will email the priority installations about this.

**4. Employee Contracts**

NL to organise Angie's contract

5. Insurance

We finally have Insurance thanks to the Highland Council. NL to investigate Directors and Professional Indemnity Insurance.

6. BBUK Subsidy

SA to help with the paperwork. All those subscribers who complete the paperwork will receive one month's service free. NL is to investigate the process and write up.

7. Standard Subscribers opening date

This is now delayed to the 1st April, depending on our backhaul connection status.

8. Additions to Installations

We will do extra work at £25ph and kit and cost +10%

9. Email Addresses

We will not provide email services

10. Inverasdale Expansion

We have a meeting with Nicky from Inverasdale and Calum from CBS about potential expansion to Inverasdale.

11. AOB

BT Openreach found ducting so there will be a reduction in the cost of installation.

SA suggested we invite the community coordinators to an event once we start installation so they can pass the information on.

All the directors will write a response to the letter in the Ullapool News and combine them as a response.

The Caledonian Hotel has asked us to quote to install internal wireless broadband. We are only willing to do this if they take an HCB service.

The directors agreed to KT buying an addition Laptop.

17. Next Meeting

Monday 6<sup>th</sup> March at 12PM

There being no other business, the Chair closed the meeting at 1.00 pm.

Signed ..... Chair on 6<sup>th</sup> February 2017