

**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 9th January 2017 at 12.30pm at Radio House**

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

1. Approval of Minutes

The minutes not being available, approval was held over until the February meeting. NL apologised for not sending them.

2. Progress Report

The standard Consumer Premise Equipment (CPE) was approved. KT stated that all masts for Ullapool would be up by the 31<sup>st</sup> January and all priority consumers would be installed by that date. All other Founder Subscribers in Lochbroom would be installed in February and March.

3. Installations

In an effort to speed up deployment CPE installation will now be undertaken by third party contractors.

4. Media / Publicity

It was decided that all media and publicity would wait until after the full backhaul had been installed and subscribers gaining the benefit.

5. Website

NL and DC to meet at 11AM on 10<sup>th</sup> January to discuss new structure. We need a [complaints@hcbroadband.co.uk](mailto:complaints@hcbroadband.co.uk) as part of the acceptable use policy and to sort the FAQ's

6. Wayleaves

The Board reiterated their policy on Wayleaves; that is that we will only pay £1 on demand otherwise we will find an alternative route and we would only bury cables in exceptional circumstances.

7. Employee Contracts

NL suggested that the board needed to consider whether a contract was required our bookkeeper Angie D'agostino. KT stated that he would investigate. The budget includes funding for a full time

support position but it was decided that we would revisit this when we had achieved 300 installations.

8. Insurance

NL stated that we should have insurance by the end of the day but that we may require specific cover for connection to the renewable power supply at Altnaharrie.

9. Expansion

HCB was asked by HUBS before Christmas to draw up a list of postcodes for potential future expansion in response to a Scottish Government Consultation document. We responded by providing a list that included postcodes in the following areas: IV26, IV23, IV22, IV21 & IV27. We were only willing to supply a service in these postcodes assuming no other community broadband organisation was operating or that the communities has expressed an interest.

10. AOB

SA inquired about Share Certificates and when they would be produced and sent out. Simon Jeffreys is responsible for this and NL is to enquire about progress.

17. Next Meeting

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

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

Signed .....

Chair on 9<sup>th</sup> January 2017