NORTH HARRIS TRADING	TITLE	:	Directors Meeting	
COMPANY	DATE	:	28:03:2022	TIME : 19:30
	VENUE	:	Zoom call	
MINUTE OF MEETING				

• Present: Kirsty MacKay, David Wake, Barbara MacKay, Tim Langley, Michael Hunter, Gordon Ness (Chair), Katherine Rodger (part)

Item		Summary and Action	Who?	When?
1.	Apologies	Steve McCombe,		
2.	Minutes of Previous Meeting	Minutes of 06.12.22, were proposed by TL, seconded by KMK		
3.	Matters arising	<ul> <li>Contractors have scheduled a visit w/c 5.05.23 to inspect the Urgha wind turbine.</li> </ul>		
4.	Urgha Depot Marketing	<ul> <li>Katherine Rodger tabled a discussion document regarding marketing of the retail operation at Urgha.</li> <li>Signage – it was agreed that the signage around the depot needs improvement. This can tie in with the removal of campervan traffic from the site with the creation of the adjacent Urgha Aire. It was agreed that signage was also required on the north and south entry points to Tarbert.</li> <li>Website – it was agreed that a new site should be created for the Retail and Recycling operations. This site would have links to the main NHT site and include static information e.g location, opening hours, product range, recycling rules and history</li> <li>Advertising – Facebook and DeThaDol? will continue to be the main media outlets. "WeLoveStornoway" will be considered.</li> <li>Branding – it was agreed to continue to use the existing NHT logo with modified text – this retains the existing colour palette.</li> </ul>		
5.	Financial Report	<ul> <li>A finance report was given. It was agreed to retain the existing format</li> <li>A detailed breakdown of retail operations was also tabled for discussion. This will be re-issued after month end to ensure all income is recorded</li> </ul>	DW	09.04.23
6.	Report from the Trust	<ul> <li>The NHTC board re-iterated the point made in the last NHT minutes. The development of the retail outlet is in response to customer feedback. It is in line with NHT strategy and responds to points raised in community consultation.</li> <li>Tha AGM for both NHT an NHTC has been set for Tuesday 25<sup>th</sup> April. The NHTC AGM will take place at 6:30pm in the NHT office following a Directors meeting. The NHT AGM will take place at 7:30pm in the Tarbert Community Centre</li> <li>NHT Insurance breakdown/damage cover has been reviewed of the Huisinis wind-turbines and this section has been removed as no longer cost effective</li> </ul>		

7.	Progress Report	<ul> <li>A report was tabled</li> <li>Urgha Depot has had to close its gates for recycling on three occasions recently due to driver/vehicle shortages. Discussions with CnES continue with not real action from them</li> <li>Retrospective Planning Approval has been granted for the retail operation</li> <li>Groundworks for the Urgha Aire are expected to start in May. NHT will operate the site and receive the takings from the parking terminal. As services will be connected to those at Urgha Depot, NHT will re-imburse NHTC for ongoing utility costs.</li> </ul>	
8.	Health & Safety	Nothing to report	
9.	A.O.C.B	<ul> <li>TL will stand down from his director role with NHT at the AGM, as part of the standard rotation of Directors. As usual NHT will nominate its representatives on the NHTC board after the AGM</li> <li>NHT will carry out its annual salary review in May. It was agreed that any increase in depot staff salaries would be charged to NHTC as per the existing proportionality</li> </ul>	
10.	Date of Next Meeting	Tuesday April 25 <sup>th</sup> 18:00 prior to AGM, in person	