



Iomairt Ghallaibh & Chataibh
Caithness & Sutherland
ENTERPRISE

CASE/12/04

**MINUTES OF THE MEETING OF THE BOARD HELD ON 14th DECEMBER 2004
AT 1PM IN THE PENTLAND HOTEL, THURSO**

Present: Pat Buchanan (Chairman)
Carroll Buxton (Chief Executive)
Sandra McCaughey (Minutes)
Nicolas Gorton
Robert Powell
Joan Campbell
Edward Mackay
William Calder
Jock Campbell
David Halpin
Bill Fernie

In attendance: Susan Smith (CASE Staff)
Robert Gray (UKAEA – seconded to North Highland Initiative)Item 4 only

Observers:

1 APOLOGIES

Apologies received from the following:

Deirdre Steven
Ian Richards
Alison Magee

2 DECLARATION OF INTEREST

Interest noted in section 8, Chairman / Chief Executive / Director's Report –Edward Mackay
Norfrost Ltd

Jock Campbell
Colin Gregory

3 MINUTES OF THE MEETING – 26th OCTOBER 2004

It was noted that the minute omitted to record the attendance of Bill Fernie. Subject to that amendment the minutes were approved as follows:

Proposed: Joan Campbell
Seconded: Robert Powell

4 MATTERS ARISING

There were no matters arising.

5 GUEST PRESENTATION – ROBERT GRAY, UKAEA – SECONDED TO NORTH HIGHLAND INITIATIVE

Mr Gray provided an update on the progress of the project. Discussion followed. Pat Buchanan thanked Mr Gray for his interesting and informative presentation.

6 NEW DIRECTORS / RETIREMENT OF EXISTING DIRECTORS

It was resolved that Nicolas Gorton, David Halpin and William Calder were and are hereby appointed as additional Directors of the company with immediate effect.

Pat Buchanan welcomed the new directors whose appointments had been confirmed at the Board meeting on 10th August 2004 at the Portland Arms Hotel, Lybster

Pat Buchanan thanked the following directors who were retiring by rotation from the Board

Robert Powell
Joan Campbell
Edward Mackay

7 AUDIT COMMITTEE REPORT

Colin Gregory, Chairman of the Audit Committee presented a verbal report.

8 FREEDOM OF INFORMATION

Sandra McCaughey provided an update on the company's preparations for the introduction of the Freedom of Information Act (Scotland) in January 2005.

9 MONTHLY REPORT

There was no comment on the monthly report.

10 CHAIR/CHIEF EXECUTIVE/ DIRECTOR'S - REPORTS

Chairman's Report

Pat Buchanan provided a verbal report which included the following items:

Convention of the Highlands and Islands – took place in Thurso, the venue, accommodation providers and services provided were all excellent.

Attended Network Chair's Meeting – topics discussed - UHIMI, refreshing Smart Successful Scotland H&I, Tourism Sectoral Policy Paper, post 2006 EU funding and Freedom of Information.

Attended LEF Stakeholders Conference – confirmed that LEFs are to continue.

Pat Buchanan outlined the arrangements for the January board meeting. It was confirmed that Colin Gregory will be chairing the meeting in her absence.

Chief Executive's Report

Carroll Buxton provided a verbal report to the Board.

Director's Reports

Verbal reports were received from the following Board members:

Bill Fernie – NHS Maternity Review, Credit Union, Caithness Heat & Power scheme and Wick Harbour Trust

Robert Powell – Golf Highland –advised of changes to the Board, Robert Powell will continue to represent the LEC Network on the Board. As this was his last Board meeting, Robert Powell expressed thanks to staff and fellow Board members for their support.

Joan Campbell – advised that Tourism Awards are to be rolled out in local areas. Sponsorship is to be sought. As this was her last Board meeting, Joan Campbell expressed thanks to staff and fellow Board members for their support.

Edward Mackay – Asked for clarification on issues regarding the assistance awarded to Norfrost Ltd. Conflict of interest was noted for Colin Gregory and Jock Campbell and they left the room before discussion started. As this was his last Board meeting, Edward Mackay expressed thanks to staff and fellow Board members for their support.

Willie Calder – Updated the Board on issues of interest at Scrabster Harbour

Jock Campbell – Updated the Board on the Janetstown Trials and Test Facility

David Halpin – Outlined the work of the MOD range and issues which are relevant to the community.

Nicholas Gorton – Outlined issues relevant in the NW area of Sutherland including the Geopark and opening of new leisure centre.

A written report was provided in advance of the meeting by Colin Gregory.

11 OTHER BUSINESS

(1) ARRANGEMENTS FOR NEXT MEETING

Date: 18th January 2005

Time: 1pm

Venue: Royal Marine Hotel, Brora

Agenda Items / Reports to be included on agenda of next meeting to be submitted to Executive Office by 11th January.

Name: Sandra McCaughey

Date: 12/01/2005