



Iomairt Ghallaibh & Chataibh
Caithness & Sutherland
ENTERPRISE

CASE/03/05

**MINUTES OF THE MEETING OF THE BOARD HELD ON TUESDAY, 1ST MARCH
AT 1:45PM IN NAVER BUSINESS CENTRE, THURSO**

Present: Pat Buchanan (Chairman)
Carroll Buxton (Chief Executive)
Sandra McCaughey (Deputy Chief Executive)
Nicola Dreaves (Minutes)
William Calder
John Campbell
David Halpin
Iain Young
Bill Fernie
Ian Richards
Alex Murray
Alison Magee
Steve Burness

In attendance: Casia Zajac (HOST) Items 1 - 4

1 APOLOGIES FOR CANCELLATION OF MEETING

Pat Buchanan apologised to the Board for the cancellation of the meeting arranged for January 18th 2005 due to bad weather conditions.

2 WELCOME OF NEW DIRECTORS / GUESTS

It was resolved that Steve Burness, Iain Young and Alex Murray 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 then welcomed Casia Zajac the Guest Presenter.

3 APOLOGIES

Apologies for absence were intimated on behalf of Colin Gregory, Nicholas Gorton and Deirdre Mackay

4 DECLARATION OF INTEREST

John Campbell - Interested noted in item 11(16) – Norfrost Ltd

5 MINUTES OF THE MEETING HELD ON 14TH DECEMBER 2004 (CASE/12/04)

These Minutes were approved

Proposed: Bill Fernie

Seconded: David Halpin

6 MATTERS ARISING

There were no matters arising

7 GUEST PRESENTATION – CASIA ZAJAC (HOST)

Ms Zajac provided a presentation on the current Marketing strategy devised by VisitScotland, with an emphasis on the Highlands. Discussion followed. Pat Buchanan thanked Ms Zajac for her interesting presentation.

At this Point Casia Zajac left the meeting

8 SMART SUCCESSFUL SCOTLAND, HIGHLANDS AND ISLANDS CONSULTATION

Pat Buchanan gave a brief overview of the review of Smart Successful Scotland and reminded Board Members that the Strategy Review Consultation period is underway for the review of the HIE Strategy.

Carroll Buxton advised the Board that individual Board Members could submit their own responses to the consultation or the Executive could collate a combined response. Discussion followed. It was agreed that Board Members would draw up individual responses, should they so wish and would forward ideas to Carroll Buxton by Monday 14th March 2005 who would then collate the response.

Alison Magee left the meeting during this discussion

9 BUDGET UPDATE

Carroll Buxton gave a verbal update on the Budget Forecast provided previously and informed the Board that CASE had been awarded further funds for this financial year and were aiming to reduce the level of commitment carried forward.

10 FREEDOM OF INFORMATION

Sandra McCaughey provided the CASE Board with an update of the procedures put in place by Highlands and Islands Enterprise in light of the new Act which came into effect on 1 January 2005.

After concerns raised at the previous meeting Sandra McCaughey was able to intimate to the Board that client files were covered by the exemption scheme. Sandra McCaughey also confirmed that our policy would be to inform businesses of any enquiries made about their business which we perceive as commercially confidential.

11 AUDIT COMMITTEE - APPOINTMENT OF NEW MEMBERS / OTHER APPOINTMENTS

It was resolved that John Campbell, Nicholas Gorton and David Halpin were and are hereby appointed as members of the Audit Committee with immediate effect.

Pat Buchanan asked that the Board consider nominations for Vice Chairman. The nominations are to be put forward at the next Board Meeting. There will be an appointment made from the Caithness area and one from the Sutherland area, should more than one person be nominated from each area, the Board will vote and the person with the most votes will be appointed as Vice Chairman.

It was agreed that Pat Buchanan would nominate two Members from the CASE Board for representation on the Sutherland Partnership Board.

It was agreed that Pat Buchanan would nominate a representative to sit on a special appointments panel for Wick Harbour Trust in order to elect the new Board. The appointment will cease after the first batch of appointments to the Wick Harbour Trust Board have been made.

12 MONTHLY REPORTS (DECEMBER 2004 & JANUARY 2005)

There were no comments on the Monthly Reports

13 QUARTERLY OUTPUT REPORT

Carroll Buxton gave a verbal update on progress towards the targets since the written report was provided and explained that HIE is looking to combine the Network achievement targets.

14 CHAIR / CHIEF EXECUTIVE / DIRECTORS REPORTS

Chairman's Report

There was no Chairman's Report.

Chief Executive's Report

Carroll Buxton provided a verbal update to the Board.

John Campbell left the meeting during the final part of the Chief Executive's Report re Norfrost Ltd.

John Campbell re-joined the Meeting

Directors Reports

William Calder updated the Board on issues concerning Scrabster Harbour.

John Campbell updated the Board on issues relating to the Janetstown Trials and Test Facility and other issues concerning the engineering sector.

David Halpin updated the Board on issues concerning the MOD and issues surrounding The John Muir Trust.

Iain Young raised some issues regarding potential improvements in the Lochinver area including a Marina and improved infrastructure ideas to encourage more business.

Bill Fernie updated the Board on housing issues in the Wick area.

Ian Richards updated the Board on his attendance at the Tourism Conference organised by North Highland Initiative, he informed the Board that he is a member of one of the steering committees, which is due to meet in the near future. Ian Richards has also received the report on Tourism Development in Caithness and Sutherland from Professor John Lennon and will update the Board on these matters at the next Board Meeting.

Alex Murray advised the Board of the impact of the new rights of access and rights to roam legislation in his area and hopes that these new rights will encourage the public to take more interest in the Farming Community.

Steve Burness outlined his ideas on a Socio-Economic Regeneration Plan which is aimed at replacing the job/economic loss to the community after the decommissioning of Dounreay is complete. He will update the board on any advancement at the next Board Meeting.

15 OTHER BUSINESS

(1) ARRANGEMENTS FOR NEXT MEETING

Date: Tuesday 12th April 2005

Time: Audit Committee Only 11:00am

Board Meeting 1:00pm

Venue: New Helmsdale Community Centre

The Meeting ended at 5:50pm

Nicola Dreaves

4 March 2005