



M00136

MINUTES OF THE BOARD MEETING HELD ON TUESDAY 25 OCTOBER 2005 AT 10.30 HOURS IN THE SPA PAVILION, STRATHPEFFER.

Present: Clifford Davison (Chairman)
David Alston
Bill Bound
Forbes Jackson
Chris Melia
Daniel Rose-Bristow
George Tait
Eileen Wilson

In attendance: Marshall Doig
Robin Gilbert
Maitland Hyslop
Joyce MacLennan
Carole Wells (Minutes)

1 APOLOGIES

The Chairman welcomed those present to the meeting. Apologies for absence were received from Andrew Muir and Justin Calder.

2 DECLARATION OF INTERESTS

Eileen Wilson declared an interest in the Citizens Advice Bureau.

3 APPOINTMENT OF DIRECTORS

The Chairman reported that Justin Calder, Forbes Jackson and Eileen Wilson were retiring by rotation as directors in accordance with the provisions of the Articles of Association of the Company and, being eligible, had offered themselves for re-election as RACE directors.

Justin Calder, Forbes Jackson and Eileen Wilson were re-appointed as Directors for a second three year term. The motions were proposed and seconded as follows:

For Eileen Wilson – proposed by George Tait : seconded by David Alston

For Forbes Jackson – proposed by Bill Bound : seconded by Chris Melia
For Justin Calder – proposed by Daniel Rose-Bristow : seconded by Eileen Wilson

Mark Stewart, who was selected to join the panel of prospective Board Directors in January 2005 was appointed to the Board.

4 APPOINTMENT OF COMPANY SECRETARY

The Board approved the appointment of Maitland Hyslop, Chief Executive, to Company Secretary, replacing Joyce Maclellan. The motion was proposed by George Tait and seconded by Bill Bound.

5 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held at the offices of Ross & Cromarty Enterprise, 69-71 High Street, Invergordon on Tuesday 5 July 2005 were approved.

6 MATTERS ARISING NOT COVERED ELSEWHERE

(1) Budgets (construction of industrial units)

A feasibility study has now been undertaken and RACE is awaiting the report from the study. Once this has been received, a paper will be submitted to HIE Management Group and this should lead to some spend in the current financial year.

(2) Highland and Islands Business Awards Ceremony

Letters of congratulations have been sent out.

(3) Migrant Workers

There are currently c.1800 migrants in the Highlands & Islands, a significant number of whom live and work in Ross and Cromarty. Hard copies of the brochure for Migrant Workers were distributed. An electronic version will be circulated. (CW) The brochure is also being translated into Polish.

(4) Broadband

Indicative costings are now available. HIE's response was that if more is required than is currently being rolled out by BT under the contract, then we will need to consider alternatives. The Board agreed to await a response from Andrew Muir.

(5) Update on Projects

Forscot - Principals from Forscot will be invited to attend the next Board Meeting. (CW/JM)

PICT - An overview of the project was provided, followed by a discussion about the associated risks. An update was given on New Broom Software. It was noted that HIE Internal Audit Team/HIE Growing Businesses Group are producing a report on PICT.

(6) Board Away Day

The Board Away Day is taking place in Strathpeffer following this Board Meeting.

7 UPDATE FROM RACE INTERNAL AUDIT COMMITTEE (IAC) MEETING

Draft minutes from the last meeting of the RACE IAC on 20 September 2005 are available and will be distributed following approval by the RACE IAC. (CW) The Chairman of the RACE IAC summarised the key issues arising at the last meeting.

8 CHIEF EXECUTIVE'S UPDATE AND 2nd QUARTERLY REVIEW

(1) 2nd Quarterly Review

The Chief Executive gave a detailed presentation of the 2nd Quarterly Review.

(Declaration of Interest: Chris Melia declared an interest in Forscot and left the meeting prior to discussion about Forscot. He rejoined the meeting after the discussion was concluded).

The Board also discussed the Single Fund Payment Scheme (Common Agricultural Policy) and its effect on local farmers. It was agreed to include this risk in the RACE risk register. (MH)

An electronic copy of the Quarterly Return Report for the 2nd Quarter will be circulated to the Board. (CW)

9 ANY OTHER BUSINESS

(1) Arrangements for Next Meeting

The next meeting of the Board will be held in January 2006. A draft calendar of Board and IAC meetings for the year 2006 will be circulated shortly. (CW)

Carole Wells
30 November 2005