

## Island of Hoy Development Trust Meeting Minutes

OPEN  
MEETING

13/11/19

8PM

NORTH WALLS COMMUNITY  
ROOM

Meeting Called By	Debs Jaques
Minute Secretary	Deanna Johnston
Type Of Meeting	Open Board Meeting
List Of Board Members	Jayne Traynor, Liz Train, Ian Davidson, Moira Cossar, Debs Jaques, Lindsay Hall
NON BOARD	Denize Lace, Brian Clegg, Liz Davidson, Deanna Johnston
APOLOGIES	Keith Dobney, Keith Dempsey, Rob Seatter, Max Collop

### Topics

1	MINUTES OF LAST MEETING	DEBS
Summary Of Discussion	<p>BOARD MEETING</p> <p>The minutes of the September 2019 open meeting and October 2019 closed meeting were proposed as correct by Moira Cossar, seconded by Ian Davidson and signed by the Chair.</p>	
2	MATTERS ARISING	DEBS
Summary Of Discussion	<p>There were no matters arising.</p>	
3	HEALTH & WELLBEING COORDINATOR	MOIRA/DENIZE
Summary Of Discussion	<p>Moira confirmed to the Board that VAO's grant application for the extension of the H&amp;WC role in 2020 to the 'Investing in Communities Fund' was unfortunately unsuccessful. Moira added that there had been 752 applications into the fund so although they remained hopeful, success was unlikely. VAO are now hoping to achieve success with an application into the 'Aspiring Communities Fund', the original fund with which the initial funding was achieved. VAO will find out whether or not they have been successful by the end of January 2020.</p> <p>VAO informed Moira about an opportunity to apply into the 'Community Capacity &amp; Resilience Fund' for which they have offered assistance in completing an application.</p> <p>A stakeholder meeting took place on the 29<sup>th</sup> October with Rosie Alexander. Moira reported that most of the Isles who have received funding for the role have experienced more face to face interaction with Community members than originally anticipated, Rosie has expressed the importance of ensuring that the information from these meetings is captured and reflected in the final report.</p>	

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Coordinators and Trust reps are due to meet in early December to discuss the plans for the remainder of the project.

Finally, Moira advised the Board that the 'Enhancing Well-being in our Isles Plan' does include all of the islands, Denize is currently working on one specifically for Hoy.

Denize updated the Board on recent developments within the role. Denize advised the Board that her 'Small Aids Resource Centre' is now open and that she has been inundated by the Community. There is a high number of resources which are leaving the centre to be utilized by community members, and plenty of one to one visits that Denize was not originally anticipating. Denize expressed the need for this within the Community, and acknowledges that funding for the WBC role for the next 2 years is not guaranteed, however, feels that the running and sustainability of the role needs consideration, and that she intends to continue on whatever basis she can. Denize explained that in addition to the health and wellbeing queries that she has faced, she is also dealing with other aspects of people's lives for which they require assistance with, such as benefit queries, affordable heating queries and generally feels that she is spending a great deal of time discussing issues beyond health care. Additionally, Denize is receiving contact and enquiries from other services within Orkney who appear to have recognized Denize's role and have requested for Denize to get involved between services to assist service users.

Denize highlighted what she feels is a problem with the social care provision on the island. Denize explained that whilst Hoy has a brilliant homecare team, they are limited in the care that they can provide and residents on the Isles are not receiving the same level of care to that of the care issued on the Mainland. Denize explained that the elderly have either demonstrated or communicated that they are lonely and isolated, and Denize has ideas about the creation of a voluntary group in order to tackle the issue. Denize advised the Board that there is no 'end of life' care on Hoy, so she intends to work closely with Orkney Health and Care in order to address this.

Denize informed the Board that she has now secured a meeting to discuss dentistry provision on the Island. Denize explained that whilst this may not result in the support of dentistry on Hoy, it may assist her in the coordination of a campaign for dental support and transport to mainland Scotland if necessary for those who require it.

Lindsay asked about a befriending service on Hoy. Denize is in the process of creating this, however, as is often the case with such services, it may struggle with volunteer fatigue. VAO do not currently have anyone based on Hoy to undertake such a role, but Denize has ideas about approaching different groups of people on the island and hopes to reward these people not financially, but in other ways as she feels that such individuals tend to go under appreciated. Hopefully this will incentivise the offer of support in areas such as housework, gardening, and assistance to individuals living in squalor etc.

Brian enquired as to whether Denize could assist him in obtaining figures for people who are living in fuel poverty. Denize advised that she would gladly put some numbers together for Brian and send them to him. Denize also brought to the Board's attention, a situation recently encountered with a vulnerable person on the island, and explained that whilst they had the funds to pay an engineer to fix a broken heating system, simply securing a tradesman to attend and fix it was not possible. Brian expressed to Denize that he would make himself

	<p>available in future should a vulnerable person require assistance with a faulty heating system, Denize thanked Brian.</p> <p>Moira advised the Board that required and advantageous qualifications within the health and social care sector may change in future and there may not be a requirement for SVQ2 qualifications.</p> <p>Finally, Moira informed the Board that the Robert Gordon University have a proposed research project called 'Landscapes of Wellbeing'. Moira advised the Board that she can circulate a copy of the proposal should anyone be interested.</p>						
<b>Conclusions</b>	<p>Grant application to 'Investing in Communities Fund' was unsuccessful. VAO are now applying into the 'Aspiring Communities Fund' for further funding of the WBC role. Potential to apply into the 'Community Capacity &amp; Resilience Fund' also.</p> <p>Stakeholder meeting took place on 29<sup>th</sup> October with Rosie Alexander. Further meeting for Coordinators and Trust reps in early December to discuss future plans for the role.</p> <p>Denize is in the process of maintaining and establishing a variety of services on the Island, such as the 'Small Aids Resource Centre', dentistry provision, additional social care provision, befriending services and better end of life care.</p>						
<b>Action Items</b>	<table border="1"> <thead> <tr> <th></th> <th><b>Person Responsible</b></th> <th><b>Deadline</b></th> </tr> </thead> <tbody> <tr> <td>Send figures to Brian around affordable warmth and fuel poverty on the island</td> <td>Denize</td> <td>Ongoing</td> </tr> </tbody> </table>		<b>Person Responsible</b>	<b>Deadline</b>	Send figures to Brian around affordable warmth and fuel poverty on the island	Denize	Ongoing
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<b>4</b>	<b>BUSES</b>	<b>DEBS/BRIAN</b>
<b>Summary of Discussion</b>	<p>Dougie Edgar has offered to collect the new bus on 14/11/19 and deliver it to Art Machine Ltd for the decals. Debs will request that Dougie then delivers the bus to Houton once completed, ready for transporting to Hoy.</p> <p>Debs advised the Board about a prospective tender into the OIC for a public bus service, funding for which has been ring fenced for 5 years. The tender for this has to be in by the end of November, and a response is anticipated by the end of April. If this is successful, the service will begin in August 2020.</p> <p>Dial-a-bus are currently testing an electric minibus in Orkney. Initial consultation with Hazel Aim suggests that the bus is not performing as well as hoped. Hazel detailed issues such as a poor finish, poor charge, range issues, and if driven non economically, the mileage estimate for the following charge is then reduced and therefore inaccurate.</p> <p><b>ReFLEX</b></p> <p>Brian said discussions with CES had been productive this week with costings for the staff resource having been finalised and agreed. He circulated copy emails for discussion and to show final budget figures and costings breakdown in summary form. The discussion around meeting with CES the following Tuesday and the intention to instigate the plan met with Board approval. Liz confirmed the bank account designated for processing the project finance was ready and would send bank details to Brian for the 'cash flow loan' from HEL to be transferred. Additionally, Liz will issue a YM door key for Brian to have access for survey/installation purposes.</p> <p>Liz asked the Board about the admin time that had been allocated in the proposal. Brian confirmed the request from CES to have the Trust start invoicing the resource support budget as of November, Liz said a single</p>	



	<p>monthly invoice to CES would be possible to produce and would work with Brian to get this actioned by the month end. Debs confirmed that at this stage the admin time and associated costs are purely for Mark to agree and that this hasn't yet been allocated within the IoHDT.</p> <p>Brian confirmed he would report back to the bus sub group directly after the meeting on Tuesday.</p>	
Conclusions	<p>New bus to be delivered to Art Machine on the 14/11/19.</p> <p>Prospective public bus service tender to go into OIC by the end of November. If successful, service will begin in August 2020.</p> <p>Dial-a-bus electric minibus testing within Orkney seems to be less successful than initially hoped.</p> <p>Discussion around the ReFlex project and associated admin time took place, Liz has confirmed that invoicing to CES is possible, Debs confirmed that admin time has not yet been allocated within the IoHDT as yet, but costings were in the process of being agreed with Mark.</p>	
Action Items	Person Responsible	Deadline
First invoice to go into CES.	Liz	ASAP

5	PLAYPARK	IAN/LIZ T
Summary Of Discussion	<p>Ian advised the Board that a meeting had taken place with Gary Burton on the 8<sup>th</sup> November and had been positive. In attendance were Ian, Liz T, Liz D and Moira. Issues that were discussed were the terminology around the terms of the lease and the request for £15k of funding to bring the equipment back to being fit for purpose. Gary Burton confirmed that there was no funding available in the budget for this.</p> <p>Gary suggested that the team put a proposal forward for the lease of the playpark and in the meantime, he would request for an inspector to assess the state of the equipment. Gary suggested that if the team can source the labour, then he would supply the funding for the materials for improving equipment where paint is flaking and rust is visible. Gary suggested that the team investigate the prospect of applying for a Community Development Grant whereby 50% of the funds may be allocated to the project. The team were given contact details for the appropriate people. The team queried what funding the Stromness playpark had been allocated, Gary confirmed this was also the Community Development Grant.</p> <p>Lindsay enquired as to whether or not there are any safety issues with the equipment at present. Ian confirmed that whilst he is not in a position to comment about the structural safety of the equipment, he can confirm that there is some surface damage, where rust is bubbling and paint is chipped but that the extent of the structural damage would be obvious if the paint was stripped back. As well as the equipment itself, Ian suggested that the playpark should be dog proof and that sufficient fencing should be repaired/erected in the interests of mitigating any risks. Lindsay expressed concern that there may be issues if the IoHDT take the lease over before the OIC have fulfilled their obligations with liability. Moira confirmed that this is the purpose of the inspector visit amongst others, and that the OIC are still liable at present.</p> <p>Ian confirmed that the team would apply for the lease but that the OIC would have to fulfil their liability requirements before the team take full responsibility for the playpark. Ian's aim is to appoint a consultant to consult with the public in future to regenerate the playpark in full, however, in the short term, take over the lease and make safe what is there instead of removing. Part of the proposal will be to develop it as a good community space which is more in line</p>	

	with a park which contains a playing area, making it conducive to broadening the usage of the park by all age groups and to encourage wildlife etc. Ian asked for Liz to put the proposal for the lease on letter headed paper with discussion notes from the meeting and for Debs to sign it. This was agreed. Denize suggested that her role may be able to support with fund raising for the playpark in future.	
Conclusions	Lease discussion developing and team have contact details for applying for a Community Development Grant. OIC will not issue a grant at this stage, however, have suggested that they may support with funding for reconditioning some of the equipment if the IoHDT can source the labour. Council are still liable at this stage and team will ensure the OIC fulfil their obligations before taking responsibility for the lease. Proposal letter to be drafted on letter headed paper and signed by the Chair.	
Action Items	Person Responsible	Deadline
Proposal letter for lease to be drafted on letter headed paper and signed by the Chair.	Ian/Liz D	On-Going
Contact to be made with Community Development Grant coordinators.	Ian/Liz T	On-Going

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	TURBINE	BRIAN
Summary Of Discussion	<p>Brian said there was nothing unusual to report since the written report circulated at the beginning of the month. Wind monitoring shows that the first two weeks of November seem to be following the recent trend of being below seasonal average based on previous records.</p> <p>He reported that there was still no official word from SSEN with regard to the OFGEM rejection of their funding application for the replacement Rakwick sub-sea cable - unofficial sources suggest OFGEM are willing to consider a 'revised' application should SSEN choose to submit one. The concern for HEL of course is that this 'maneuvering' between the two organisations could lead to a delay in the replacement, currently scheduled for spring of 2020, however, probably the biggest worry right now is that HEL suffer another failure in the existing cable and lose the ability to generate freely through this winter period.</p> <p>Finally, the enquiry to Enercon relating to costs etc for the G59 relay upgrades as yet remains unanswered.</p> <p>Ian enquired as to whether HEL have used any of the reserve funds, Brian confirmed that this has not been touched so far.</p>	
Conclusions	Wind monitoring shows below seasonal average for beginning of November. OFGEM willing to consider a 'revised' application from SSEN for funding towards the replacement Rackwick cable.	

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	LEGACY PROJECT	BRIAN
Summary Of Discussion	<p>Brian reported that diminished light quality and shorter days of the late autumn have proved to be troublesome for the 'test bed system' - errors and system warnings resulting from the continued daily load regime are numerous - mainly relating to battery voltage levels. Software changes and configuration settings are currently being worked on and</p>	



	will be trialed next week, although some days of bright and sunny weather may be more than sufficient to recharge the whole system. He added that these energy level issues are easy enough to cure with more panels and/or batteries but of course this option affects the overall system/project costings - a path being avoided at the moment.
Conclusions	Diminished light quality and shorter days can be troublesome for the test bed system. Software changes and configuration settings are currently being worked on.

8	ETHICAL POLICY	ALL
Summary Of Discussion	Ian made a suggestion to the Board around the wording about food in the policy and asked if it might be better to split the statement into 2 separate parts. Ian suggested that the Board makes a clear statement that it is acceptable to acquire and supply prepackaged food and non-alcoholic drink, and that the manufacturer is then liable for any issues that arise from the consumption of those items. Brian suggested that mentioning the liability within the hire agreements or prior to events that are held, will protect the IoHDT from liability in any instance relating to food.	
Conclusions	Ian suggested to adjust the statement around food to make it clear that liability with issues that arise from consumption of pre-packaged food and drink lies with the manufacturer.	
Action Items	Person Responsible	Deadline
Adjust the statement around pre-packaged food and non-alcoholic drink in the policy.	Moira	Next Board meeting

9	CORRESPONDENCE	ALL
Summary Of Discussion	<p><b>Skills Network</b> Debs advised the Board that the Skills Network are offering fully funded level 2 courses, organisations need to arrange for 5 or more people to undertake these courses, not all are fully funded. Denize confirmed that she has more information if anyone requires.</p> <p><b>North Walls Centre</b> Debs has been copied into an email to other Community Associations from Grace at North Walls Centre to ask if they were aware of the discontinued insurance for the swimming pool use after receiving contact from Kerry Spence. The email suggests that Community members are liable for future claims. Debs confirmed that no action is required at present however, this may change and the Centre may ask for support from the IoHDT.</p> <p><b>National Islands Plan</b> Debs confirmed that the document is not yet finalized and that additional comments and input are still invited up until 28<sup>th</sup> November. Debs has an email which includes links for further information and feedback opportunities and will circulate around the Board.</p> <p><b>HIE</b> Chessa has contacted Debs to advise that HIE are running a 'Delivering a Digital Strategy' workshop on the 4<sup>th</sup> February. Debs offered to issue to the Board if required.</p> <p><b>Hoy Half Marathon</b> The Trust has received an email from Jan Witkamp regarding the Half Marathon</p>	

	<p>team requiring support towards the admin, time input that the marathon requires on an annual basis. Debs feels that the project would need a dedicated person/persons to run the project, however, because the marathon doesn't directly deliver a community benefit it isn't a Trust project unless a Director has a specific willingness. Lindsay suggested that the Half Marathon could approach someone externally to undertake the admin in which case the Trust may support this role with funding. Lindsay reiterated that the Trust is a facilitator and not an organiser/administrator. There was unanimous agreement amongst the Board that this will not be taken over by the Trust, but may be supported through funding mechanisms currently available, ie the Community Fund. Debs confirmed that other Trusts do have these events however, they created/started them up as opposed to absorbing them at a later date. Brian said that there is no mechanism or remit for the Trust to take over organisation, however, if they can create a sub group then they can apply to the Trust for funding.</p>		
Conclusions	<p>Skills Network offering level 2 fully funded courses.  North Walls Centre may request support from IoHDT in future regarding swimming pool liability insurance.  Final request for feedback for the proposed National Islands Plan, closes 28<sup>th</sup> November.  Delivering a digital strategy workshop available through HIE in early 2020.  Unanimous agreement that the IoHDT cannot absorb the Hoy Half Marathon, however, upon creation of an external sub group, the IoHDT could potentially accept funding applications through the Community Fund for support towards administration costs.</p>		
Action Items	Person Responsible	Deadline	
Respond to Jan regarding the Hoy Half Marathon.	Debs	ASAP	

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AOB

ALL

Summary Of Discussion	<p><b>Community Fund</b>  Debs confirmed that the Community Fund is closed until the end of January giving the Trust time to determine the terms and conditions and look at the finances. The Community will be advised that the criteria is under review temporarily.</p>
	<p><b>Trustees Report</b>  Debs requested for Brian to submit his section of the Trustees report.</p>
	<p><b>Recycling</b>  A new Government legislation is in draft form around the recycling of metal, plastic and steel drinks containers. The purchaser pays the seller a 20p deposit and receives the money back upon the return of the container. Potential issues could arise for small retailers, however, their expenses would be covered. The rate of recycling of such containers currently sits at 50%, with a potential target of 95%.</p>
	<p><b>HR Review</b>  The HR review meeting for the IoHDT Directors only is scheduled for 27<sup>th</sup> November.</p>

The meeting closed at: 21:50  
Date of next meeting: 15<sup>th</sup> January 2020  
Written by: Deanna Johnston  
Minute Secretary

Proposed for adoption by: *Lindsay*      Seconded by: *Maira*

Signed  
(Chair) *S. D. Jacques*