

# Island of Hoy Development Trust Meeting Minutes

OPEN  
MEETING

DATE 17/07/19

8PM

NORTH WALLS COMMUNITY  
ROOM

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

## Topics

1	MINUTES OF LAST MEETING	DEBS
Summary Of Discussion	<p>BOARD MEETING</p> <p>The minutes of the May 2017 closed meeting are to be presented at the next meeting on the 14<sup>th</sup> August 2019.</p> <p>The minutes of the June 2019 meeting were proposed as correct by Max Collop, seconded by Ian Davidson and signed by the Chair.</p>	
2	MATTERS ARISING	ALL
Summary Of Discussion	<p>There were no matters arising.</p>	
3	ACCOUNTS	LIZ/IAN
Summary Of Discussion	<p>Having circulated the April and May financial reports to the Board on the 17/07/19, Liz asked if anyone had any questions. The Board are happy with the reports and have no questions.</p> <p>Audit files are now ready to be sent to Scholes and will be taken on 18/07/19 ready for the beginning of the audit on 29/07/19. Scholes have not reported any delays to this point and so it is expected that the audit will take place on schedule.</p> <p>HEL gift aid transfer</p> <p>Following HEL's year AGM and formal adoption of the financial statements and reports, the HEL Board recommended via email to the IoHDT Board on 01/07/19 that a transfer of £70,000 be gifted to IoHDT for the y/e 31.03.19.</p> <p>The IoHDT Board accepted the transfer via email in the w/c 01/07/19 and then ratified this at the current Board meeting.</p> <p>VAT registration</p>	

	<p>Following Ian and Liz's meeting with Ivan Houston at Scholes Chartered Accountants, and Ian's subsequent email to the IoHDT Board summarising the main points from the meeting, the Board agreed, via email on 08/07/19, to register IoHDT for VAT. This was then ratified at the current Board meeting. The Board also agreed that the timetable would be worked out between Liz and Scholes, looking towards registration on the 01/04/20, the start of the new financial year.</p> <p>Liz asked the Board for additional hours for her and Deanna as training for Deanna regarding the VAT would be necessary. The Board agreed to this.</p>	
Conclusions	<p>April and May reports circulated. Scholes will begin audit on 29/07. HEL Board recommended that a transfer of £70,000 be gifted to the IoHDT for y/e 31/03/19. IoHDT Board accepted the transfer. The Board agreed to register the IoHDT for VAT. Additional office training with administration will take place.</p>	
Action Items	Person Responsible	Deadline
Audit files to be sent to Scholes.	Liz/Ian	29/07/19
VAT registration training and admin to be completed.	Liz and Deanna	On-going

4 WIND TURBINE DEVELOPMENT BRIAN/MAX

Summary of Discussion	<p>A meeting had been held with SSEN on the 28th of June at Kirkwall Power Station where it was confirmed that irrespective of outcome for the current repair attempt, no further repair attempts would be made, and also that the end to end replacement was now brought forward to April of 2020. Brian confirmed that at 4pm earlier in the day he had received a call from SSEN to confirm that the Rackwick cable repair had been successful and was now back in service with the ANM returning to normal operating mode. Therefore this repaired cable has to 'hold' till April next year or we will be back to the current levels of curtailment.</p> <p>SSEN have confirmed a follow up meeting will be scheduled in a few weeks time - this will be more to do with sensitivities around the potential for bad publicity rather than anything else, but really we all need to see trouble free operation of the cable connection over an extended period before anything else can realistically be discussed.</p> <p>Early July saw commencement of the '4 year major service' of the turbine by the Orkney based Enercon engineers, normally a 2 to 3 day outage which seemed well timed due to the low wind and Rackwick situation. Unfortunately the service revealed an insulation fault in one of the main generator coils - this can only be repaired by a specialist team from Germany who will rewind the coil in situ, an operation that will take three weeks once they arrive.</p> <p>A timeline for the repair has been requested but has yet to arrive from Enercon, but they have confirmed the cost of the repair will not be charged to us and is covered by EPK.</p> <p>Following 6 days of no production we were returned to service after the coil had been bridged and the turbine control reconfigured to run at 75% of the normal power output.</p> <p>Our insurers have been informed that we will be looking to make good our losses once they can be calculated against projected output and any compensation obtained from Enercon from the EPK maintenance agreement.</p> <p>The HEL AGM took place as planned on the 28th of June during which the</p>
-----------------------	---



	<p>accounts were adopted, signed and returned to Scholes for regulatory filing purposes.</p> <p>The recommendation from HEL to the IoHDT for level of gift transfer was circulated and subsequently accepted and following that confirmation £70,000.00 was transferred to the trust to conclude HEL's business in respect of the 2018/19 trading year.</p> <p>Liz enquired about the previously discussed public notice to be sent out regarding the issues with the curtailment of the turbine. All agreed that it would be prudent to await further developments upon a very recent successful repair before distributing any such notice.</p> <p>Rackwick cable repair successful, end to end replacement brought forward to April 2020.</p> <p>Generator coil repair required, timeline for repair not yet confirmed.</p> <p>HEL AGM took place, accounts adopted, signed and returned to Scholes.</p>
Conclusions	

5	LEGACY PROJECT UPDATE	BRIAN
Summary Of Discussion	<p>Work on the test bed solar system has continued with further software mods being the focus.</p> <p>Additional work is now scheduled for the smartphone app to be in place over the next 2/3 weeks so that development can be kept in step with the main control software.</p>	

6	LONGHOPE PLAYPARK	IAN
Summary Of Discussion	<p>Ian reported to the Board that the financials around the playpark were now complete and a quote for public liability insurance has been secured. Ian has attended the playpark with Richard Illingworth to discuss access and feels that it may not be fit for purpose at present, nor is it wheelchair accessible. If this should be the case, Ian intends to apply to the Council for a grant to resolve this. Ian went on to say that the annual inspection will cost approx. £100 per annum plus travel for an inspector to come over to Hoy. The figures currently sit at around £1500 for the full upkeep and maintenance of the playpark to include public liability insurance. Having obtained the policy wording which had not been available previously, on the cover through QBE that was suggested by Clark Thomson, which would include the public liability insurance for the playpark, it would appear as though the cover is essentially the same to that of the cover currently received through Hiscox, with the exception that cyber cover is not available on the QBE policy. Liz advised that it is possible to take out separate cyber cover, however the Board had discussed this on a previous occasion and decided not to take out cover at this point. Clark Thomson had pointed out that the cyber cover on the Hiscox policy was a very basic cover, they also advised that QBE is the only market available to them who will cover play parks.</p> <p>Ian advised the Board that he is in the process of recording a series of questions that he has for the council around the playpark and invited the Directors to do the same.</p>	
Conclusions	<p>Financials for the playpark are complete and public liability insurance details have been clarified. QBE cover through Clark Thomson will be sufficient. Full upkeep and maintenance of the playpark will cost approx. £1500 per annum.</p> <p>If the access to the playpark is deemed unacceptable, Ian intends to apply to</p>	

the Council for a grant to bring it up to standard.		
Action Items	Person Responsible	Deadline
Investigate possibility of applying to the Council for a grant to improve access into the playpark.	Ian	On-going
Continue with pursuing lease and financials around playpark.	Ian/Liz T	On-going

7 HEALTH & WELL-BEING PROJECT MOIRA/DENIZE

Summary Of Discussion	<p>Moira informed the Board that the draft plan around the project is now formed. Moira will be attending a stakeholder meeting on Tuesday 23/07 and advised the Board that there is an intention to hold a workshop as early as next week (week commencing 22/07) with a hope of securing between 6 and 12 attendees in order for it to be successful. Moira advised that the plan will be to have one workshop shortly, and another one at a later date.</p> <p>Community led support consultations are taking place between the Integrated Health Board and Social Care in Orkney which Denize informed the Board she has attended. Denize explained that the consultations are largely around saving money, and so because of this it is imperative that services currently not received on Hoy are heavily pushed for, as there will come a time when Hoy may not have a hope of achieving these in future with the money saving initiative in mind. Denize advised the Board that it was important that people should be independent in their own homes for longer and not forced to go into a fully supported facility on mainland such as a nursing home. Denize is currently proceeding with a resource centre on Hoy whereby people can come in and see various different living aid options, as well as discuss these with Denize and obtain information on where to find additional help and support around various issues to include nutrition amongst others.</p>
Conclusions	<p>Draft plan for project complete.</p> <p>Discussions taking place around holding a workshop week commencing 22/07. Money saving initiative consultations currently being held, Denize feels that it is important now to push for services currently not offered/available on Hoy. Resource centre will shortly be available on Hoy for further information around living aids and additional help and support for people who wish to stay in their own homes for longer.</p>

8 BUSES DEBS/KEITH

Summary Of Discussion	<p>Keith reiterated to the Board that the January report around the buses had been issued and confirmed that funds from HEL have now been designated for the purchase of a new diesel bus. Keith has had successful discussion and correspondence with a company in Derbyshire and advised the Board of the two options that he feels they should consider around the purchase. Keith had explained to the company that the prospective vehicle would need to be robust due to the climate on Hoy, capable of the mileage that the bus will be doing and advised them that the bus will not be garaged. The company recommended that the Trust purchase a VW model. The company explained that the quality and reliability of the vehicle would be appropriate for its intended use. The approximate costing of the modified, automatic vehicle would be around £48,000, however, there would be a 7 month waiting period during the build stage. The alternative option to this would be to purchase a new MAN vehicle</p>
-----------------------	---



which the company have available for immediate delivery. This would be a more expensive vehicle and is likely to have a more powerful engine which may be more costly, however, the build quality would be much the same as the VW. Keith communicated his concerns around warranty with the MAN vehicle as there is no official dealer available in Orkney. Brian advised the Board that whilst this was the case, as he understands it, the warranty will still be honoured providing the vehicle is maintained by a professional using genuine, and not third party vehicle parts. Keith reminded the Board that the buses are working currently, however, are extremely costly in repairs, and will shortly no longer be eligible for the green subsidy currently secured by hybrid vehicles; to be reserved for either fully electric vehicles or vehicles with greater than 22 seats.

Ian reminded the Board that the Trust will be able to recover VAT on the purchase as the Trust can backdate VAT recovery on assets for up to 4 years. The Board agreed that the MAN vehicle would be worth further investigation, Keith will enquire about what finance options are available. Liz expressed to the Board that it may be wise to purchase the vehicle outright while the Trust is in a position to do this as opposed to taking out any financial agreements with a potential uncertain future with the turbine. Liz also added that whilst the MAN vehicle is more expensive than the VW, the Trust may recover some of the financial costs in the savings of the repair bills which the current buses will almost certainly accrue during the 7 month waiting period for the VW. The Board agreed.

Keith advised the Board that discussion was still taking place around the reflex project and a further meeting is arranged. Keith will keep the Board updated of any developments.

Keith has had discussions with a company in Derbyshire around purchase of a new diesel bus. The recommended bus has a 7 month waiting period however, the company stock alternative appropriate options which Keith will investigate further.

Reflex project still being pursued. Keith will keep the Board updated with developments.

#### Conclusions

9

#### CORRESPONDENCE

ALL

The Trust has received a letter from a visitor who recently came to Hoy. The visitor thanked the Trust for the excellent service that they received on the bus and has subsequently decided to make a donation to the running of the buses. The Trust has also received a Thank You card from Skaldic for supporting the Bomba! event through the community funds. Liz added that the events that the Trust are supporting are now displaying the purpose made banners which inform event attendees that the Trust has supported it. Liz said that the banners seemed to make a good impact and saw them displayed at both the Bomba! event and the Lifeboat Open Day.

#### Summary Of Discussion

An email came in from Maisie Grist about the Deaf Children's Society. Maisie explained that she has been chosen to be an ambassador for the charity and has recently put a great deal of work and effort into spreading awareness as well as creating posters, slogans and songs amongst other things. Maisie and her grandparent, Cathy, have requested that the Trust consider financially supporting Maisie's progression with the role of ambassador for travel and accommodation for attending events. The Board unanimously agreed that this was worth supporting and will review each request on an individual basis as and when they come in.

Ian also mentioned Corban Kestrel's thank you video which he sent in regarding the funding that he has received for his drumming lessons.

Conclusions

A variety of thank you emails and letters have been received around the community funds and the bus service.  
Maisie Grist has become an ambassador for the Deaf Children's Society and has requested support from the Trust in developing within this role. The Trust agreed unanimously to support this.

10

AOB

ALL

Summary Of Discussion

There was no other business.

The meeting closed at: 21:30  
Date of next meeting: 14<sup>th</sup> August 2019  
Written by: Deanna Johnston  
Minute Secretary

Proposed for adoption by: *Ian*                      Seconded by: ~~Keith~~ *Keith Dobney*

Signed  
(Chair)

*S. D. Jaques*