

Island of Hoy Development Trust Meeting Minutes

OPEN
MEETING

DATE 24/04/19

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, Lindsay Hall, Debs Jaques, Rob Seatter
NON BOARD	Trish Avis, Brian Clegg, Liz Davidson, Deanna Johnston
APOLOGIES	Keith Dempsey, Jayne Traynor

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 19th June 2019.</p> <p>The minutes of the February 2019 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	ACCOUNTS	LIZ
Summary Of Discussion	<p>Liz confirmed that the dates for the 2018_2019 audit will be much earlier this year and that the project forecasts will be done within the next couple of weeks.</p> <p>Liz addressed the Board with a potential issue around HMRC tax investigations and said that despite the IoHDT not being liable for tax payments, it may still potentially be subjected to investigations. Having received a letter from Scholes regarding the tax protection service, Liz explained that for a fee of £180 the Trust, as well as Directors and Partners, will be insured for such an event and would therefore save money in the long term.</p> <p>Brian added that extra funds were collected last year from new logarithms used, and so this was a highly favoured method by HMRC.</p> <p>Max queried whether or not HEL might be investigated in the event that the IoHDT are, Ian confirmed that it was a possibility and that both would be charged separately. The Board unanimously agreed to go ahead with the tax</p>	

	protection cover, however, decided against taking out the tax protection service for Hoy & Walls Community Transport Ltd as the company is and has always been dormant.	
Conclusions	Audit of accounts due to take place earlier compared to previous year. Board to go ahead with tax protection cover for IoHDT.	
Action Items	Person Responsible	Deadline
Project forecast completion.	Liz	On-Going
Arrange tax protection cover.	Liz	On-Going

4	WIND TURBINE & OIC TURBINE DEVELOPMENT	BRIAN/MAX/LINDSAY
Summary of Discussion	<p>Brian reported that of the two cables on Rackwick beach which connect Orkney to the National Grid via Thurso, the east cable is damaged and therefore has not been operational since March 6th. Unlike the previous outage which was repaired in February, this new instance is causing heavy curtailment. Unfortunately, the damage has occurred in deep sea which therefore makes it more of a challenge to assess and repair.</p> <p>One Kirkwall Power Station generator is now switched on with a view to keeping the grid stable, however, this seems to have altered normal ANM operation and the core zone and zone three (us) are constrained heavily. Brian has confirmed that HEL are monitoring the situation and that he will be meeting with SSEN on 25th April in the hope of obtaining a better understanding of the likely outcome. Brian's current understanding is that the repair (if possible) will be completed by end of May 2019 with a full end to end cable replacement scheduled for Autumn 2020, but he will keep the Board informed of any developments.</p> <p>Keith queried HEL's insurance for loss of service. Brian explained that there are difficulties in invoking an insurance claim to cover such events, as there is a 28 consecutive day excess period for sub-sea cable failure and currently the ANM is intermittently switched off (only at times of wind), therefore this does not qualify for an insurance claim automatically.</p> <p>Keith asked Brian about the continuation of business under these circumstances. Brian stated that HEL's reserves could maintain operation in the worst case scenario until August 2020, confirming that the reserves would then be depleted.</p> <p>Ian acknowledged that key funding would still be manageable due to the Trust's own reserves and previous ring fencing of funding.</p> <p>On a more positive note Brian informed the Board that HEL's initial compilation of year-end figures for 2018/19 indicated a likelihood that a liability to corporation tax would emerge, and whilst there are numerous tasks yet to conclude, the possibility of a trading surplus transfer is now evident.</p>	
Conclusions	<p>East cable connecting Orkney to National Grid is non-operational and causing heavy curtailment. Brian meeting with SSEN to discuss future for cable and turbine.</p> <p>Brian confirmed that HEL's reserves can keep HEL operational until Autumn 2020.</p> <p>Brian indicated that HELs 2018/19 trading year could still, despite low wind early in the year, result in a trading surplus transfer to offset any exposure to corporation tax.</p>	

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LEGACY PROJECT UPDATE

BRIAN

Summary Of Discussion

Brian explained to the Board that due to grid connection regulation changes (G83 to G98) scheduled for 27th of April 2019, the project aimed to have the test bed system's inverter formally connected to the grid before this date (under G83). This would allow the manufacturer time to re-certify designs for G98 in readiness for future installations.

Brian confirmed to the Board that the solar panels are now in Edinburgh and that the intention is to have all equipment installed and operational here on Hoy before 21st June 2019 (summer solstice), installation team have confirmed that they will be in Orkney for the end of May.

Brian reported to the Board that costings were all on target for final system price and that the total project expenditure to date was well under budget. Initial budget for expenditure to this point was nominally £20k, actual expenditure is running at circa £10k.

Conclusions

Testing equipment due to be installed and operational by 21st June. Costings for equipment are on target.

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LONGHOPE PLAYPARK

IAN

Summary Of Discussion

Ian confirmed to the Board that the Longhope playpark funding application to the YIYC2 fund was successful and that the £3700 awarded is now ringfenced in the Trust's accounts. Ian advised the Board that he is currently in the process of attempting to get the terms of the lease agreed with the OIC and intends to meet with Gary Burton on Monday 29th April to discuss this. In principle, Ian is confident that the Trust can obtain a 20 year lease for £1 per year, which has been done previously in Orkney. Ian has queried with the insurers a potential increase in public liability insurance to cover the playpark, and advised the Board that in some cases they prefer to use their own surveyors to carry out assessments.

Research is being carried out across Orkney by Ian and Liz Train around other playparks and what has been achieved elsewhere in the hope of obtaining a useful list of contacts around architecture, design and installation of equipment. In addition, Ian and Liz Train are also in the process of researching grant funding options, timescales and deadlines. Ian confirmed that the intention is to create a strong template to work from so that once the project begins, the planning stages and the many processes involved will be complete or underway, and therefore the team will not have to start from scratch. Ian advised the Board that one of his current focuses was to identify the basic operating costs of the playpark for 3 years and will report to the Board once he has established these.

Max enquired about the role of the Trust in relation to the playpark, Ian confirmed that the Trust would be responsible for the lease of the playpark based on whether or not the costs for maintaining it were approved by the Board. Ian then suggested that there might be sub group responsible for dealing with the playpark, and acknowledged a recent expression of interest from Liz Train around becoming a Board member at the impending AGM in May with the intention of focusing on, and representing, the youth and families of the island. Ian advised the Board that there has recently been a presentation at North Walls School to reveal to the children the results of the YIYC2 vote, followed by an exercise to design their ideal playpark. Ian feels that this is encouraging and will assist in the community taking emotional ownership and pride over the community asset.

The Board discussed similar projects currently taking place in Orkney and

	<p>identified Paul Green (landscape designer for Stromness playpark), and Katell Roche (speaker at a recent presentation for Papdale playpark), who Ian intends to create links with around the playpark project. Ian added that in the short term, if the Trust can erect the roundabout once again and reinstall the goal posts using some of the YIYC2 funding, it would assist in keeping the community, particularly the children, engaged.</p>		
Conclusions	<p>Longhope playpark project secured £3700 funding from YIYC2. Ian in discussions with OIC about a long term lease. Research currently taking place into moving the project forward.</p>		
Action Items	Person Responsible	Deadline	
Meet with Gary Burton regarding the lease of the land.	Ian	29/04/19	
Contact Paul Green and Katell Roche regarding other similar projects.	Ian	On-Going	

7 HEALTH & WELL-BEING PROJECT MOIRA

Summary Of Discussion	<p>Moira advised the Board that Denize Lace has been appointed as the Health & Well-Being Coordinator and came into post on the 25th March. There are now candidates in post on Hoy, Rousay, Sanday, Stronsay, Shapinsay and Papa Westray. Moira confirmed that Denize's salary was to be funded by the grant, as well as 40% of the admin costs to include required equipment which is to be retained by the Trust at the end of the contract. Denize has so far met with a variety of relevant people/organisations including Crossroads, the School, and Iain and Sally at the surgery. Denize is keen to ensure that the resulting outcomes of the project are inclusive of the entire community, and not just certain groups. Denize's current focus is on a delivery plan for the year, and has also mentioned conducting a community survey around health & well-being. Moira identified that there would be challenges in the coming year for Denize, but a large consideration would be for the continuation of the legacy of what Denize manages to implement beyond the funded post. Moira commented that Denize has a huge amount of enthusiasm for the role, is very passionate, and has a vast amount of experience in the field.</p>		
Conclusions	<p>Denize Lace has been assigned the Health & Well-Being Coordinator post.</p>		

8 CORRESPONDENCE ALL

Summary Of Discussion	<p>Debs has received notification of the Strengthening Communities Scotland conference due to be hosted by HIE and held in Aviemore at the end of May. The conference will build on the previous one held in 2017, and will be celebrating the people and stories behind 20 years of community asset ownership in Scotland. Debs confirmed that HIE will consider covering travel expenses but not accommodation. Debs also advised the Board that there will be representatives from the Emerging Leaders Programme in Orkney on the 5th and 6th June. The purpose of the visit is to discuss the programme and meet with anyone interested in learning more about it. The programme is presented as an inspirational programme for emerging leaders, costs for the programme will be subsidised.</p>		
Conclusions	<p>Strengthening Communities Scotland conference due to take place May 2019. Emerging Leaders Programme due to be presented in Orkney June 2019.</p>		

Trustee Retirement

Lindsay, Max and Keith gave their apologies for the AGM. Debs advised the Board that Rob, Jayne and Keith Dobney are due to retire from the Board by rotation. Should they wish to continue as a Board member, they will be required to repropose and hand documentation in at the AGM or before. Liz will distribute Trustee proposal forms where appropriate as well as Proxy voting forms.

Hoy Kirk

Following recommendations from Max and Moira, the Hoy Kirk water application into the Community Fund was successful and secured £2500 in funding. Additionally, Liz confirmed that she has contacted Jeff Clark and advised that the Board would be open to considering further funding in future. Max expressed that he felt it was important to encourage the committee to approach other organisations and potential funders, Liz will contact Jeff again and advise him that additional funds may be released if the committee can secure match funding. The Board agreed that this was acceptable.

Scottish Islands Federation

Debs informed the Board that there is due to be two Scottish Islands Federation Visits to Orkney in May and July, with the second visit expected to cover Hoy. Organisers have contacted the IoHDT in the hope of receiving assistance in organising a room and advertising for an event designed to contribute in forming the development of the first ever national islands plan.

Scottish Community Development Centre

The Scottish Community Development Centre are set to hold a meeting with other Trusts and organisations undertaking similar community projects to that of the community plan currently being undertaken on Hoy. There are 3 available places for the meeting for which Ian and Liz have requested to go to. There was no additional interest from the meeting attendees.

Event Fund

Liz raised the issue of financial difficulties for island groups to hold events on the island in order to raise funds for their organisations, and asked the Board if the Trust could consider extending the parameters of the event fund in order to fund the costs of acts as well as their travel and accommodation. Ian added that whilst the event fund was originally designed to create a level playing field for island groups to hold events compared with groups from mainland Orkney, the island would inevitably see a lower footfall and so a level playing field could not be achieved. Ian speculated that in turn, by widening the event fund parameters this may result in organisations needing less funding from the Community Fund for their projects and ideas as they would hopefully have managed to raise the funds through their events instead. Lindsay and Brian expressed concerns around funding the costs of the acts, and added that whilst this may result in an increase in community events, it may not necessarily mean an increase in footfall at these events therefore making the idea non-viable. Brian drew attention to the recent success of the Lifeboat Museum crowdfunding campaign and felt that organisations and community groups would be wise in considering this in future rather than applying for funding. Lindsay suggested widening the parameters of the event fund and Ian suggested trialing this for 12 months. The Board agreed to extend parameters of the Event Support Fund criteria, once completed, Liz will then circulate applications around the Board to be assessed as they are submitted.

AGM Campaign

Ian informed the Board that Deanna has created a campaign around the AGM in order to create enthusiasm and advertise the vacancy for new Trustees. The campaign will consist of an email, poster and social media update and will be released on Sunday 28th April.

Funding Boards

Ian has obtained quotes from the Orcadian for banners and signs for funding recipients to display at events or activities that the IoHDT has supported. The banners cost around £40 + VAT and signs are around £20 + VAT, the Board confirmed that they were happy for Ian to proceed and order a small number of them. Lindsay requested one specifically for the Gable End Theatre.

Island Link Officer

Trish addressed the Board and advised that she has officially stepped down from the role of Island Link Officer. Trish confirmed that there are currently 2 projects running alongside the usual Community Council projects. One of these being funding applications for a satellite phone which continues to be on-going. The other project is around plastic recycling, which the OIC have confirmed presents problems around cost and contamination, however, they have recently signed up for a 12 month trial on one of the isles for recycling of type 1 and type 2 plastics. The decision to role out the project elsewhere will then go to the committee.

Trish confirmed that interviews had taken place for the Island Link Officer, for which the contracted hours had been reduced from 17 to 14. Trish took the opportunity to thank the Trust for facilitating the role with the use of the office.

Conclusions

Trustees due to retire by rotation are required to repropose for the upcoming AGM.

Hoy Kirk are to be advised that additional funding may be released if they can secure match funding elsewhere.

Scottish Islands Federation have requested assistance with organising and advertising their upcoming event on Hoy with a view to developing the first ever national islands plan.

SCDC are to hold a meeting in June, Liz and Ian will be attending. No additional interest in attending from the meeting attendees.

Event fund parameters due to be extended and applications due to be assessed on an individual basis.

AGM campaign due to be released Sunday 28th April in order to create awareness and invite potential new Trustees.

Funding boards to be purchased from the Orcadian and presented to funding recipients to display at events and activities in future.

Island Link Officer role to be filled shortly, there are 2 on-going projects around a satellite phone and recycling as well as the usual Community Council projects.

Action Items	Person Responsible	Deadline
Rob, Jayne and Keith Dobney to repropose at AGM should they wish to continue as Trustees. Liz to distribute Trustee proposal forms and Proxy voting forms where appropriate.	Rob, Jayne, Keith Dobney, Liz	08/05/19
Contact Hoy Kirk about match funding for additional funding from IoHDT.	Liz	On-Going
Liaise with Scottish islands Federation around Hoy event organisation.	Debs, Liz, Deanna	On-Going
Extend parameters of Event Support Fund.	Liz	On-Going

AGM campaign creation and distribution.	Deanna	28/04/19
Order funding boards from Orcadian.	Deanna	01/05/19

The meeting closed at: 21:40

Date of next meeting: 19th June 2019

Written by: Deanna Johnston
Minute Secretary

Proposed for adoption by: *Max* Seconded by: *Moua*

Signed
(Chair) *S. D. Jaques*