

Island of Hoy Development Trust Meeting Minutes

OPEN
MEETING

22 NOVEMBER
2017

20.00

NORTH WALLS COMMUNITY
ROOM

Meeting Called By	Deborah Jaques
Minute Secretary	Liz Davidson
Type of Meeting	Open Meeting
List of Board Members	Rob Seatter, Adam Clark, Lindsay Hall, Debs Jaques, Jayne Traynor, Ian Davidson
NON BOARD	Magnus Thomson, Brian Clegg, Liz Davidson
APOLOGIES	Max Collop, Keith Dobney

Topics

1	MINUTES OF LAST MEETING	DEBS
Summary of Discussion	<p>BOARD MEETING</p> <p>The minutes of the May closed meeting are to be presented at the next meeting on the 24th January 2018.</p> <p>The minutes of the closed meeting from the 4th October 2017 were proposed as correct by Ian, seconded by Lindsay and signed by the Chair.</p>	
2	MATTERS ARISING	DEBS
Summary of Discussion	There were no matters arising.	
3	COMMUNITY FUND / TRAINING AND LEARNING FUND	DEBS
Summary of Discussion	<p>Debs informed the board that letters asking for volunteers to sit on the PEP had been sent to the various island groups. Olivia Thomson has volunteered on behalf of the Hoy Kirk. It was decided to ask Deanna to follow up with the other groups.</p> <p>Ian reported that Andy Fellows is now in touch with VAO in relation to setting up a constituted island music group.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Follow up with the island groups	Deanna	

4	ACCOUNTS	LIZ / JAYNE
Summary of Discussion	<p>The consolidated report & accounts for the year ended 31st March 2017 and the letter of representation had been circulated to the board ahead of the meeting. Debs asked if there were any questions or comments, however none were forthcoming.</p> <p>The board approved the accounts, and the Chair duly signed these and the letter of representation on behalf of the board.</p>	
Conclusions	<p>The board approved the report and accounts for the year ended 31st March 2017. The accounts and the letter of representation were duly signed by the Chair.</p>	
Action Items	Person Responsible	Deadline
Send accounts back to Scholes for signing	Liz	asap
5	WIND TURBINE	MAX / BRIAN / LINDSAY
Summary of Discussion	<p>Brian had circulated the monthly turbine report to the board ahead of the meeting, the board had also received HEL's financial report and accounts for the year ended 31st March 2017 ahead of the meeting. Brian went on to inform the board of the results for the year ended 31st March 2017.</p> <p>Turbine Generation and Income: The turbine completed six years of operation, on the 19th October 2017. Performance at this time of year is measured in electricity generated against targets from the projects pre-planning stage – important for bank covenants etc and reads as follows: For this annual period, we generated 2.43 MWhrs – a low wind year very similar to 2016 (2.4MWhrs) and 2013 (2.44MWhrs), and unlike high wind years such as 2012 (2.73MWhrs) and 2014 (2.71 MWhrs). This years' performance equates to 6% above the banks target requirement based on the P90 project profile but 3% below our target based on the P50 project profile.</p> <p>Income is generally as anticipated – low due to low wind, but on or around the projected targets, with no major surprises and therefore no major worries. For those that want to worry: Insurance costs continue to rise. Maintenance costs continue to rise. Market prices for exported electricity remain low and the average continues to fall. Current stats indicate the next financial year will again be subject to low wind yield.</p> <p>Financial Year 2016/17: The audited accounts were signed off during the HEL AGM held on 12th of October. Signed copies have been retained by Scholes and also supplied to the Trust for inclusion in their financial statements.</p> <p>Community Benefit Fund: The corporation tax exposure faced by HEL for the 2016/17 financial period is</p>	

£14,811.80. This liability can be completely relieved by HEL donating £74,059.00 to the Trust before the 1st January 2018. After due consideration and in particular respect to the operational reserves already being up to budgeted levels, the HEL board felt it was possible and prudent to increase the level of this donation to £85,000.00. However, bearing in mind that the average level for annual donation to date is approximately £77,000.00, the HEL board wish to place on record their recommendation to the Trust; that for the purposes of future budgetary planning a figure of £77,000.00 max be used until further notice. As with previous projections and estimates this figure is subject to continuous review and should only be used with suitable contingencies as it cannot be guaranteed.

Brian asked if there were any questions. Ian asked what was included in the "Direct costs – other activities" in the HEL accounts. Brian said that this was the Demand Side Management, which is grant funded. Ian also asked why the "Direct costs – wind farm" had risen from the previous year. Brian explained that the majority of this increase is in the maintenance costs, and that HEL expect this to keep rising, but in line with the original contracted agreement up to the end of year 12.

Brian also informed the board that HEL would be losing Alan Lain, as he is moving, and as such they would be advertising the position of Turbine Responder next week. Brian asked if the advert could be put on to the website, Liz said she would do this and also put it on the Trust and the Community Facebook pages.

Conclusions	HEL's accounts were signed at their AGM on the 12 th of October. HEL will donate £85,000.00 to IoHDT before the 1 st January 2018. IoHDT will use £77,000.00 as the budget figure for future donations.		
Action Items	Person Responsible	Deadline	
Make donation to IoHDT from HEL	Brian	31/12/17	
Put Turbine Responder job advert on website and Facebook	Liz	asap	

Summary of Discussion	<p>The board had agreed by email prior to the meeting that the bus sub-group be supported in their application to LCTT to the amount of £3,000 from Priority Projects for the planning and design work needed for the planning consent for the electric hubs, which is required ahead of the grant application.</p> <p>Ian asked if this was likely to be the only funding required from the Trust ahead of the grant application, Debs said it was.</p> <p>Debs informed the board that Ian Garmin from CES and Allan Reid would be on the island to do site visits on Tuesday 28th November. She also said that she would get in touch with the Community Council to see if a representative wanted to be present, and also invited Magnus to attend if he wished.</p>
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	<p>The community drop-ins will happen after this stage so that there is greater information available.</p> <p>Debs advised the board that the deadline for the LCTT grant was now 19/01/18, and that the 20% match funding required would probably come via the CCF application.</p> <p>Lindsay asked if the bus was hireable for the pantomime. Debs said only on a donation basis and only with one of the Trusts drivers. Lindsay said he would get in touch with Debs with the details.</p> <p>Adam voiced his and another member of the community's concern at the bus being parked at the Longhope bus stop at night with no lights on, as it is hard to see. Debs said that she would address this.</p>		
Conclusions	The board agreed to £3,000 from Priority Projects being used for the work needed for planning for the LCTT application.		

Action Items	Person Responsible	Deadline
Address the situation with the parking of the bus at Longhope bus stop	Debs	asap

7	COMMUNICATION / PUBLIC ENGAGEMENT	IAN / DEBS
Summary of Discussion	<p>Ian informed the board that the newsletters were currently operating on a minimal basis until Deanna returns, due to lack of resource.</p> <p>Debs advised the board that she and Liz would have a Skype meeting with Olivia from Supporting Communities within the next couple of weeks, and then dates would be set for Olivias' next visits in January and February, and that she would advise the board of these dates.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Skype meeting with Olivia	Debs / Liz	
Organise dates for Olivias' visits in January and February	Debs	

8	CORRESPONDENCE	ALL
Summary of Discussion	<p>SSE had been in touch to introduce their liaison manager for Orkney as the point of contact for their proposals to provide a transmission connection from Orkney to the Scottish Mainland, and to advise dates and venues for drop-in events. Debs had circulated this to the board ahead of the meeting. Brian felt that there was no need to engage directly around this, but that HEL were keeping in touch with developments through the public domain.</p> <p>Chessa had been in touch to ask if it was ok to pass a copy of the Trusts</p>	

homecare report to Rosie Alexander, Lindsay confirmed that this was absolutely fine.

Conclusions

Action Items	Person Responsible	Deadline
Advise Chessa that she can pass the homecare report to Rosie Alexander	Debs	asap

9

AOB

ALL

Summary of Discussion

a)OIC – Magnus Thomson

Magnus informed the board that OIC are waiting to hear about the decommissioning project at Lyness, and that the company are due to respond to the Council by the end of November. Magnus also advised that the ferry terminal would not be moved.

Magnus also informed the board that OIC are in talks with Liam McArthur regarding the funding situation for the ferries, and are pushing very hard for a solution. He advised that if no further funding was forthcoming, that sailings would be lost.

b)Jayne informed the board that there is an Age Concern meeting on the 30th November to talk about the here to help scheme. She advised that she would attend, and asked Lindsay if he could join her, unfortunately Lindsay will not be available on that day.

Conclusions

Action Items	Person Responsible	Deadline
Report back to the board on the age concern meeting	Jayne	

The meeting closed at: 21.05

Date of next meeting: Next Board Meeting 24th January 2018 – Closed meeting

Written by: Liz Davidson
Minute Secretary

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

Signed (Chair) *S. D. Jaques*