

Island of Hoy Development Trust Meeting Minutes

BOARD
MEETING

21ST OCTOBER
2015

8PM

NORTH WALLS
COMMUNITY ROOM

Meeting Called By	Deborah Jaques
Minute Secretary	Liz Davidson
Type Of Meeting	Monthly Board
List Of Board Members	Deborah Jaques, Jayne Traynor, Rob Seatter, Lindsay Hall, Max Collop, Matthew Budge
NON BOARD	Liz Davidson, Brian Clegg, Kerry-Anne Spiers
APOLOGIES	Keith Dobney, Adam Clark, Teresa Bird, Ian Davidson, Steve Rhodes

Topics

1 MINUTES OF LAST MEETING DEBS

Summary Of Discussion	BOARD MEETING The minutes of the September board meeting were proposed as correct by Rob, seconded by Jayne and signed by the Chair.
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2 MATTERS ARISING DEBS

Summary Of Discussion	There were no matters arising. The Chair welcomed Kerry-Anne to the meeting.
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Topics

3 ARCTIC CONVOY KEITH

Summary Of Discussion	Keith had circulated an update to the board ahead of the meeting. Debs asked if there were any queries on this. Lindsay asked why the story boards were not able to be used. Debs explained that no copyright had been sought for the pictures/photographs; Jayne said that the layout was also not the standard layout that the war graves commission use. Lindsay said that he was happy to maintain the site through the summer every 6 weeks.		
Conclusions			
Action Items	Person Responsible	Deadline	

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COMMUNITY FUND / TRAINING
AND LEARNING FUND

DEBS / STEVE

Summary Of Discussion	Debs reported to the board that the review date for the Community Fund was to be on the 27 th October 2015.		
Conclusions			
Action Items	Person Responsible	Deadline	

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PROJECT MANAGERS REPORT

STEVE

Summary Of Discussion	The Project Managers report was circulated ahead of the meeting. Debs asked if there were any questions, none were forthcoming.		
Conclusions			
Action Items	Person Responsible	Deadline	

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HOMECARE

LINDSAY / TERESA

Summary Of Discussion	Lindsay said that there had not been a meeting to date as he had been away, however there was a plan to meet with the OIC again. Lindsay had spoken to Iain Cromarty who had indicated that some of the legacy money could be made available to the homecare project. Liz said that the money was still pending transfer from the solicitors. Max asked about the possibility of using the new manse for respite care. Jayne said that the Kirk is not permitted to use it in this way.		
Conclusions			
Action Items	Person Responsible	Deadline	

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HERITAGE

KEITH

Summary Of Discussion	There was no update on heritage.		
Conclusions			
Action Items	Person Responsible	Deadline	

Summary of Discussion	<p>Liz requested that Jayne be added to the bank mandates as Treasurer for both the Bank of Scotland and the Royal Bank of Scotland accounts, and that Jayne and Debs were added to the internet banking as additional users and to apply for debit cards for both BOS and RBS accounts for them. Liz explained that this was to provide for cover for sickness or holidays. The board agreed unanimously with this and also agreed that Lindsay should be removed from the mandate as he is no longer Treasurer.</p> <p>Liz also requested permission to renew the current insurance policies for the Trust. She informed the board that they are much the same as the previous year with a small increase in premium on the office contents insurance. The board agreed that she should go ahead and renew the policies.</p> <p>Debs had circulated the Trustees report for the year ended 31st March 2015 to the board ahead of the meeting. She asked for the boards' agreement and approval to send this to Scholes for inclusion into the consolidated accounts. The board approved the Trustees report.</p>		
Conclusions	<p>Jayne to be added to BOS and RBS mandates Jayne and Debs to be added to internet banking and debit cards Lindsay to be removed from the mandates.</p> <p>The insurance policies to be renewed.</p> <p>The Trustees report was agreed.</p>		
Action Items	Person Responsible	Deadline	
Sort out mandates, internet banking and debit cards	Liz	asap	
Renew Insurance Policies	Liz	26/10/15	
Send Trustees report to Scholes	Debs / Liz	asap	

Summary Of Discussion	<p>Brian reported that the storm mitigation works were underway and that they were waiting on the microwave communications system, and that the concrete walls had been quoted for.</p> <p>He said that HEL was waiting on their insurance renewal, which he expected soon as the renewal was due in November. He also said that he expected the premium to be significantly higher due to the claim.</p>		
Conclusions			
Action Items	Person Responsible	Deadline	

Summary Of Discussion	<p>Buses</p> <p>Debs reported that Tullochs had done the repairs on bus HHP and it was currently at Orkney Motors for its MOT and check.</p> <p>With regard to bus GZE, the bus is currently at Hatston Motors waiting for the insurance claim to be agreed. Debs explained that Ashwoods had supplied new hybrid systems with specially designed brackets.</p> <p>She said that a bus had been hired from Dial-a-Bus meantime, however that the insurance company will only cover this bus for a maximum of a month.</p> <p>YM</p> <p>Debs reported that the decking cannot happen due to planning restrictions. She also said that a paved patio would require planning consent, and that the latest suggestion was to apply for retrospective planning. Max said that he felt that Steve should talk to planning again and see if they foresee any objections, and to look at going ahead with the paving if they don't.</p> <p>Debs said that both the car park, sailing club compound and the painting were well advanced.</p>		
Conclusions			
Action Items	Person Responsible	Deadline	
Talk to Planning re retrospective consent	Steve	asap	

Summary Of Discussion	<p>Debs had circulated to the board ahead of the meeting a proposal received from Eamonn Coyne on the Trusts website, the work that was needed both to finish the creation and then also to maintain the site.</p> <p>The board agreed to go ahead with Eamonns proposal. Liz asked where the website costs would funded from, the board agreed that they should come out of core unrestricted funds.</p> <p>Max suggested splitting the categories that Eamonn had identified between different people to collate the information to pass to Eamonn. Max said that he would be happy to deal with the geographical section and the photographs.</p> <p>Lindsay said he would pick up the Gable End Theatre and the Lifeboat Museum sections.</p> <p>Debs said that she would deal with the Travel section.</p> <p>Debs said that she would check with Steve on the work that Stacey did regarding accommodation details. She said that this was something that Kerry-Anne could progress, along with sending letters to the various groups requesting any up to date information.</p> <p>Debs said that Eamonn is keen to shut down the Orkney Communities site.</p>		
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	Jayne said that we would have to spend some time with the various people who use this site to show them how to use the new calendar, upload files etc.
Conclusions	The board agreed to go ahead with Eamonns proposal.

Action Items	Person Responsible	Deadline
Provide Eamonn info on geographical section and photographs	Max	
Provide Eamonn info on Gable End Theatre and Lifeboat museum	Lindsay	
Provide Eamonn info on travel sections	Debs	
Check with Steve re the work Stacey did on updating accommodation details	Debs	
Send letters to various groups requesting up to date information for the website	Kerry-Anne	

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CORRESPONDENCE

ALL

Summary Of Discussion	<p>1)Laura Johnsons Everest marathon run. Debs informed the board that Laura Johnston is attempting the Everest marathon run in November this year. She wishes the money she raises to be split. 50% to go to the Sherpa villages, 25% to go to the Sailing Club and 25% to go to the Hoy Hoolie.</p> <p>Debs said that Liz had contacted VAO to ask if it was acceptable for the Trust to act as a "holding" pot for funds donated for other groups or projects and then to distribute these funds as agreed. VAO had replied that other groups have done similar things, and indeed that VAO has held Talisman monies each year to disburse as per the criteria, and that as long as the accounts show the restricted fund with a note in the accounts for the rationale, that they could not see a problem in the Trust doing this.</p> <p>Debs explained that the donations would be received through "Just Giving" and that once the Trust had registered with "Just Giving", the cost would be £15 per month, but this need only be paid in the months when an event is underway, and Just Giving take a small percentage of the donation. Once the Trust is registered and HMRC have been given the instruction to allow "Just Giving" to accept gift aid on their behalf, this mechanism can be used for similar things into the future.</p> <p>The board agreed that they were happy for the Trust to act in this way.</p> <p>2)Joint meeting with the Community Council Debs informed the board that she was still to speak with Trish regarding a date for this.</p>	
Conclusions	The board agreed to set up a "Just Giving" account for use in the manner discussed.	
Action Items	Person Responsible	Deadline
Set up Just Giving Account	Liz	

Speak to Trish re Joint meeting with Community Council	Debs	
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AOB

ALL

Summary Of Discussion	<p>1)AGM - Debs suggested to the board that the AGM be held on the 9th December 2015, and that she would email them and ask for a response.</p> <p>2)Directors Meeting - Debs said that a Directors meeting would need to be called before the next board meeting in order to approve and sign the accounts. She said she would contact the directors once the accounts were received.</p> <p>3)Max mentioned to the board that Radio Orkney had reported on the Openreach scheme for the community broadband, and asked that Steve was appraised of this. He also said that Radio Orkney had reported on the new Leader scheme opening soon.</p> <p>4)Allocation of annual trading surplus transferred from the trading subsidiary</p> <p>The board agreed to continue with the policy that was put into place in March 2015.</p> <p>This policy stating that;</p> <p>“In order to both protect the viability of the Community Wind Turbine project and also maximize overall community benefit, the level of turbine income retained for the Trusts operational costs will not exceed on third of the total annual trading surplus transferred from the trading subsidiary. Up to a further third will be allocated by the Trust, as and when required, to support the Trusts priority projects provided that they are specifically part of the stated turbine project outcomes, with the remaining one third minimum assigned to the “Community Benefit Fund” for educational / training grants and the funding of smaller projects and grant applications. Any decision to alter this general division of funds would be taken in consultation with the directors of Hoy Energy Limited and where applicable, with the advisers and funders of the project and would only be considered should extenuating financial circumstances prevail”.</p> <p>The board also agreed that the priority projects fund should be reviewed on an annual basis.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Email board re AGM date	Debs	asap
Organise a directors meeting to approve the accounts	Debs	asap

The meeting closed at: 21.10

Date of next meeting: Next Board meeting 25th November 2015

Written by: Liz Davidson
Minute Secretary

Proposed for adoption by:

Seconded by:

Signed
(Chair)