

## Island of Hoy Development Trust Meeting Minutes

BOARD  
MEETING

16<sup>TH</sup> NOVEMBER  
2016

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, Ian Davidson, Jayne Traynor, Max Collop, Rob Seatter joined the meeting at 20.20. Adam Clark joined the meeting at 20.30. |
| NON BOARD             | Liz Davidson, Brian Clegg, Tam White  |
| APOLOGIES             | Matthew Budge, Lindsay Hall, Keith Dobney   |

### Topics

|                       |  |          |
|-----------------------|--|----------|
| 1                     | MINUTES OF LAST MEETING  | DEBS     |
| Summary Of Discussion | <p>BOARD MEETING<br/>The minutes of the September board meeting were proposed as correct by Max, seconded by Ian and signed by the Chair. These were approved after Rob joined the meeting.</p>                  |          |
| 2                     | MATTERS ARISING  | DEBS     |
| Summary Of Discussion | <p>There were no matters arising.</p>  |          |
| 3                     | ARCTIC CONVOY  | KEITH    |
| Summary Of Discussion | <p>Debs advised the board that Keith was still waiting on a response from Bob Miller with regard to the railings.</p>  |          |
| Conclusions           |  |          |
| Action Items          | Person Responsible   | Deadline |
| 4                     | COMMUNITY FUND / TRAINING AND LEARNING FUND  | DEBS     |
| Summary Of Discussion | <p>Training Fund<br/>The board approved the changes to the training fund to encompass groups as discussed at the previous meeting and further to the updated documentation that had been circulated to them.</p> |          |

Following the information that Liz had circulated to the board ahead of the meeting after receiving queries and requests from members of the community, the board agreed in principle that the training fund should be extended to encompass supporting under 16 year olds to attend courses on the mainland to include travel & accommodation costs within given parameters. It was agreed that Liz would re-work the training fund policy and procedures and application form to include this and would then circulate to the board for their comments.

#### Event Support

Ian had circulated the information to the board following the discussion at the August meeting regarding support for events that various groups hold on the island.

Ian explained his thoughts to the board on the information he had provided. Ian then offered to leave the meeting whilst this was discussed citing the potential conflict around the Hoy Hoolie.

The board felt that this was not necessary.

Ian suggested that the board may wish to consider a separate entertainments grant to deal with this, and also brought forward Lindsay's question from the August meeting as to whether it would be possible to "top-up" the low rates charged for children to enable the various groups to keep the children's fees low.

The board agreed to consider this further with a view to a decision at the January board meeting.

#### Community Fund

Jayne advised the board that the North Walls Centre had an underspend on the grant they had received for the Youth Club Transport (amount to be confirmed) and asked the board if this should be paid back, or whether the North Walls Centre could use the funds for a different purpose.

The board asked that the North Walls Centre submit a variation request on the grant.

Debs informed the board that the PEP had met on Monday and had approved grant applications for

The Friends of the Hoy Kirk to enable the part time positions to continue; and North Walls School Parent Council for the accelerated reader programme.

Max advised the board of the problems that the North Walls Centre was having recruiting and keeping lifeguards for the swimming pool. There was a general discussion regarding this, some of the points Max would take back to the North Walls Centre Committee for further discussion.

There was a further discussion about the operation and parameters of the community fund, Debs said that Karen Salt would be up for the AGM on the 7<sup>th</sup> December and that she could work with the board on this.

Debs informed the meeting that Edwina from VAO, along with representatives from OHAC and OIC Community Planning, would be over on the island at North Walls Community Room on the evening of the 29<sup>th</sup> November to provide more information on the "Your Island Your Choice" small grants scheme (£2,300 available per island); she would then be back at North Walls for a drop-in Session the following morning.

#### Conclusions

The Board approved the amendment to the training fund to encompass groups.

|   |  |                 |
|---|--|-----------------|
|   | The Board approved in principle the inclusion of under 16 year olds within the training fund subject to the updated policies and procedures being circulated and agreed on.<br>Event support would come forward for decision at the January meeting. |                 |
| <b>Action Items</b>   | <b>Person Responsible</b>  | <b>Deadline</b> |
| Re-work training fund policies and procedures for under 16's and circulate to the board | Liz  |                 |
| Consider further the Events Support   | All  |                 |
|   |  |                 |

---

5 **HOMECARE** **LINDSAY / JAYNE**

|  |   |                 |
|--|---|-----------------|
| <b>Summary Of Discussion</b>                         | Jayne reported that she and Lindsay had attended the networking meeting, and that 5 islands including Hoy and Walls had come up with a rough plan as to how to move forward. The plan was to start small with something like "here2help" and to build on that.<br>Ian asked if the sub-group would be making costed recommendations to the board on this basis.<br>Jayne said that it would be a feasibility approach to start with, and that the sub-group was due to meet before Christmas so they would report back to the board following this. |                 |
| <b>Conclusions</b>                                   |   |                 |
| <b>Action Items</b>                                  | <b>Person Responsible</b>   | <b>Deadline</b> |
| Report back to the board following sub-group meeting | Lindsay / Jayne   |                 |

---

6 **HERITAGE** **KEITH**

|                              |                                   |                 |
|------------------------------|-----------------------------------|-----------------|
| <b>Summary Of Discussion</b> | There were no updates on heritage |                 |
| <b>Conclusions</b>           |                                   |                 |
| <b>Action Items</b>          | <b>Person Responsible</b>         | <b>Deadline</b> |
|                              |                                   |                 |

---

7 **ACCOUNTS** **LIZ / JAYNE**

|                              |  |  |
|------------------------------|--|--|
| <b>Summary of Discussion</b> | Liz had circulated the final accounts for the year ended 31 <sup>st</sup> March 2016 to the board ahead of the meeting.<br>The board approved the accounts, Jayne proposed the adoption of the accounts, and Ian seconded this. The accounts were then signed by the Chair. Debs asked the board if they were content for a Trustee Proposal Form to be sent out to members with the AGM details so that any member who may wish to become a Trustee could complete the form, along with their proposer ahead of the meeting if they should wish to do so. Liz said that the second for any of these proposals would have to be taken at the AGM, and that |  |
|------------------------------|--|--|

|                     | <p>members may also be proposed as Trustees at the AGM itself. The board was happy for the form to go out to members.</p> <p>Liz had circulated the unrestricted funds report for the period to the end October 2016 to the board ahead of the meeting; she asked if there were any questions, none were forthcoming.</p> |                    |          |     |          |     |      |
|---------------------|---|--------------------|----------|-----|----------|-----|------|
| <b>Conclusions</b>  | The IoHDT Consolidated accounts for the year ended 31 <sup>st</sup> March 2016 were approved and adopted by the board, and signed by the Chair.   |                    |          |     |          |     |      |
| <b>Action Items</b> | <table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Liz</td> <td>17/11/16</td> </tr> <tr> <td>Liz</td> <td>ASAP</td> </tr> </tbody> </table>  | Person Responsible | Deadline | Liz | 17/11/16 | Liz | ASAP |
| Person Responsible  | Deadline  |                    |          |     |          |     |      |
| Liz                 | 17/11/16  |                    |          |     |          |     |      |
| Liz                 | ASAP  |                    |          |     |          |     |      |

8 WIND TURBINE MAX / BRIAN / LINDSAY

| <b>Summary Of Discussion</b> | <p>Brian had circulated the turbine report ahead of the meeting. He reported that the turbine had been off for 2 days due to a network error in Perth, and that lightning had struck it this evening, however the fuses had been changed and the turbine was up and running again.</p> <p>Brian advised the board that HEL had decided to waive the 7.5% discount on the insurance policy (increasing the premium by approximately £500pa). He explained that to take the discount would have required them to commit to a 3 year deal on the insurance which they felt would be unwise whilst they await the outcome of the Co-op bank sale.</p> <p>Brian also informed the board that he was due to attend a meeting with NPower as part of a consortium with the other islands.</p> |                    |          |
|------------------------------|--|--------------------|----------|
| <b>Conclusions</b>           |  |                    |          |
| <b>Action Items</b>          | <table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> </tbody> </table>   | Person Responsible | Deadline |
| Person Responsible           | Deadline   |                    |          |

9 YM / BUSES DEBS / JAYNE

|                              |   |
|------------------------------|---|
| <b>Summary Of Discussion</b> | <p>YM</p> <p>Ian informed the board that he had been approached by the Orkney Folk Festival asking if he would help them organise the 2017 island event. Ian advised the board that he had responded to them and informed them that the YM Committee usually organise the event, and suggested that they contact the Committee with regard to the organisation.</p> <p>Brian said that he no longer had any keys for the toy cupboard at the YM, that they have all been handed over to Jo.</p> <p>Brian asked if the electric car charger was to stay at the YM or whether the board wanted him to remove it. It was agreed it should stay.</p> <p>Buses</p> <p>Debs reported that the feasibility study into the electric hubs was half way</p> |
|------------------------------|---|

through. She said that the main grant was due to be launched in December and that it will be administered by the Energy Saving Trust. The grant is a minimum of £500,000 plus match funding. She advised the board that the current suggestion is for Uist, Mull, Iona and Hoy to make joint application.

Adam asked why the community bus had done a lunchtime run on Wednesday and whether its route/schedule on Wednesdays had changed. Debs explained that the Section 19 permit during the winter months is an on-demand service, similar to dial-a-bus. This is the case until the end of May.

Conclusions

| Action Items | Person Responsible | Deadline |
|--------------|--------------------|----------|
|--------------|--------------------|----------|

10 WEBSITE DEBS

**Summary Of Discussion**  
 There were continuing problems for people trying to use the new Google calendar and therefore the Orkney Communities website was still running as people were still using the old calendar. There was a discussion around this, with the suggestion that Eamonn is contacted to see if he could re-direct the old calendar to the new website, or possibly just strip down the old website and just leave it for calendar use.

Conclusions

| Action Items               | Person Responsible | Deadline |
|----------------------------|--------------------|----------|
| Contact Eamonn re Calendar | Debs / Liz         |          |

11 CORRESPONDENCE ALL

**Summary Of Discussion**  
 There was no correspondence.

Conclusions

| Action Items | Person Responsible | Deadline |
|--------------|--------------------|----------|
|--------------|--------------------|----------|

12 AOB ALL

**Summary Of Discussion**  
 1)Debs asked the board to respond to her with any comments on the HIE board health check report.  
 2)Rural Housing Fund – James Stockan had met with Luke Fraser regarding the island housing fund that is available from the Scottish Government. This fund also includes feasibility study funds. Debs explained that for the feasibility study application, potential areas for build had to be outlined, however this is purely for the study and these areas don't have to be the ones that may be used ultimately. She also said that the Hoy Trust could apply into this fund. Debs asked the board for agreement to apply for the feasibility study funds, the board felt that this was a very good idea and agreed to go ahead with the application for the feasibility funds.

|   |   |                 |
|---|---|-----------------|
|   | 3)Debs informed the board that interviews were taking place the following day for the position of Office Administration Assistant, 4 candidates had been shortlisted. |                 |
| <b>Conclusions</b>  | It was agreed that IoHDT should apply into the rural housing fund for the feasibility study element.  |                 |
| <b>Action Items</b>   | <b>Person Responsible</b>   | <b>Deadline</b> |
| Respond to Debs with comments on board health check report. | All Directors   |                 |
| Application for feasibility study funds for rural housing   | Debs  |                 |

The meeting closed at: 21.30

Date of next meeting: The December meeting will be the AGM on 7<sup>th</sup> December 2016 at 19.30  
Next Board meeting in January 2017 to be arranged

Written by: Liz Davidson  
Minute Secretary

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

Signed  
(Chair) *S. D. Jacques*