

Island of Hoy Development Trust Meeting Minutes

ANNUAL GENERAL MEETING

9TH DEC 2015

7.30PM

NORTH WALLS
COMMUNITY ROOM

Meeting Called By	Deborah Jaques
Minute Secretary	Liz Davidson
Type Of Meeting	Annual General Meeting
Attendance – Board Members	Deborah Jaques, Ian Davidson, Matt Budge, Rob Seatter, Jayne Traynor, Lindsay Hall, Max Collop, Adam Clark
NON BOARD	Moira Groat, Kerry-Anne Spiers, Angela, Brian Clegg, Liz Davidson, Jill Collop. Steve Rhodes joined the meeting at 19.55.

Topics

1	WELCOME	DEBORAH JAQUES (CHAIR)
Summary Of Discussion	The Chair welcomed everyone to the meeting and thanked them for coming.	
2	QUORUM AND APPOINTMENT OF PROXIES	DEBORAH JAQUES (CHAIR)
Summary Of Discussion	The meeting was quorate. Two proxy votes appointing the Chair had been received from members and one proxy vote had been received appointing Brian Clegg as proxy.	
3	APOLOGIES	DEBORAH JAQUES (CHAIR)
Summary Of Discussion	Iain Cromarty, Lee Shields, Sharon Clegg, Ron Needham, Rennie Findlay, Teresa Bird, Keith Dobney.	
4	APPROVAL OF THE MINUTES OF THE AGM OF 14 TH JAN 2015 AND MATTERS ARISING	DEBORAH JAQUES (CHAIR)
Summary of Discussion	The Chair asked if everyone had read the minutes of the previous years AGM held on the 14 th January 2015, and handed copies to those who had not. She asked for approval of these minutes. These were proposed by Lindsay Hall seconded by Rob Seatter and signed by Deborah Jaques as Chair.	

5	ADDRESS BY THE CHAIR	DEBORAH JAQUES (CHAIR)
Summary of Discussion	<p>Copies of the Consolidated accounts and Trustees report for the year ended 31 March 2015 had been circulated to members ahead of the meeting, but were also available at the meeting and on the website.</p> <p>The Chair addressed the meeting saying that she couldn't believe where the time had gone since the last AGM, and that as usual it had been another busy year for the Trust.</p> <p>The Chair then covered the following areas in her address; details of these are included as an annex to the minutes.</p> <p>Community Fund; Community Bus Service; YM Community Hall; Affordable Warmth; Homecare; Heritage; Arctic Convoy; Summer Youth Programme; High Speed Broadband; and Trust Office.</p>	
6	REPORT AND ACCOUNTS – TO RECEIVE AND CONSIDER THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 AND THE REPORTS OF THE CHARITY TRUSTEES AND AUDITOR	JAYNE TRAYNOR (TREASURER)
Summary Of Discussion	<p>The Treasurer explained that the incoming resources were showing a reduced level for the financial year to the 31/03/15 due to the fact that the majority of the Big Lottery Fund grant had to be recognised as income in previous years (in accordance with the regulations), even though a large amount of the money itself was actually received in the year to 31/03/15.</p> <p>She said that most of the money held by the Trust at this point was in restricted funds.</p> <p>The Treasurer asked if there were any questions, however none were forthcoming.</p> <p>The Treasurer proposed the accounts for acceptance by the members, the proposal was seconded by Lindsay Hall.</p>	
7	RE-APPOINTMENT OF AUDITORS AND SECRETARY	DEBORAH JAQUES (CHAIR)
Summary Of Discussion	<p>It was proposed by the Treasurer that AJB Scholes be re-appointed as auditors and secretary for the Trust. This was seconded by Ian Davidson.</p>	

Brian gave the meeting the main hi-lights of the year with regard to Hoy Energy Ltd and the Turbine project. He Explained that the storm damage between the 6th and 13th December 2014 had resulted in an insurance claim for lost income which was settled at £153,000 keeping uninsured losses to a minimum. He also told the meeting that HEL had been successful in obtaining mis-selling compensation from the bank totaling £32,500. He advised that no corporation tax had been paid by HEL for the year to 31/03/15 as £102,366 had been transferred via gift aid to the Island of Hoy Development Trust as the parent company.

Brian reported that concerns within the industry had been expressed in regard to the possibility that the government could cut the Feed In Tariffs, despite the original guarantee. Additionally he confirmed the LECs exception payments from the government were no longer to be paid which will mean a drop in annual income of between £12,000 - £15,000 per annum.

Summary Of Discussion

At the point of insurance renewal, the premium had doubled but the 5 day exclusion period had been retained - HEL was currently on a 7 day renewal cycle whilst the mitigation items were being put into place, Brian said that this was nearly complete and the Co-op bank were happy with the negotiations and implementation.

He said that the bank balance at the 8th December 2015 was £182,652 in the reserve account, £113,800 in the operations account which included the funding for mitigation costs, and finally £338,249 in the reserve account. The loan balance with the Co-op bank stood at £1.36 million. All of this being within the original projection/model.

It was also confirmed that following a review some ongoing annual savings had been made – largely from the removal of the need for HEL staff to climb the turbine tower. This move, afforded by changes in H&S / maintenance operations, brought meaningful savings through reduced expenditure associated with safety equipment, training, insurance etc. These savings being welcome as a means of offsetting at least some of the additional ongoing annual costs associated with the new mitigation measures.

Summary Of Discussion

The Chair asked if there were any questions. None were forthcoming, however Max and Lindsay thanked Brian for all his hard work throughout the year.

Summary Of Discussion

The Chair informed the meeting that the three longest serving directors would now stand down as is required in rotation. Teresa Bird, Matthew Budge and Rob Seatter all resigned their posts.

Address by the Chair (Deborah Jaques) – AGM 9th December 2015.

Community fund:

- The fund had been closed to review and refine the process. All documentation had been reviewed and the procedures and processes updated – this would now be annually reviewed
- Since January 2015 - 13 applications had been submitted to the Training and Learning fund with almost £4000 awarded.
- Community Fund having only recently been re-opened had seen three grants of just under £8000 in total being approved and four applications currently under review.
- Four dates have been suggested for the next year to review applications
Jan 26 2016, 26th April 2016, 26th July 2016 and 25th October 2016.

Thanks to the members of the independent committee for feedback during the review process and for their time and efforts assessing applications and making recommendations for funding.

Community Bus Service:

- This continued to run reliably throughout the year, although since the reduction in the scheduled service in April 2015 numbers have decreased slightly. There has been a reduction in the numbers of visitors, however local usage remains solid and constant year round. Funding has been provided by OIC - Enhanced Demand Rural Transport Initiative and the Bus Service Operators Grant from Transport Scotland. In addition a few donations have also been received.
- We are re-thinking the schedule for summer season 2016 to maximise tourist use of the bus. We are also currently in the process of updating leaflets, maps and website.
- We have had a rather disappointing year with the buses themselves. Dial-a-bus came to our aid by letting us hire one of their minibuses for a number of weeks when both buses were out of action and the Haey Hope club have kindly allowed us to use their bus when the need arose.

Thank to the bus drivers and Jayne

YM: The main objectives for the community hall were to complete the extension (funding provided by Leader and Big Lottery) and other aspects of the refurbishment, including proposals to provide a car park.

- The refurbishment and update of the hall almost completed
- The Shore opened with a 1940's night at end of March 2015. The Shore extension is being used on a regular basis by other charities for various events and bingo.
- The Broadband and computing equipment is being used by the Computer Club on Monday mornings
- The Craft club use the Shore on Friday afternoons
- The carpark and compound for the sailing club are just about complete, together with outside lighting. Unfortunately it wasn't possible to build a garage or any other building on the carpark because of the expense and constraints of the planning department.

Thanks to YM committee, Trust staff and Jayne

Affordable warmth:

- Grant funding from the Climate Challenge Fund for Measurement and Information Phase - started in November 2013 and came to an end in March of 2015
- 70 domestic properties on Hoy were formally surveyed under the scheme, with some grant funding obtained and energy efficiency measures installed.
- There is continuing collaboration and dialogue with OIC and with local contractors.
- As direct consequence of scheme 7 properties have energy improvement works commencing within the next 6 months.

Home Care:

The feasibility study, funded by a grant provided by the Community Benefit Fund, was conducted to assess the local provision of personal care and living support on the island, with the aim of identifying the needs of both the client and the carer. The report outlined the financial implications of running the current service, and researched possible funding streams for the provision of an improved service. Examples and advice from other communities in Orkney for managing home care were sought. The study was finalised in November 2014 and initial results were discussed at a series of drop-in sessions around the island.

The group are currently looking into the Age Concern support services for older people - Here2Help.

Further meetings were planned to get a broader community consensus were ongoing.

Thanks to Healthcare sub-group

Heritage:

- The final report has been submitted with options and recommendations for future work and funding.
- A wartime themed event to celebrate end of project and opening of new YM function room was held at the YM. Dedicated website created for the project
- Ongoing discussions with OIC - part of a larger grant with them and other stakeholders' improvements to the Scapa Flow Interpretation centre.

Arctic Convoy:

- There has been a formal establishment of the friends of the Arctic Convoy
- Ongoing collaboration with OIC and the British Legion
- Using up remaining funds from OIC and Trust with landscaping and information boards to place in the museum

Misc:

Summer Youth Programme – This took place in June and July and was funded by Cashback for Communities which is a Scottish Government Scheme.

Digital Scotland and Community Broadband Scotland – the Trust will continue to engage with HIE and CBS regarding the roll out of high speed broadband.

Trust - Funding for office administration assistant was allocated. Stacey Gibson joined us briefly, now the post has been taken up by Kerry-Anne Spiers.