

Island of Hoy Development Trust Meeting Minutes

BOARD
MEETING

28TH SEPTEMBER
2016

8PM

NORTH WALLS COMMUNITY
ROOM

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| 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, Adam Clark, Matthew Budge |
| NON BOARD | Liz Davidson |
| APOLOGIES | Rob Seatter, Lindsay Hall, Keith Dobney, Brian Clegg |

Topics

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| 1 | MINUTES OF LAST MEETING | DEBS |
| Summary Of Discussion | <p>BOARD MEETING The minutes of the August board meeting were proposed as correct by Ian, seconded by Jayne and signed by the Chair.</p> | |

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| 2 | MATTERS ARISING | DEBS |
| Summary Of Discussion | There were no matters arising. | |

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| 3 | ARCTIC CONVOY | KEITH |
| Summary Of Discussion | <p>Debs reported to the board that it looked as if the OIC grant for the Arctic Convoy would be lost as the OIC would not consider another extension to the deadline and the railings could not be sorted out in time. Keith contacted Bob Miller to see if a short extension was possible, and Bob was going to find out about this. There was a general discussion around whether the problems that instigated the need for railings were still there and as such whether the railings were indeed still needed. Debs said that she would take this question back to Keith.</p> | |

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| Conclusions | | |
| Action Items | Person Responsible | Deadline |
| Request short extension for grant | Keith | |
| Inform Keith of discussion regarding need for railings | Debs | |

COMMUNITY FUND / TRAINING AND LEARNING FUND DEBS

Debs advised the board that the deadline for this round of Community Fund applications was the 11/10/16.

Max brought forward to the meeting that the North Walls Centre had asked if the Trust could do the youth club bus run, as they felt that it was currently too expensive. Debs said that previously the Trust had not tendered for this due to the BLF revenue funding being received at the time. There was a further discussion resulting in the agreement that the Trust would not tender for this.

Debs said that she would write to the North Walls Centre and advise them of the Trusts position.

There was a further discussion as to whether the priority projects fund could be used as an interim-support payment if the speed of the tender process was such that youth club couldn't operate, however it was felt that there were still some funds available from the previous grant and with the school holidays that this would not be likely to be necessary.

There was a discussion about the Community Fund and the PEP with regard to the need for more people to sit on the panel, as there are often conflicts of interest which leave the panel short.

Summary Of Discussion

Matt suggested writing to the various island groups, e.g. lifeboat, coastguard, fire service, sailing club etc. and ask if one of their representatives would be prepared to sit on the panel. The board all agreed that this would be a good idea.

It was also suggested that a couple of directors sit on the panel alongside this, possibly by rotation. It was felt that this would also potentially help the process.

There was a further discussion regarding applications into the Community Fund where there are areas that government bodies should be funding, but the funding is too slow in coming forward. Max suggested the possibility of loans in these circumstances, to be repaid once the government funding is received by the applicant. Ian said that the circumstance around loans and whether they can be interest free or not would need to be investigated.

Following this, the operation of the Health Centre Legacy was brought forward. Liz advised the board that, legally, the fund is not the Trusts responsibility, neither do they have control over it, that the Trust is purely holding the funds on behalf of Dr.Cromarty.

Training and Learning Fund

Liz had circulated to the board the first draft of changes to the Training Fund, there was further discussion regarding these, resulting in a few changes being needed.

Conclusions

The Trust would not tender for the youth club bus run.

Action Items

Write to North Walls Centre regarding the youth club bus run

Person Responsible

Debs

Deadline

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| Prepare a list of island groups and write to them regarding the PEP | Debs / Liz / Kerry-Anne | |
| Investigate the loan circumstance re interest | Liz | |
| Amend the training fund policy & re-circulate | Liz | |

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| 5 | | HOMECARE | LINDSAY |
| Summary Of Discussion | Jayne informed the board that a sub-group meeting had been held, and the members of the sub-group brought up to date with developments. The next meeting in Kirkwall is to be on the 9 th November. | | |
| Conclusions | | | |
| Action Items | Person Responsible | Deadline | |
| Report to the board after the 9 th November meeting | Lindsay / Jayne | | |

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| 6 | | HERITAGE | KEITH |
| Summary Of Discussion | There was no update on heritage. | | |
| Conclusions | | | |
| Action Items | Person Responsible | Deadline | |
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| 7 | | ACCOUNTS | LIZ / JAYNE |
| Summary of Discussion | Liz advised the board that she had received the draft accounts from Scholes and that she would email them to the board. Once Scholes receive the Trustees report, they will insert this into the draft and finalise the accounts. Ian informed the board that the community figures were complete, Liz to send them to the board. The idea is to put them out just ahead of the AGM. Debs advised the board that the proposed date for the AGM is the 7 th December 2016, and asked the board to let her know if anyone had a problem with this date. | | |
| Conclusions | | | |
| Action Items | Person Responsible | Deadline | |
| Email draft accounts to the board | Liz | | |
| Email community figures to the board | Liz | | |
| Inform Debs of any problems with the AGM date | All | | |

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| 8 | | WIND TURBINE | MAX / BRIAN / LINDSAY |
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| Summary Of Discussion | <p>A letter from HEL had been received by IoHDT summarising the performance for the year ended 31 March 2016 and recommending that IoHDT receive a gift aid donation of £95,234.00</p> <p>Jayne proposed acceptance of the donation, Ian seconded this and the board was in full agreement.</p> <p>Max advised that all HEL board members had been asked to serve another term, and asked the IoHDT board for their approval. Ian proposed that this be agreed, Jayne seconded this, and the board was in full agreement.</p> | |
| Conclusions | <p>The gift aid donation from HEL for the year ended 31/03/16 of £95,234 was accepted by the board of IoHDT.</p> <p>The board of IoHDT was in full agreement that all the board members of HEL serve another term.</p> | |
| Action Items | Person Responsible | Deadline |

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YM / BUSES

DEBS / JAYNE

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| Summary Of Discussion | <p>YM</p> <p>Debs informed the board that the next YM meeting was scheduled for the 11th October.</p> <p>Jayne advised that she, Jo and Mabel had attended a Community Hall meeting and were waiting for the procedures and policies to be sent to them for completion.</p> | |
| Conclusions | <p>Buses</p> <p>Debs reported to the board that the Trust had been awarded a revenue grant of £9,960 by Transport Scotland for the PASF feasibility study. The study to be carried out by CES. Debs advised that within this there were some funds available for the Trust administration.</p> <p>The plan is to put a presentation to the community in early November. The study to be complete by the 31st December 2016 and the report to Transport Scotland is to be with them by the 9th January 2017. The financial claim deadline is 31st March 2017.</p> <p>The Trust have been awarded £9,960 revenue grant for the PASF feasibility study.</p> | |
| Action Items | Person Responsible | Deadline |
| Report to the board on YM meeting | Jayne / Debs | |
| Update the board on YM policies and procedures | Jayne | |
| Report back to the board on the PASF progress | Debs / Keith | |

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WEBSITE

DEBS

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| Summary Of | The website and facebook updates were continuing as usual. | |
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| Discussion | | | |
| Conclusions | | | |
| Action Items | | Person Responsible | Deadline |
| 11 | HOY HOOLIE | IAN | |
| Summary Of Discussion | Ian informed the board that the charging had been resolved with the YM. He said the Hoolie 2016 figures should be out by the November meeting. Ian also said that this could now come off the agenda. | | |
| Conclusions | | | |
| Action Items | | Person Responsible | Deadline |
| Hoolie 2016 figures | | Ian / Liz | |
| 12 | CORRESPONDENCE | ALL | |
| Summary Of Discussion | There was no correspondence | | |
| Conclusions | | | |
| Action Items | | Person Responsible | Deadline |
| 13 | AOB | ALL | |
| Summary Of Discussion | <p>a)Debs said that Karen Salt was arranging to carry out the island community engagement research as part of a larger research project, and she would pass on further information as it becomes available.</p> <p>b)The board agreed to continue the Office Administration Assistants position.</p> <p>c)Max asked the board if it would be ok to send the Trusts Community Fund Procedure and documents to a group in Ullapool who are involved in a community energy project. The board agreed. Liz to forward the document to Max.</p> <p>d)Debs informed the board that the outcome of the digital forum meeting was that we still have to wait for the market review and procurement strategy which is due out in Oct / Nov.</p> | | |
| Conclusions | The Office Administration Assistants position was to be continued. | | |
| Action Items | | Person Responsible | Deadline |
| Send Community fund documents to Max | | Liz | |

The meeting closed at: 21.40

Date of next meeting: Next Board meeting 16th November 2016

Written by: Liz Davidson
Minute Secretary

Proposed for adoption by: *Max*

Seconded by: *Lan*

Signed
(Chair)

S. D. Jaques