

Island of Hoy Development Trust Meeting Minutes

BOARD
MEETING

17TH AUGUST
2016

8PM

GABLE END THEATRE

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

Topics

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

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

Topics

3	ARCTIC CONVOY	KEITH
Summary Of Discussion	Keith reported to the board that this was on-going as Bob Miller was still pursuing additional funding.	
Conclusions		
Action Items	Person Responsible	Deadline

4	COMMUNITY FUND / TRAINING AND LEARNING FUND	DEBS
Summary Of Discussion	Debs circulated the information on the Westray Loan Scheme to the board for their perusal.	

Gable End Theatre Film Society

Lindsay said that the Gable End Theatre Film Society would like to apply for funding from the Community Fund to enable them to put on 3-4 childrens films per year and to fund a bus run to take them to and from the film (accompanied by an adult). He said that the funding would enable the Gable End to keep the childrens entry fee at £1.00.

Debs asked what level of funding this would be, Lindsay said that it is about £120 per film plus the cost of the bus.

There was a discussion around this, Debs said that it was always good to have some match funding to go to the Community Fund with, Ian suggested getting in touch with Cooke Aquaculture for this.

Liz said that she would email Lindsay the application form for the Community Fund.

Lindsay went on to say that there was a further application that the Gable End Theatre would like to make regarding performers travel costs.

Ian put forward some considerations around this, the first being linked to Lindsays request regarding the travel support.

Ian said that maybe a re-examination of the Community Fund to look at the potential of retrospective applications to cover (for any group on the island that wishes to put on a community event) performers travel costs from the mainland to Hoy and one nights' accommodation for them in the summer, with two nights covered in the winter to allow for the lack of a Sunday ferry. He said he felt that this would at least give the island a level playing field with events taking place on the mainland.

Lindsay said that he would also like to see some of the travel costs from mainland Scotland to Orkney covered, again agreed retrospectively and paid once a year on the production of invoices, he said that this is not needed for all acts that appear, however it is for some and the ferry companies, although they are very good in providing discounts and they run their sponsorship schemes that they generally base this on one-off's not for every occasion.

There was a discussion around this, Debs said that she felt there would have to be some sort of ceiling on the costs, and that maybe other outside funding should be sought. Lindsay said that outside funding wasn't really workable as a lot of the booking for the performers have to be made with little notice as it depends on their Scottish tours. Lindsay said that he would estimate for the Gable End that the travel cost would be for approximately 4 acts per year of 5 performers and the cost of a van, which would be around £160 per trip. Ian said that accommodation parameters would have to be set also. Ian offered to look at the Westray travel grant details and circulate them to the board.

Ian also put forward another consideration around any group putting on a community event, that the Trust look at the possible formation of a separate grant fund to top up the income from childrens tickets to adult prices so that events could continue to remain accessible for families. He suggested that such a fund should be retrospective, and that if any group could prove the number of childrens places at an event they could apply into this fund.

Training Fund

Debs informed the board that there was some re-wording needed on the

	Training and Learning fund criteria, to enable groups to apply into it for workshops. There would have to be a minimum number of people in the group, and possibly a requirement for the group to pay 20% contribution. Debs said that she and Liz would look at this, make amendments and circulate it to the board for approval.	
Conclusions	<p>It was agreed that the Community Fund should be re-examined with regard to the support of travel and accommodation costs of performers for groups on the island that are putting on community events. In addition, consideration would be given to a separate retrospective fund which would fund the difference between the child and adult ticket prices of an event.</p> <p>The Training and Learning fund criteria would be amended to enable groups on the island to apply into it.</p>	
Action Items	Person Responsible	Deadline
Send Lindsay Community Fund Application Form	Liz	
Re-examine the Community Fund and the idea of a separate fund re performers travel and accommodation, and the additional funding for child tickets		
Look at Westray Travel fund and circulate	Ian	
Re-word Training and Learning criteria and circulate	Debs / Liz	

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MEETING AGENDA

HOME CARE

LINDSAY

Summary Of Discussion	<p>Lindsay reported that he and Jayne had attended the meeting in Kirkwall with Highland Home Carers and other island representatives. The intention is now to form a steering group with representatives of the other isles in order to form an umbrella organisation. Lindsay said that Highland Home Carers works well, however in Orkneys situation the complication would be having to "cross the water". Jayne remarked that the Carers are paid £19 per hour, whereas the rate in Orkney was £12 per hour. Lanark run their homecare service through their development trust, and Lindsay said that it would be very good to visit them and also see Highland Home Carers Inverness admin centre. Ian said that he had some information about funding that may help with this and that he would email it to Lindsay and Jayne; he also said that he felt this could be paid out of core costs for Directors expenses which the board was in agreement with. Jayne said that Teresa was still keen to be involved with the homecare project, Lindsay said that he would organise a homecare meeting and bring the group up to date with developments.</p> <p>Lindsay informed the board that Ros Ware had agreed to become a Director of the Trust.</p>	
Conclusions		
Action Items	Person Responsible	Deadline

Organise Trip to Lanark and HHC	Lindsay / Jayne	
Send Lindsay and Jayne funding info	Ian	
Organise a homecare sub-group meeting	Lindsay	

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

7	ACCOUNTS	LIZ / JAYNE
Summary of Discussion	Liz informed the board that the BLF end of grant report was just about complete as was the audit. Ian said that he had started work on the Community figures and would email them to the board for comments	
Conclusions		
Action Items	Person Responsible	Deadline
Email community figures to board	Ian	

8	WIND TURBINE	MAX / BRIAN / LINDSAY
Summary Of Discussion	Brian had circulated the report ahead of the meeting. Lindsay informed the board that HEL's accounts were being finalized and that they would be having their AGM on the 9 th September to adopt the accounts. Lindsay said that the gift aid figure would be lower than last year, however still significant.	
Conclusions		
Action Items	Person Responsible	Deadline

9	YM / BUSES	DEBS / JAYNE
Summary Of Discussion	BUSES Ian brought forward a consideration regarding the bus funding. He suggested that on the basis of the principle being to support mobility and care for the elderly, that any transport provider that supports concessionary fares (and	

can prove this through the Transport Scotland scheme) be able to retrospectively claim the top up on these to full fare price. There was a discussion around this as to how top-ups for concessions would be funded, Ian said he felt that it should be out of core funds, Debs said that she agreed that the concessionary fares should be topped up, that the Trust were the only transport provider running the concessionary scheme and felt that the funding should come from Priority Projects. After further discussion it was agreed that funding should come out of priority projects for this. Jayne proposed this and Keith seconded it.

Debs asked the board for approval to apply for a grant to carry out a feasibility study (up to £10,000) to look into hubs to provide electric charging points, the aim being to develop the infrastructure for low carbon transport. CES would do the feasibility study. Keith said that there was the possibility of recovering VAT on this.

Debs explained that hybrid buses are no longer being made and that when the buses need replacing they would lose the funding for running a green bus unless they go electric.

The board gave their approval to submit the application.

Debs also said that the sub-group was currently looking into the costs and funding to get a people carrier that is modified to take a wheel-chair, to be able to support with hospital visits, and to be able to pick people who needed support up directly from their own homes in situations where the bus cannot. She said that the idea was to run the service with voluntary drivers under the section 19 permit, and that there was a possibility that some funds may be available under the BSOG.

Debs said the sub-group would update the board once they had more information.

YM

Debs informed the board that she was in the process of putting together the parameters of operation for the YM Committee, and would email this to the board once complete.

Ian said that the purple guide is very good for community halls and their operation.

Lindsay said that the YM should have a policies and procedures handbook.

Conclusions
Projects.

Top up to concession fares for the Community Bus will be funded by Priority

Approval was given to submit the grant application for the feasibility study for the hubs.

Action Items	Person Responsible	Deadline
Submit grant application for feasibility study	Debs / Keith	
Report back to the board on the people-carrier	Debs / Keith	
Circulate to the board the parameters for operation for the YM Committee	Debs	

10	WEBSITE	DEBS
Summary Of Discussion	Liz and Debs reported to the board that they and Kerry-Anne had had a very successful training session with Eamonn on the website.	
Conclusions		
Action Items	Person Responsible	Deadline
12	HOY HOOLIE	IAN
Summary Of Discussion	<p>Ian asked Jayne (as YM Treasurer) if she could get a written document for the rental charge from the YM, signed by the YM Chair so that Liz could raise the invoice for the rental for the Hoolie.</p> <p>Ian said once he had this he would follow through on it and would get the figures for the Hoolie produced as the final invoices came in.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Get document signed by the YM Chair for the Hoolie rental	Jayne	
Produce Hoolie figures	Ian / Liz	
12	CORRESPONDENCE	ALL
Summary Of Discussion	<p>a)Debs said that HIE had been in contact regarding a "Board Health check" and that she would get back to the board with dates and details.</p> <p>b)There will be a HIE networking meeting on the 21st September – Debs will send a reminder to all.</p> <p>c)A letter had been received from Fine Energy Ltd offering to buy the Turbine. This would not be followed up.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Get back to the board on HIE Board Health Check	Debs	
Reminder for the HIE networking meeting	Debs	
13	AOB	ALL
Summary Of Discussion	Liz asked for board agreement to renew the office lease that expires at the end of August 2016. The board agreed	
Conclusions		
Action Items	Person Responsible	Deadline

The meeting closed at: 21.10

Date of next meeting: Next Board meeting 28th September 2016

Written by: Liz Davidson
Minute Secretary

Proposed for adoption by:

Ian

Seconded by:

Jayne

Signed
(Chair)

S. D. Jacques