

Island of Hoy Development Trust Meeting Minutes

BOARD
MEETING

20TH JULY
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, Adam Clark, Lindsay Hall, Max Collop. Jayne Traynor joined the meeting at 20.15 Adam Clark left the meeting with apologies at 21.20
NON BOARD	Liz Davidson, John Budge
APOLOGIES	Matthew Budge, Rob Seatter, Keith Dobney, Brian Clegg

Topics

1 MINUTES OF LAST MEETING DEBS

Summary Of Discussion	<p>BOARD MEETING</p> <p>The minutes of the June board meeting were proposed as correct by Lindsay, seconded by Ian and signed by the Chair.</p> <p>The minutes of the closed June meeting were proposed as correct by Lindsay, seconded by Ian 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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Topics

3 ARCTIC CONVOY KEITH

Summary Of Discussion	<p>Debs advised the board that Keith was waiting on information from Bob Miller regarding potential additional funding, and that he would chase Bob on this as the OIC grant deadline is the 9th October 2016.</p> <p>Max reported that there was a problem getting the rails he had been looking at "hot dipped". Lindsay suggested Hamnavoe Engineering, Ian said that Alan Tait may be able to help with this.</p>		
Conclusions			
Action Items	Person Responsible	Deadline	
Chase Bob Miller	Keith		

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COMMUNITY FUND / TRAINING DEBS
AND LEARNING FUND

Summary Of Discussion	<p>Debs reported that there had been no applications made into the Community Fund on the current round, however the Training fund applications were "ticking over".</p> <p>There was a discussion regarding the application into the Training fund for accommodation costs, the board decided that this should be approved, this was proposed by Max and seconded by Lindsay. Liz to inform the applicant. There was a further discussion regarding the limitations of the Community Fund, and it was decided that this would be discussed further at the next Directors meeting.</p> <p>Ian mentioned the Westray Loan scheme, Debs said that she would re-send the information to the board regarding this.</p>		
Conclusions	The application for accommodation costs was approved.		
Action Items	Person Responsible	Deadline	
Inform the training fund applicant of the boards decision	Liz	ASAP	
Circulate the Westray loan scheme information to the board	Debs		

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HOMECARE LINDSAY

Summary Of Discussion	<p>Lindsay informed the board that there was a meeting to be held on the 17th August organised by HIE with Highland Homecarers, Inverness, that he would be attending and would report back on this. He said that OHAC were still "consolidating".</p>		
Conclusions			
Action Items	Person Responsible	Deadline	
Report back to the board after meeting on 17 th August	Lindsay		

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HERITAGE KEITH

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

7

ACCOUNTS

LIZ / JAYNE

Summary of Discussion	<p>Liz advised the board that the audit was still on-going. Liz asked the board for any thoughts they may have on the presentation of figures for the community. Lindsay said that he would like to see a focus on the employment that has been created on the island, Max said that he felt the Training and Learning fund should be brought out, and Jayne felt that the information regarding the community fund, spend to date and balance should also be focused on. Ian offered to help with the presentation, and it was agreed that Liz and Ian would produce a document for the boards' approval.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Presentation information for the community	Liz & Ian	ASAP

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WIND TURBINE

MAX / BRIAN / LINDSAY

Summary Of Discussion	<p>Max informed the board that HEL's year end accounts were almost complete. Brian had circulated the turbine report ahead of the meeting, Max added that the wind yield for June had been light.</p>	
Conclusions		
Action Items	Person Responsible	Deadline

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YM / BUSES

DEBS / JAYNE

Summary Of Discussion	<p>YM Debs reported that she had attended the YM meeting the previous night and had informed the Committee that they must get a list of charges for the hire of the hall together and published soon. Jayne said that she had been asked to be Treasurer for the YM and she had accepted.</p> <p>Buses Debs said that the pulley on the bus had been fixed, and that it was now back in service. Jayne said that the Haey Hope club was currently looking into getting a new bus, and that it may be sensible for the Trust to link with the Haey Hope club</p>	
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	on this to combine knowledge.	
Conclusions		
Action Items	Person Responsible	Deadline
List of charges for the hire of the YM	YM Committee	ASAP

10 WEBSITE DEBS

Summary Of Discussion	Max advised that Eamonn would be on the island over the next couple of weeks and asked if Liz would like him to come into the office and do a training session on the website. Liz said that would be great if Eamonn had the time.	
Conclusions		
Action Items	Person Responsible	Deadline

12 HOY HOOLIE IAN

Summary Of Discussion	<p>Debs congratulated Ian and Liz on the success of the 2016 Hoy Hoolie. Ian said that it was successful before the concert even started as the level of community engagement had been fantastic. He said that the performers had all engaged really well over the weekend, and that the visitors had supported the event well.</p> <p>Ian said that the Saturday night had sold out, and that there were a lot of families involved throughout the whole weekend.</p> <p>The take over the weekend was about £10,000, and that it was now a case of waiting for the bills to come in, he felt that there would be a surplus, however it would likely be less than last year due to the lower amount of grant funding. As soon as all bills are received the figures will be published.</p> <p>Ian also said that the "Hoolie" now needed to re-group, reflect and look at its structure, and that it was possible that it would need to break away from the Trust depending on the activities and future it was to undertake.</p> <p>Ian reported to the board that he had experienced a very negative attitude from the YM Committee prior to the Hoolie, however the majority of the Committee had actively engaged over the Hoolie weekend.</p> <p>He said that he & Liz had written to the Committee ahead of the Hoolie to endeavour to get a price for hiring the YM, and also to let the Committee know what events were planned for the weekend and where they would be held. There were also a couple of points passed on in the letter that had been brought to attention when the licensing standards officer (LSO) came out to view the premises.</p> <p>Ian said that there were three areas that he felt were inappropriate in trying to pull the event together:</p>
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1)The LSO had said that there would need to be ashtrays on the patio, that there must be fire exit signs on the fire doors, and signs informing people of where the baby change unit was. Ian had asked in the letter if the YM Committee would be dealing with this, or whether they wanted the Hoolie group to do it.
The response from the Committee was for the Hoolie group to do it themselves. Ian said that he felt that these areas should have been the responsibility of the Committee as the facility should be fit for purpose for any group hiring it.

2)The Hoolie group were verbally informed that the charge levied for the hire of the facility was £150 per day. Ian said that he felt that this needed to be justified as it appeared to be an exceptionally high charge, but may be justified for the days of heavy direct costs. He also said that he felt under the Trusts articles that this would not appear to reflect an unbiased attitude and if this was the normal hire charge that it would put people off hiring the facility.

3)The volunteer engagement was difficult due to the attitude that had been experienced prior to the Hoolie.

There was a discussion around these points, and it was agreed that Ian should write to the YM Committee asking for justification of the cost of the hire.
Debs said that maybe the Trust should get a Health and Safety advisor out to review the premises, particularly on the back of the Shore extension and Patio area. She also felt that the Trust should give the YM Committee a list of what's expected from any sub-group of the Trust.
Jayne said that she felt the YM Committee needed to decide what they were going to be as a group, were they purely there as caretakers for the hall, or were they going to move forward and encourage further use of the hall and other events.
John asked if he was right that the YM was now under the auspices of the Trust, Debs said that this was correct and that there had been a public meeting held to decide whether this would be the case of whether a new entity was to be created to manage the YM. John said he remembered attending the meeting.

Conclusions

Action Items	Person Responsible	Deadline
Write to the YM Committee re cost justification	Ian	
Produce and publish YM hire charges	YM Committee	
Sub group list for the YM Committee	Debs	
Health and Safety Advisor Visit	Debs	

Publish figures once all bills in	Ian / Liz	
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12	CORRESPONDENCE	ALL
Summary Of Discussion	<p>1)HIE – Directors networking meeting. Debs had circulated this ahead of the meeting and asked the directors to get back to her.</p> <p>2)Visit Scotland would be on the island on Thursday 28th July and would meet with anyone in the community who has tourist facilities or businesses to see if they can do anything for them. This information had been put on the Trust and the Community facebook pages, and Kerry-Anne had emailed all tourist providers to advise them directly.</p> <p>3)Social Enterprise Strategy online consultation. Debs said that she would circulate this to the board.</p> <p>4)Scotgrad – 5 places available across the highlands and islands for a Social Business Graduate Placement Programme, opening on the 1st August and closing on the 29th August.</p> <p>5)Coastal Communities Funding – Round 4 of this opened on the 4th July, the link details are https://www.biglotteryfund.org.uk/ccf</p> <p>6)Robertson Trust Giving Strategy 2016-2019 – Details of the funding strands and examples are given in the document.</p> <p>7)Thank-you email – received from a recent visitor to Orkney passed on to us by Stagecoach, thanking them for the service they provide on the mainland, and also saying how useful the community bus service on Hoy was to them.</p>	
Conclusions		

Action Items	Person Responsible	Deadline
Respond to Debs re Directors networking meeting	All Directors	ASAP
Circulate Social Energy Strategy link	Debs	

13	AOB	ALL
Summary Of Discussion	<p>Debs informed the board that the HLF South Isles ranger project was now complete. A letter had been received from HLF confirming that the records have been closed and the project has been recorded as complete. Liz would ask them to confirm if any funds were repayable.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Contact HLF to confirm any repayment	Liz	ASAP

The meeting closed at: 21.50

Date of next meeting: Next Board meeting 17th August 2016

Written by: Liz Davidson
Minute Secretary

Proposed for adoption by:

Seconded by:

Signed
(Chair)