

# Island of Hoy Development Trust Meeting Minutes

BOARD  
MEETING

23<sup>RD</sup> MARCH  
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, Jayne Traynor, Max Collop, Adam Clark, Ian Davidson, Keith Dobney, Rob Seatter, Lindsay Hall.
NON BOARD	Liz Davidson, Brian Clegg
APOLOGIES	Matthew Budge

## Topics

1 MINUTES OF LAST MEETING DEBS

Summary Of Discussion	<p>BOARD MEETING</p> <p>The minutes of the January board meeting were proposed as correct by Ian, seconded by Jayne and signed by the Chair.</p> <p>The minutes of the November closed meeting were proposed as correct by Max, seconded by Lindsay 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>Keith said that he had heard nothing further from Bob Miller and that he would contact Jim Foubister if there is nothing forthcoming from Bob in the near future.</p> <p>Max pointed out that any works on the memorial should not be planned during the Jutland commemoration.</p> <p>Liz advised the board that although there is public liability insurance in place on the memorial, there is no indemnity cover for storm damage, vandalism e.t.c. She said that the insurers are not keen to offer on this as they feel it should be the responsibility of the OIC.</p> <p>The board discussed this and agreed that further cover was not necessary.</p>		
Conclusions	No further action to be taken on the insurance.		
Action Items	Person Responsible	Deadline	

Contact Bob Miller / Jim Foubister	Keith	
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COMMUNITY FUND / TRAINING AND LEARNING FUND DEBS

Summary Of Discussion	<p>Debs reported to the board that there was £12,958 left in the Community Fund and £17,157.46 in the Training &amp; Learning Fund, there had been 7 applications into the Training &amp; Learning fund since the last meeting. She said that she had not received a response back from St. Johns Kirk yet. The closing date for the next round of Community Fund applications is the 12<sup>th</sup> April 2016, with the PEP meeting on the 26<sup>th</sup> April 2016.</p> <p>Debs had attended a Community Benefit Meeting in Kirkwall which involved HIE, DTAS &amp; OSCR, and had circulated the details of this to the board. She said she would also pass this on to the PEP.</p> <p>Lindsay asked who the community will contact now in Steves absence. Debs said it would be the office in the first instance. Jayne asked who would carry out the evaluation; Debs advised that it would be herself and Jayne.</p>		
Conclusions			
Action Items	Person Responsible	Deadline	
Follow up with St Johns	Debs		
Send details of community benefit meeting to PEP	Debs		

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PROJECT MANAGERS REPORT DEBS

Summary Of Discussion	<p>Debs advised the board that she had only received a draft hardcopy of the latest Project Managers report up to the 22<sup>nd</sup> March 2016 ahead of the meeting. Liz, however, had been sent an updated copy and Debs will circulate this as soon as possible.</p> <p>Hoy Ranger Debs advised that the Hoy Ranger feasibility report was with the Hoy Centre Committee and that they would decide on what they wish to do and that the Trusts part in this was now complete. Keith suggested that there should be a Trust contact for the Hoy Centre Committee; Adam said that he would be happy to provide this role.</p> <p>Debs advised the board that HLF want an evaluation report and quantification of the previous ranger project before signing off. Debs said that it was very difficult to do this as there are no longer any board members that were involved with this project, and that the records from this time were not substantial. She said that HLF have been advised of this, and that an overall evaluation report may be possible, however that we will have to state again</p>		
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	<p>that we can't report on the quantification.</p> <p>Community Broadband Scotland Debs reported to the board that Steve had offered to continue with this project on a voluntary basis with travel costs covered. The board said that it was very kind of Steve to offer to do this, however they felt this would not be necessary and that the Trust could not pay travel costs outside of employees and Directors.</p> <p>Ian asked if there was a need to formally state that the Project Managers fixed term post had finished at the end of the funding and was now redundant. Brian suggested publishing an article in the Blether</p>		
<b>Conclusions</b>	Adam to be the contact for the Hoy Centre Committee		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
Circulate final PM report to the board	Debs		
Final report to HLF	Debs / Liz	ASAP	
Article for the Blether	Debs		

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	<p>6</p> <p>HEMOCARE</p>	<p>LINDSAY</p>
<b>Summary Of Discussion</b>	<p>Lindsay advised the board that the sub-group was awaiting the outcome of the OHAC restructuring; he said that there is a networking lunch in April at the Pickaquoy Centre regarding community led care which he and Jayne had registered to attend, and that the sub-group would meet after this.</p>	
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Report back on meeting	Lindsay / Jayne	

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	<p>7</p> <p>HERITAGE</p>	<p>KEITH</p>
<b>Summary Of Discussion</b>	<p>Keith informed the board that the OIC plans for the museum have been put back by six months due to the Jutland Commemoration. He also said that there could be the possibility of partnering with the Pacific project that Gavin is working on, and that he would provide updates as he gets them.</p>	
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

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## ACCOUNTS

LIZ / JAYNE

Summary of Discussion	<p>Liz advised the board that in the absence of computer &amp; IT support on the island, that she had contacted Dave Clapham at DC IT Orkney Ltd with regard to their fees and the type of support they may be able to offer. They work on an ad-hoc basis and their fees are £40 + vat per hour. They have a corporate license for remote support using teamviewer so problems can be dealt with on-line. The board agreed that they were happy to work on this basis with DC IT.</p> <p>Liz asked the board if the overspend of £323.28 on the EV's (the cost of shipping them back) could be transferred to unrestricted funds. The board agreed.</p> <p>Liz asked for any feedback on the financial reports circulated for the end of December, as to whether the board felt them to be useful, or if they would like to see anything else and how frequently. The board said they would provide feedback on this.</p>	
Conclusions	To use DC IT Orkney for computer support on an ad-hoc basis. Agreement to transfer £323.28 overspend on EVs to unrestricted funds.	
Action Items	Person Responsible	Deadline
Respond to Dave Clapham	Liz	
Fund transfer of EV overspend	Liz	
Feedback to Liz on financial reports	Board	

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## WIND TURBINE

MAX / BRIAN / LINDSAY

Summary Of Discussion	<p>Brian had circulated the turbine reports ahead of the meeting. He reported to the board that the turbine was running well. There was still some storm mitigation work to do on site, and the security cameras should be in place by the end of the week.</p> <p>Brian also reported that the investment in the microwave link was already starting to pay for itself, as in the time since it was installed approximately £15,000 would have been lost had it not been there.</p>	
Conclusions		
Action Items	Person Responsible	Deadline

Summary Of Discussion	<p>YM - Final pieces of the upgrade Debs advised that the YM Committee still had the plumbing in of the new sink to arrange and that they would be paying for this. She said that Fraser would do the patching up of the painting once the weather was right and in his own time, and that the ditch was in the YM Committees hands. The patio lights had been completed, however there had been a complaint regarding them; Debs said that it was for the complainer to speak to the YM Committee about this. BT Open reach were due out by the end of the week to deal with burying the phone cable. Debs informed the board that we are waiting on the BLF End of Grant form and when we receive this, the final report will be completed and returned to them.</p> <p>YM – Operations The YM Committee is meeting on the 3<sup>rd</sup> May to re-elect their members. Debs said that a fresh look was needed at the YM operations re charitable purposes, Ian said that it may require looking at a CIC; Brian said possibly a trading subsidiary. Ian said that the resources also needed to be looked at with regard to operating costs, plans for revenue etc, that the YM were currently buffered with the legacy they had received and the bar &amp; raffle takings from last years Hoolie. Debs agreed that we need to provide the YM Committee with an update on their running costs.</p> <p>Buses Debs reported that the bus that the battery had fallen off was still out of service, that further damage had been found and a new cost had been received by the external engineers for the bus to go south to be repaired as there was no-body in Orkney able to do this. Debs said she would continue chasing and following this up. She advised the board that the application to the Council for the EDRTI grant had been successful for 2016/17 securing £13,177 towards this years running costs. She said that now this was known, she and Liz would update the figures and circulate them to the board.</p>	
	Conclusions	
Action Items	Person Responsible	Deadline
Plumbing of sink and dealing with ditch	YM Committee	
Complaint re patio lights	YM Committee	
Final report to BLF	Debs / Liz	
YM Running costs to YM Committee	Liz / Debs	
Bus figures to board	Bus sub – group / Liz	

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WEBSITE

DEBS

Summary Of Discussion	<p>Kerry-Anne had sent Eamonn updates for the new website. Debs said that she would speak to Eamonn regarding rates and what we owe him to date. She suggested that Kerry-Anne be the link with Eamonn on an ongoing basis. The Calendar needs to be changed over to the new Google calendar; Debs said that she would send details round to the relevant people of how it operates.</p> <p>Ian asked if the website was Wordpress as the Hoolie one is Wordpress also, Max said that it is.</p> <p>Debs asked the directors who were to provide information regarding the website, to send this to Kerry-Anne to send on to Eamonn.</p> <p>Kerry-Anne had set up a facebook page; Debs said that this is set up as a "page" rather than a "group" at the moment, so posts are from the Trust, not from an individual. She said that a monthly plan would be needed for facebook updates.</p> <p>The new Orkney Islander magazine (that Kerry-Anne had provided copy and photographs for) has been published and there will launch on the 28<sup>th</sup> March at 14.00 at the Travel Centre.</p>		
Conclusions			
Action Items	Person Responsible	Deadline	
Contact Eamonn re rates	Debs		
Details to people re use of Google calendar	Debs		
Info to Kerry-Anne for website updates	Max, Lindsay, Debs		
Monthly Plan for facebook updates	Kerry-Anne		

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HOY HOOLIE

IAN

Summary Of Discussion	<p>Ian advised the board that as agreed the Hoolie was paying for some additional hours for Kerry-Anne to help support the administration of the Hoolie.</p> <p>He updated the board on the funding situation.</p> <p>The application into the Community Fund was for £5,000 of which £3,500 was approved with conditions on what it could be spent on. Ian said that he felt it would be good if the Trust could look at a similar scheme to that which Westray run, where they help with the cost of travel &amp; accommodation for the artists from Mainland Orkney to Westray for any group bringing artists in, to enable a level playing field with Mainland Orkney.</p> <p>Cooke Aquaculture, who donated last year, said that company policy has now changed and they are unable to support any events that involve alcohol.</p> <p>A very generous donation had been received from Laura Johnson from her Everest Marathon of £961.36.</p> <p>No application was put to the Community Council for the kids' day, as this is being funded by the Robertson Trust and Cashback for Communities. The kids' day will happen at the Gable End on the Saturday.</p> <p>In summary, Ian said that there are enough funds to do the event this year,</p>		
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