

Island of Hoy Development Trust Meeting Minutes

OPEN
MEETING

18/09/19

8PM

NORTH WALLS COMMUNITY
ROOM

Meeting Called By	Deborah Jaques
Minute Secretary	Liz Davidson
Type Of Meeting	Open
List Of Board Members	Ian Davidson, Max Collop, Moira Cossar, Debs Jaques, Liz Train
NON BOARD	Brian Clegg, Liz Davidson
APOLOGIES	Denize Lace, Lindsay Hall, Keith Dobney, Keith Dempsey, Deanna Johnston, Magnus Thomson

Topics

1	MINUTES OF LAST MEETING	DEBS
Summary Of Discussion	<p>BOARD MEETING</p> <p>The minutes of the 14th August 2019 closed meeting were proposed as correct by Liz Train, seconded by Moira Cossar and signed by the Chair.</p>	
2	MATTERS ARISING	DEBS
Summary Of Discussion	<p>There were no matters arising.</p> <p>The board took the opportunity to say how they greatly regretted Rob Seatters absence from the board and hoped for him to make a full recovery.</p>	
3	ACCOUNTS	LIZ
Summary Of Discussion	<p>Liz had circulated the July board reports ahead of the meeting, there were no questions arising.</p> <p>Liz informed the board that the draft accounts for the year ended 31.03.19 were complete now awaiting the Trustees report. Debs asked Liz Train if she would provide a section on the playpark, Moira for a section for the Well-Being project and Brian for a section on HEL. Debs to include these in the report and send directly to Scholes for inclusion in the accounts.</p> <p>Liz reminded the directors about returning their register of directors' interests forms.</p>	
Conclusions	<p>The draft accounts for the y/e 31.03.19 are complete and now awaiting the Trustees report.</p>	
Action Items	Person Responsible	Deadline
Provide appropriate section for inclusion into the Trustees report	Liz Train, Moira, Brian	ASAP
Send Trustees report to Scholes	Debs	ASAP

Summary of Discussion	<p>Brian reported that since the report circulated at the beginning of the month there had been some extended periods of grid constraint over the previous three days and SSEN had warned more could follow throughout the two week ANM upgrade schedule.</p> <p>Additionally SSEN had now confirmed that the £17,053.47 gifted contribution would be issued in a cheque payable to the IoHDT within the next 14 days. A meeting with CPO (Community Power Orkney) and N.Power had taken place with reductions being sort in the cost of imported electricity and also the potential to sell our REGO's (Renewable Energy Generation / Origination Certificates).</p> <p>Brian also confirmed the insurance cover and risk assessment review had now been completed and would be considered by the HEL board in due course, but reported that it was now clear that the IoHDT Directors Indemnity Cover did not cover the sale of Food & Drink or Alcohol.</p> <p>Brian added that this insurance should not be confused with Public Liability or Employers Liability Policies as these do no cover legal liabilities of directors registered at companies house or trustees registered with the charities commission.</p> <p>He explained that potentially this has implications in a number of areas, but two in particular, the first being that the trust directors have no insurance cover for legal representation or subsequent claim for a negligence action or similar and would be required to fund this personally from the outset, and secondly in that it could lead to a 'step in' by the bank on the turbine project and it's funds should a food/drink/alcohol related legal issue arise.</p> <p>Brian explored the options for workarounds with Ian to allow the 'community events and functions' to continue and both agreed that a policy statement moving the direct supply / sale of these items to arms length would indeed be the best way forward, particularly as the insurers had already deemed this acceptable. The definition and practical realities of arms length was discussed between Ian and Brian and they agreed that alcohol supply and sale could be arranged by the likes of Stroma Bank, the Royal or any other licensed business that is not funded by the trust.</p> <p>Brian also suggested this approach could perhaps be applied to food and drink also, the possibility of a 'community catering business' which could involve some or all of the people currently making food should perhaps be investigated, Ian agreed this was worthy of investigation and would look in to it further.</p> <p>Finally Brian asked the board to remember that it is a requirement of the Facilities Agreement with the Co-op bank that all the Directors of the IoHDT, and HEL as its subsidiary, have liability insurance cover for all of their activities and that said insurance must be provided by one of their approved insurers / brokers, currently BSRM.</p>		
Conclusions	<p>SSEN have gifted a contribution of £17,053.47 to IoHDT. An Ethics Policy will be drafted for IoHDT</p>		
Action Items	Person Responsible	Deadline	
Draft Ethics policy and circulate	Moira	ASAP	

5	LEGACY PROJECT	BRIAN
Summary Of Discussion	<p>Results of the desktop study of Orkney Wind and it's potential to damage the current solar array mounting arrangement has concluded that future arrays will be 'single storey' and the existing stacked array is to be 'reinforced'. This reinforcement will require a 'rebuild' when the parts arrives - due in October.</p> <p>The interface unit currently on test is being redesigned to cover three separate load circuits as well as a permanent 300w supply suitable for LED domestic lighting loads - the new unit is due in October.</p> <p>Testing continues, with excellent performance to date, but the performance post equinox and through the winter will really be key in any overall assessment.</p> <p>Discussions to obtain funding for the pilot / roll out stages continue with CES and / or ReFLEX looking interested to engage, hopefully more to report on this in coming weeks.</p>	

Conclusions

Action Items	Person Responsible	Deadline
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6	LONGHOPE PLAYPARK	LIZ TRAIN / IAN
Summary Of Discussion	<p>Ian informed the board that a formal letter had been sent from the Chair to OIC asking for the lease and also £15,000 in order to make the playpark fit for purpose as it stands. Magnus is on the Leisure and Educations Committee and will come back to the Trust once the committee has met.</p> <p>The Hoy ½ Hoolie had raised just under £400 from the raffle and the additional surplus from the event should top this up to approximately £1,000 for donation to the playpark. With the Hoolie donation, the funds raised by the playpark now stand at around £7,500.</p> <p>Erica Clarkson, who is part of the Scottish Islands Federation Team used to work for the Scottish Government on "Play Scotland" and is available to assist in any areas she can.</p> <p>The current situation is that the group are waiting from a response from Magnus and that the Trust are to chase Gary Burton as there has been no response to or acknowledgement of the letter to date.</p>	

Conclusions

Action Items	Person Responsible	Deadline
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Chase Gary Burton for a response	Debs	
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7	BUSES	DEBS
Summary Of Discussion	<p>OIC – There is a framework of agreement for the Hoy Bus Service, the suggestion is that the tender will be for a 1- or 2-day service over a 5-year contract to start in April 2020, if successful this would remove the CTGS applications which are only awarded annually.</p>	

The Trust has achieved approved supplier status with OIC which was the first stage and will now wait for an invitation to tender.

New Diesel Minibus

There is a slight delay on delivery of the new bus, it should now have an early November date to collect, the supplier will deliver to Scrabster. The supplier has realised that the vehicle was already registered and as such have offered £1,000 reduction in cost as compensation.

Re-flex Project

CES have sent cashflows of the project which were circulated to the board ahead of the meeting. The claim back would be quarterly. The admin fee of 40% is still to be negotiated and is for internal admin and technical support.

Included in the costs is:

- An upgrade of the YM electrics to 3 phase. 7kw chargers will be put on the existing YM supply if SSEN can't carry out the work for 3 phase in time.
- 1 seven-seater Nissan Envoy
- 1 five-seater Nissan Envoy with wheelchair lift.

Brian said that the total project costs will be recoverable in 24 months.

Ian asked what the maximum cashflow trough would be. Brian said it would be about £50,000 and suggested that HEL may be able to prop up the cashflow for the project.

Ian also asked for confirmation that the grant was VAT inclusive as the mini buses would not qualify for VAT recovery, Brian said that the grant was VAT inclusive.

There was a general discussion, involving concerns about pinning the cashflow down, how quickly CES would pay on grant claims, Trust staff time to return the claims and general admin associated with the project, contractual commitment, timescale and risk.

Brian said that the later the project start date, the greater the risk.

{Liz Train gave her apologies at 21.25 but said she would have to leave}

It was decided that Brian/Debs would go back to Mark Hull at CES to ask for definition on timescales, payments, lead in time for the vehicles and confirmation that all elements are VAT inclusive within the grant.

Conclusions	IohDT have achieved approved supplier status with OIC. The new diesel minibus will be available to collect in early November. Further information needed regarding the reflex project.
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Action Items	Person Responsible	Deadline
Revert to Mark Hull at CES with board questions	Brian/Debs	ASAP

8 CORRESPONDENCE ALL

Summary Of Discussion	<p>1)Kim as ILO had forwarded to Debs an email from James Stockan asking if the Trust would send a letter of support for the full length of the cable at Rackwick. The board were happy for Debs to send the letter.</p> <p>2)HIE – Succession Planning Day on 7 October 2019 in Kirkwall. Ian said he</p>
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would have liked to attend but he's away at that time. This had been circulated to the board ahead of the meeting for any board member interested in attending.

Conclusions

Action Items	Person Responsible	Deadline
Send letter of support to James Stockan	Debs	

9

AOB

ALL

Summary Of Discussion

1) Small Aids Launch

Denize will be holding the launch of the small aids project for Hoy and Walls at the Surgery on 19th September at 1.30pm for anyone who wishes to attend. Radio Orkney will be there and will be doing an interview with Moira.

2) HR Review

Debs informed the board that she hadn't yet received the HR report. HIE are not happy to pay for Colin to come back up to Orkney to present the report to the board, but he has indicated that he would fund the visit himself, possibly around the second half of October.

The report, when received, to be circulated to the board ahead of this.

3) Arctic Convoy Memorial

The Scapa Flow Visitor Centre had phoned the office to let the Trust know that they had received a complaint from a member of the public about the Arctic Convoy Memorial, the person in question described it as "disgusting" with the flags in tatters and weeds all around it. Scapa Flow Visitor Centre gave the person the phone number for the Trust office, however there was no contact made so the Trust are unable to respond directly to the individual to explain the situation.

The visitor centre had kindly spoken to the contractor who has taken up the strimming and weedkilling work required at the memorial, as he was working nearby to find out what the current situation was. The memorial had been sprayed 2 weeks prior so the weeds were dying off, it would therefore be ready to trim this coming weekend (weather permitting) and then an airblaster used, after this it will be trimmed every 2 weeks.

Max offered to take the flags down. It was agreed that they would now stay down for the winter and new flags would be purchased and put back up ahead of the memorial service in May 2020.

Conclusions

Action Items	Person Responsible	Deadline
Circulate HR Report to the board	Debs	
Take the flags down at the Arctic Convoy Memorial	Max	

The meeting closed at: 21.50

Date of next meeting: Next Board Meeting 16th October 2019 (Closed Meeting)

Written by: Liz Davidson
Minute Secretary

Proposed for adoption by: *Moira* Seconded by: *Ian* .

Signed
(Chair) *S. D. Jacques*