

# Island of Hoy Development Trust Meeting Minutes

REMOTELY VIA ZOOM

OPEN  
MEETING

DATE 17/02/2021 TIME 7:30PM

Meeting Called By	Deborah Jaques
Minute Secretary	Deanna Johnston
Type of Meeting	Open Board, Staff & Community Members
List of Board Members	Debs Jaques, Moira Cossar, Lindsay Hall (left at 8:10pm), Scott Johnston, Max Collop, Liz Train, Ian Davidson
NON BOARD	Liz Davidson, Deanna Johnston, Brian Clegg, Kieran Sinclair, Adam Black, Christine Bolton
APOLOGIES	None

## Topics

1	MINUTES OF LAST MEETING	DEBS
Summary of Discussion	<p>BOARD MEETING</p> <p>The minutes of the January 2021 closed Board meeting were circulated to the Board prior to the meeting. The minutes were proposed as correct by Moira Cossar, seconded by Scott Johnston and Signed by the Chair.</p>	

2	MATTERS ARISING	ALL
Summary of Discussion	There were no matters arising.	

3	YM	KIERAN & MOIRA
Summary of Discussion	<p>Kieran advised the attendees that the first fortnight in role had been about induction and very much a research phase into regulation adherence. Risk assessments have been written up and Kieran aims to focus on the health and safety requirements and procedures before anything else. Phase 1 will include management and implementation of these requirements and procedures, with phase 2 moving on to Community engagement with a view to handing over management of the facility to the community in time.</p> <p>Moira added that there was a link with the Health and Well-being project with an application being submitted into the Covid recovery fund for a total of £7900. Roughly £1800 of this will be spent on the Community Larder, some money spent on equipment such as foot operated bins, volunteer expenses and Kieran's wage, but the bulk of the rest of the funding is to go towards employing a cleaner to undertake a deep clean of the YM. This would then extend to a weekly set of hours to remain on top of the cleaning. Moira anticipates that this fund would cover costs until the end of May. Closing date for applications is Friday the 19<sup>th</sup> January, the aim for a response is 2-3 weeks.</p>	



	<p>Communication with the various groups who have equipment and belongings at the YM is in progress to ascertain what they wish to do with it.</p> <p>Moirra advised the meeting attendees that there will need to be a quarantine room made available in case anyone presents symptoms of Covid whilst at the YM. This may need to be the meeting room, Kieran added that a structural layout of the building will be required in order to 'Covid proof' it. Portable appliance testing will be required shortly for both the YM and the office. Paul Tiney advised that he will not be renewing his licences and that the IoHDT might need to request that Merriman's complete the task whilst they are completing the fire testing.</p> <p>Moirra was pleased to inform the attendees that groups could hold clubs on a weekly basis providing their equipment wasn't used for 72 hours between uses.</p> <p>Brian advised that the compressor in the heating system is faulty. Debs is in contact with Heat Orkney in the hope that they can come along and repair it. Brian offered to be available for this visit if required.</p>		
Conclusions	<p>Initial focus of YM PDO is to ensure rules and regulations are adhered to prior to making any further arrangements for the use of the hall. This will include some expenditure on necessary equipment which will hopefully be funded by the Covid Recovery Fund.</p> <p>Portable appliance testing and heating repairs are to be addressed.</p>		
Action Items	Person Responsible	Deadline	
Contact Merriman's to arrange PAT	Debs	ASAP	

4	FINANCE	LIZ D & IAN
Summary of Discussion	<p>Liz has circulated information to the Board about an application into the Island Equivalent Payment Fund for additional YM funding. Liz will provide updates as and when necessary.</p> <p>Liz requested confirmation that the 4 policies which had recently been distributed to the Board were approved; IT, social media, absence management and a time off and leave policy. The Board agreed that these were fine.</p> <p>Liz was pleased to inform the attendees that the IoHDT seemed to be in a position to reclaim the VAT on the EV's deposit and that communication on the subject with Brotherwood appeared to be progressing in the right direction. This will amount to around £4000.</p>	
Conclusions	<p>Application for further funding for the YM has been submitted.</p> <p>The Board agreed that the 4 policies circulated by Liz were acceptable.</p> <p>VAT recovery on deposit for EV's is looking hopeful.</p>	

5	HEALTH & WELLBEING	MOIRA
Summary of Discussion	<p>Denize is currently undertaking a clothing project whereby mostly children's clothes are acquired from charity shops for a donation and families on the island are invited to come along and choose items to take away. The hope with the project is that it assists families who are experiencing hardships with support whilst maintaining the confidentiality aspect by inviting one family in at a time. Moirra expressed an eagerness to potentially host this at the YM, Kieran reiterated the importance of both the deep clean and the on-going cleaning requirements before anything took place.</p> <p>Denize is also hoping to continue to offer small community grants to anyone on the island who is still experiencing difficulty due to Covid related issues.</p>	



	<p>This is likely to include situations where people have had to fund extra heating costs etc.</p> <p>Moirá made reference to the new GDPR document which was prepared by VAO and circulated by Liz D, Moira advised the meeting attendees that there were 'weighty' documents behind this summary and if anyone wished to see them just to let her know and she will pass them along.</p>
Conclusions	<p>Denize continues to develop projects to support people experiencing hardships.</p> <p>GDPR documentation available upon request.</p>

6	BUSES	DEBS
Summary of Discussion	<p>Debs informed the attendees that the application for the Community Transport Grant Scheme (operated by the OIC) has been submitted. Debs is hoping to receive a response about this by the end of March 2021. This is in addition to the OIC tender submitted recently.</p> <p>Debs advised that the buses are currently operating just over 200 passenger journeys per month up until the end of January which is relatively low compared to previous years. This will be looked at again at the end of February.</p>	
Conclusions	<p>CTGS application has been submitted.</p> <p>Passenger numbers remain comparatively low. Debs will continue to monitor this moving forward.</p>	

7	REFLEX	BRIAN
Summary of Discussion	<p>Brian advised that the ReFlex project has been extended. The IoHDT awaits confirmation on whether or not the project and the associated funding for Hoy will be extended.</p> <p>The charge post at the YM has now been erected. The charger will be installed once the metering upgrade takes place with Opus. The electrical work will then be completed and the upgrades will be fully finished. Car park modifications were completed at the same cost resulting in a wider and safer entrance. Brian expressed his satisfaction with Barnie's as the contractor for the project.</p> <p>Finally, Brian added that there had been concerns raised around the moving of the sailing boat, upon further investigation it is thought that the boat was moved by the wind and not touched by the contractors.</p>	
Conclusions	<p>The ReFlex project has been extended, further confirmation on the extension and funding for Hoy is anticipated shortly.</p> <p>Charge point completion is dependent on the meter upgrade with Opus.</p> <p>Car park modifications have resulted in a wider and safer entrance to the YM.</p>	

8	LONGHOPE PLAYPARK	LIZ T
Summary of Discussion	<p>Liz T advised the Board that the OIC have agreed to grant the lease of the land to the IoHDT. The area will need to be inspected to ensure that it meets good health and safety standards prior to the legal transfer of the lease, this remains the priority of the Longhope Playpark subgroup moving forward.</p>	



	<p>More interest from the Community has been received as the project gathers momentum.</p> <p>Liz T confirmed that a radio interview had taken place with herself to inform Orkney about the progress made, and Deanna had completed a document for the OIC press release.</p> <p>There will shortly be research into what the group can provide in the short term as temporary play equipment whilst the group await the consultancy and permanent changes to be made on site. Plans to employ a project manager to work with the community on what they wish to see happen with the playpark are also taking place. Liz T asked if Moira could assist with advert creation for the project manager. Moira agreed. Ian asked for clarification on whether or not Liz intends to employ the project manager or offer the project out to tender for someone working freelance. Liz confirmed the latter.</p>
Conclusions	<p>The OIC have agreed for the lease of the playpark to be granted to the IoHDT. This has been communicated locally and further afield with the assistance of a radio interview and contribution to press releases on social media and in the newspaper.</p> <p>Liz T confirmed that the role of project manager would be offered out to tender in due course.</p>

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## WIND TURBINE

BRIAN

Summary of Discussion	<p>Since the 14<sup>th</sup> January the cable upgrade has failed. No long term plan has been agreed as yet, in the short term SSE intend to recommission the old cable which was originally deemed 'beyond repair'. Target time for the reconnection was end of January however objections to the required poles for this to happen are potentially delaying progress.</p> <p>Brian advised the attendees that due to the circumstances fortunately the insurance will still cover the curtailment taking into account a 28 day excess period which expired on 12<sup>th</sup> February. Losses incurred during the excess period amount to approximately £8000 - £10000.</p> <p>A drone survey has been completed after rust had been identified around the middle of the turbine. Brian has opened dialogue with Enercon about this and will keep the Board updated.</p> <p>Brian informed the Board that the wind industry is in 'chaos' currently, with both sub sea cables which supply the northern loop of isles being out of action. The prospective resolution date for the Eday turbine which is fully affected by this is July. Lewis and Harris are also offline due to similar equipment failures with a prospective resolution date of 2023. It is therefore anticipated that a number of community projects in the area may go under.</p>
Conclusions	<p>Sub sea cable failure has resulted in heavy curtailment amounting to a potential loss of £8000 - £10000 so far. Current insurance cover will take effect after 28 days of curtailment. Similar projects in the region are having similar experiences, with a potential to lose some community projects in certain areas due to the level of curtailment.</p> <p>Drone survey completed after rust had been discovered around the middle of the turbine. Liaison with Enercon will take place to resolve moving forward.</p>



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## LEGACY PROJECT

BRIAN

Summary of Discussion	Time is currently being spent on GDPR and Covid protocols. 18 applications in total have been received to participate in the pilot project. Brian is currently conducting surveys and data collection with them which will be anonymised ahead of the collation and selection process due to take place on mainland.
Conclusions	Surveys and data collection with 18 interested parties taking place ahead of selection process on mainland.

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## TRUST ARTICLES

IAN/LIZ D

Summary of Discussion	The new articles have now been approved by OSCR, Ian has passed these across to Liz D ready for the next stage. Liz informed the Board that the articles are to be approved by way of a written resolution which means that the IoHDT does not need to wait until the AGM to obtain members approval. Members approval under the written resolution requires 75% of the votes cast being in favour. Liz will gather all necessary documentation, distribute to members and if approved, the articles will then be lodged with Companies House, and the final document sent to OSCR with a signed declaration, completing the process.
Conclusions	Articles can be approved by written resolution which means that the IoHDT does not need to wait for the AGM for members to vote. The articles, along with the special resolution will be distributed to members and if members are in favour and approve them, they will then be lodged with Companies House & OSCR.

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## CORRESPONDENCE

DEBS

Summary of Discussion	<ul style="list-style-type: none"> <li>Adopt a kiosk. BT have managed to establish the location of the kiosks at Lyness. BT have asked if the kiosk opposite the Hoy Hotel is on private land. Ian thinks that it is. Debs informed the Board that both kiosks are available for adoption however, any kiosks on private land can only be adopted by the land owner as far as she can tell. Debs will investigate this further.</li> <li>Facility Managers Course. Details for which have been distributed to the Board prior to the meeting. The online course costs £50 each which the IoHDT would cover. Any interested parties should contact Debs.</li> </ul>
Conclusions	Both kiosks at Lyness are available for adoption however, if they are on private land then it has to be the land owner who adopts it. Facility Managers Course funding available for any of the Directors if they are interested.

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## AOB

ALL

Summary of Discussion	There was no other business.
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The meeting closed at: 20:15

Date of next meeting: 17<sup>th</sup> March 2021

Written by: Deanna Johnston  
Minute Secretary

Proposed for adoption by: MAX COLLOP      Seconded by: IAN DAVIDSON

Signed  
(Chair) 