

Island of Hoy Development Trust Meeting Minutes

REMOTELY VIA ZOOM

OPEN
MEETING

DATE 14/04/2021 TIME 7:30PM

Meeting Called By	Debs Jaques
Minute Secretary	Deanna Johnston
Type of Meeting	Open Board
List of Board Members	Moira Cossar, Lindsay Hall, Max Collop, Ian Davidson, Debs Jaques
NON BOARD	Liz Davidson, Deanna Johnston, Brian Clegg, Kieran Sinclair, Adam Black, Christine Bolton, Jo Sinclair, Alec Sinclair
APOLOGIES	Scott Johnston, Denize Lace

Topics

1	MINUTES OF LAST MEETING	DEBS
Summary of Discussion	<p>BOARD MEETING</p> <p>The minutes of the March 2021 closed board meeting were circulated to the Board prior to the meeting. The minutes were proposed as correct by Ian Davidson, seconded by Moira Cossar and signed by the Chair.</p> <p>The minutes of the February 2021 Directors only closed meeting were circulated to the Board prior to the meeting. The minutes were proposed as correct by Max Collop, seconded by Moira Cossar and signed by the Chair.</p>	
2	MATTERS ARISING	ALL
Summary of Discussion	There were no matters arising.	
3	YM	KIERAN
Summary of Discussion	<p>Kieran informed the Board that Cassie is in her second week as caretaker/cleaner and enjoying it. The heating is fixed and now operational, however the PAT testing and fire alarm system is yet to be completed. Kieran is liaising with Merriman's about this and is hoping to have a resolution soon. Should Govt. guidelines allow, Kieran is hoping to have the YM open to the public during May.</p> <p>The community outreach phase is underway with the preparation of a survey which has been circulated to the Board prior to the meeting for approval. Kieran advised the survey will be made available online and also intends to do a door to door visit with paper copies, and make a ballot box available at the shop.</p> <p>Kieran requested approval from the Board for painting the fence outside the YM, Debs requested associated costings which Kieran will provide. Liz suggested Kieran has a look at some left over clear wood base which is currently at the office as this may also be useful.</p>	

Conclusions	Cassie is now in role and settling well. Repairs to aesthetics, heating and fire alarm as well as PAT testing are either underway or complete. Survey has been created in order to carry forward the community outreach phase.
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4	FINANCE	LIZ D
Summary of Discussion	<p>Liz circulated graphs associated with the expenditure of the release of funds to IoHDT by HEL and also a graph of the bus income sources to the Board prior to the meeting. Max expressed how helpful he found them and thanked Liz for her efforts. Debs suggested that these could be provided with the information sent to members ahead of the AGM, the Board unanimously agreed for Liz to submit them. Liz requested that should anyone have any additional feedback about the graphs to get it to her before 23 rd April. Liz confirmed that the IoHDT has just crossed over to the new accounting year and has the audit booked in with Scholes Accountants for the first 2 weeks of August 2021.</p> <p>Christine asked if she could become a member and how she might go about this. Liz advised to contact her or Deanna and the IoHDT can send a membership form to her, this would need to be completed, signed and returned.</p>	
Conclusions	<p>Liz has created graphs showing IoHDT expenditure of the funds received by them from HEL and also a graph of the bus income sources, which will now be submitted to members ahead of the AGM with the usual necessary information.</p> <p>IoHDT has now crossed over to a new accounting year and the audit is booked with Scholes.</p> <p>Christine requested to become a member, she was advised on the process which will be followed up.</p>	
Action Items	Person Responsible	Deadline
Send membership form to Christine	Liz D	ASAP

5	HEALTH & WELLBEING	MOIRA
Summary of Discussion	<p>Denize has been looking into applying into the 'Ideas Fund' with a view to obtaining funding for the upcycling shed. After further investigation it has been decided that the funding criteria may not be suitable in that there is a great deal of work to be undertaken with a researcher. It was decided that this may limit the project in certain ways and so no further investigation will take place at this time. Other funding streams will be looked into with the Tudor Trust and the Robertson Trust.</p> <p>Moira sent Deanna a project update prior to the meeting to circulate with the minutes and asked the Board if this is something they would like to see more regularly. The Board agreed that this would be helpful on a quarterly basis. The wellbeing project secured £500 from Foundation Scotland via VAO last year, Moira advised the Board that feedback for this has now been provided. Moira suggested that she would contact Liz D in due course to go over the outstanding balance of the Covid Recovery Fund and is aware that this balance will need to be utilised by the end of May.</p>	
Conclusions	<p>Continued investigation into appropriate funding streams for the upcycling shed is in progress after the criteria for the 'Ideas Fund' suggested it may not be viable.</p> <p>Moira will provide quarterly project updates for the Board moving forward.</p>	

	Moira and Liz will look at the outstanding balance to be utilised from the Covid Recovery Fund which needs to be utilised in full by the end of May.
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Action Items	Person Responsible	Deadline
Covid Recovery Fund balance to be calculated and utilised.	Liz D & Moira	May 2021

6	BUSES	DEBS
Summary of Discussion	<p>Debs confirmed to the Board that the IoHDT has been awarded the OIC tender which was applied for. This will supplement the bus expenditure for one day per week and although it is not as much as the CTGS grant, it is ring fenced for 8 years and therefore is the safer financial option. It is unknown at this stage whether or not the IoHDT will be successful in securing any of the CTGS grant in future, Debs will be liaising with the Transport Officer over this in the hope that the IoHDT could still request at least the shortfall from the CTGS grant. Debs suggested that depending on the outcome it may result in a potential cutting of services.</p> <p>Max enquired as to what the shortfall might be, Debs confirmed that the IoHDT has been awarded around £13,500 per year, whereas the CTGS usually amounts to around £17,000 resulting in a shortfall of approximately £3,500. Debs added that the BSOG funding has also been reduced as the IoHDT no longer runs a 'green vehicle' despite obtaining the 'greenest' diesel engine available. Debs suggested that the IoHDT needs to work towards obtaining a bigger electric vehicle in future.</p> <p>Christine enquired as to why the small electric vehicles cannot be utilised for the bus journeys and public transport. Debs responded that the permits required for the service which is registered through the Traffic Commissioner, are not allowable on the electric vehicles due to their size. Usage of the smaller vehicles is regarded as more of a taxi facility than a potential public service, however, once Covid allows, the IoHDT is hoping to offer a service with the electric vehicles to vulnerable groups such as people with mobility issues so that they can access services more easily.</p>	
Conclusions	<p>IoHDT has been awarded the OIC tender for one day per week, this will, unfortunately, more than likely be at the expense of at least most of the CTGS grant resulting in a potential loss of around £3,500 per year. The tender is ring fenced for 8 years though and is the best option in the long term. Debs will meet with the Transport Officer to discuss further.</p>	

7	REFLEX	BRIAN
Summary of Discussion	<p>Brian confirmed that the signage is now in place around the charging post but the post itself is still awaiting the metering upgrade. The project now awaits the nominated contractor to undertake the works for this. Once completed, the electrical contractor can then complete the temporary wiring, fit the post and sign the project off. Brian has been in discussions with Kieran around the issue as he has concerns around opening to the public whilst the building is on temporary wiring. Failure to provide confirmation of full sign off may present insurance issues. Brian advised that there is still plenty of time for this process to complete and that he will continue to monitor it as time goes on.</p>	

Conclusions	Project awaits contractors and completed works on the charge post, electrics and sign off. This may result in a delay in reopening the YM to the public, this will be monitored going forward.
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LONGHOPE PLAYPARK

IAN

Summary of Discussion	After discussion with Debs, Ian has decided to remain as the immediate link between the playpark project and the OIC. The group are currently awaiting the copy of the lease from OIC's legal department. Ian confirmed that whether he is still in office or not, he will pass this onto Debs immediately, it will then need to be submitted to BTO solicitors for examination. Ian intends to reassure Liz T that he will continue to support her as part of the projects' working group. Debs advised the Board that she will contact Liz T and request an update ahead of the next meeting.	
Conclusions	The project group await the copy of the lease from the OIC. Ian will remain part of the working group and support Liz T moving forward despite his resignation from the Board.	
Action Items	Person Responsible	Deadline
Contact Liz T about updates for the playpark project.	Debs	May 2021

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WIND TURBINE

BRIAN

Summary of Discussion	The temporary repair for the sub-sea cable is holding and there have been no curtailments since it has been in place. HEL has been advised that all being well, the new cable will be floated and will receive its repair in May. Discussion has been had with commercial generators in Orkney around SSE keeping the temporary cable in place thus giving the opportunity to switch cables quickly if needed. The accounts for HEL have now been closed for financial year end 2021, and the audit process has been triggered.	
Conclusions	Current temporary cable is holding and no curtailments have so far been experienced. Repair of new cable is set to take place in May. HEL accounts have been closed and audit process has been triggered.	

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LEGACY PROJECT

BRIAN

Summary of Discussion	Brian confirmed to the Board that the project has now reached the pilot stage with the 5 houses and installations have begun, Brian will provide a report to the Board in due course. Discussion around engaging the OIC and extending the project to social housing has not developed due to the funding issue, continued conversation with Luke Fraser and possible escalation through the OIC has been indicated, Brian will keep the Board updated. The next stage of the project will include consideration into further funding streams.	
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	Christine requested further information about the project, Brian agreed to send Christine this information and directed her towards the website in the meantime.
Conclusions	Installations for pilot project have begun. Extending the project to the OIC social housing may not go ahead due to the finance issue, this is now in escalation within the OIC. Further thought will now go into funding streams for the future of the project.

Action Items	Person Responsible	Deadline
Provide contact email address for Christine to Brian.	Deanna	May 2021

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ADOPT A PHONE BOX

ALL

Summary of Discussion	<p>Max advised the Board that a search would need to be undertaken with the Scottish Records Office, this would cost approximately £100. Debs said that BT had suggested they were happy to do this, although this may be charged to the IoHDT.</p> <p>Max suggested that Haybrake may be in the process of being sold which may complicate matters with the box at Lyness but this is still unconfirmed. With this in mind, Max suggested that initiating the BT option would be a sensible decision.</p> <p>An additional request to investigate the current status of the phone box in Longhope has also come forward, Debs advised the Board that she would request for BT to investigate this too. Max expressed his support for this and that it could house an additional defib machine. Discussion around defib availability in Longhope took place, it was agreed that an additional one may be of benefit.</p>
Conclusions	<p>Further investigation with the Scottish Records Office will take place.</p> <p>Additional request to include the phone box at Longhope has been received, it may be useful for the sake of housing a defib machine.</p>

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CORRESPONDENCE

ALL

Summary of Discussion	Debs advised the Board that a Community Energy survey distributed by CES had been completed by Brian.
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Summary of Discussion	<p>Prior to the official start of the board meeting, Debs addressed the Board and advised that Ian would be retiring at the upcoming AGM on 12/05/2021. Ian will continue to support the work of the IoHDT. Debs thanked Ian for his 7 years of service and wished him the best of luck for the future.</p> <p>Liz advised the Board that there has recently been a change in company law and because Scholes are the auditors for the IoHDT, they can no longer be the company secretary as well, nor can they be the registered office. Liz confirmed that Scholes are now resigned as secretary and that the registered office has become Revenge, Naval Hall. Liz advised the Board that it is not a legal requirement for the IoHDT to have a company secretary, and that it is at the discretion of the Board as to whether or not the IoHDT replaces the secretary or proceeds without one. Liz expressed that she does not feel that there is a requirement to replace the secretary as the main functions of submitting returns to Companies House provided by the secretary are still being fulfilled by Scholes moving forward and Liz submits the returns to OSCR so therefore there is no gap in functionality. Brian confirmed that HEL has also decided not to appoint a secretary either, and that the registered address is also Revenge, Naval Hall. The Board unanimously agreed not to replace the secretary.</p>
Conclusions	<p>Ian Davidson will be retiring as Treasurer and Trustee at the upcoming AGM.</p> <p>Changes in company law dictate that Scholes can no longer be company secretary for the IoHDT. The Board agreed not to replace the secretary as this is not a legal requirement.</p>

The meeting closed at: 20:20

Date of next meeting: 12th May 2021 (AGM)
16th June 2021 (Closed Board Meeting)

Written by: Deanna Johnston
Minute Secretary

Proposed for adoption by: *Maira Cossar* Seconded by: *Max Coulop.*

Signed
(Chair) *S. D. Jaques*