

Island of Hoy Development Trust Meeting Minutes

REMOTELY VIA ZOOM

OPEN
MEETING

DATE 14/07/2021 TIME 7:30PM

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

Topics

1	MINUTES OF LAST MEETING	DEBS
Summary of Discussion	<p>BOARD MEETING</p> <p>The minutes of the June 2021 closed board 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	<p>There were no matters arising.</p>	
3	YM	KIERAN & MOIRA
Summary of Discussion	<p>Kieran confirmed that the YM is now ready for reopening and the Groups are scheduled for their return. Recent efforts have been concentrated towards applying for grant funding for a kitchen upgrade amongst other things with the intention of bringing the facility up to commercial standard. Another funding focus for Kieran is around digital connectivity equipment in the hope of hosting more online events.</p> <p>Moira addressed the Board with further details around the recent bids for funding which included the Community Cycle Fund, Islands Community Fund, and The Big Lottery Community Led Fund. Moira highlighted a number of areas in addition to the above that they would like to develop with these funds including a bicycle shed, parent and child group and the well-being upcycling shed. There is also interest in creating a Community Development Officer role which would include an element of PR.</p> <p>Lindsay enquired as to what might have happened to the YM's Facebook page which appears to have been inactive for a number of years, the meeting attendees were not aware of the admin assigned to the page. Lindsay also asked about whether or not the Community Development Officer would be exclusively for the YM or the wider community. Moira confirmed that the</p>	

	<p>intention is for it to support the wider community. General discussion took place around the vision for this role, the Board were in agreement that this could be an opportunity for relieving some of the pressure on voluntary Directors.</p> <p>Debs queried as to whether or not Kieran had taken recent developments with the Covid-19 pandemic into consideration, many more positive test results have recently been reported with an increase in visitors to Orkney. Kieran confirmed that Orkney remains at level 0 with a low risk on Hoy, and that footfall would only be consisting of Island residents due to the purpose of the groups which will be attending, therefore presenting a continued low risk. All government guideline precautions will be adhered to, as well as the use of the NHS track and trace app, and a written track and trace facility for those without smart phones.</p>
Conclusions	<p>The YM is now on the verge of reopening and expects to welcome the Groups back shortly. Covid-19 remains a topical issue with all efforts around minimising risk at the forefront of any plans to operate.</p> <p>Funding bids to various fund providers are being submitted with a wealth of ideas around anticipated expenditure if successful.</p>

4	FINANCE	LIZ
Summary of Discussion	<p>Liz informed the meeting attendees that the audit for financial year 2020 – 2021 will begin during the first week in August and that necessary documents/information have so far been submitted to Ryan. Deanna and Adam are continuing to prepare the hard files which will be delivered to Scholes during the last week in July. Liz reminded the Board of the need for the Trustees Report.</p> <p>Liz confirmed to the meeting attendees that the 6 monthly financial review will be prepared for October so that the Board can make some decisions around expenditure for the second half of the financial year, by which time Liz suggested that the HEL Board may know whether or not they are in a position to release funds to the IoHDT. Brian confirmed that this would be the case and that HEL's audit has also begun.</p> <p>Denize asked Liz if the Child Poverty Fund money had arrived in the accounts. Liz confirmed the funds have not yet arrived.</p>	
Conclusions	<p>The financial audit for year 2020 – 2021 will begin during the first week of August.</p> <p>The 6 month financial review will be ready in October, by which time the HEL Board are likely to know whether or not they will be in a position to make a release to the IoHDT.</p>	

5	HEALTH & WELLBEING	DENIZE & MOIRA
Summary of Discussion	<p>Denize advised that she has recently been involved in a meeting with various people around the provision of Health and Social Care on Hoy, and was disappointed to learn prior to the meeting that the Head of Orkney Health and Care and the Head of Orkney Social Care were no longer able to attend. They were therefore not available to answer some of the questions which Denize felt needed to be answered regarding lack of services available on Hoy.</p> <p>Denize will continue to pursue this in the interests of accountability and raising awareness.</p> <p>Denize's work around 1:1's with Hoy residents continues, and remains a heavy usage of her time. Denize confirmed that the help, support and information for these people is essential and to date has proved successful</p>	

with a marked increase in financial support (amongst other areas) being obtained by those who need it.

The Daily Living Aids Centre continues to operate and has seen an increase in utilisation since the beginning of the Covid-19 pandemic.

Denize intends to start her pop up shop soon which will provide free children's clothes and good quality second hand items to people, as well as offering coffee and cake for those who come along.

Lindsay enquired about what the income from the pop up shop would be used for. Denize confirmed that the money would firstly need to cover the overheads, then a donation would be made towards the RNLI for the volunteer support of the Lifeboat Guild members, and finally funds would be put back into other Community projects. Denize confirmed that the pop up shop itself would not be profitable.

Moira made a brief reference to the data report that was circulated prior to the meeting and highlighted the increase in the 40-65 age group benefiting from Denize's services.

Moira informed the meeting attendees of an issue which had recently arisen around the structure for the future of the project. Some of the Islands involved in the project have concerns around the amount of time and resources which are required from the Development Trust representative in order to line manage the Well-being Coordinators. There has been a move to change the line management structure and take the role from the Trusts and give it back to VAO ready for when the next funding period begins. Moira expressed her concerns around this idea suggesting that it would reduce the level of input that the IoHDT would have moving forward, as well as reducing how much the role would be specifically catered to Hoy and its needs, speculating that instead it may become part of a bigger project whereby all islands involved would be completing similar tasks to each other regardless of actual need. Moira advised that because of her concerns, a second stakeholder meeting would take place whereby an agreement about the future of the project management structure would be established.

The consensus from the meeting attendees was support for Moira's decision and agreement with her concerns.

Conclusions

Denize is working towards accountability and raising awareness for the lack of Health and Social Care services on Hoy.

Denize's work with 1:1s in the Community continues, as does the work towards running the Daily Living Aids Resource Centre and implementing the pop up shop which Denize has planned for.

A suggestion to move administration and management of the Well-being Coordinators back to VAO has raised concerns within the IoHDT and after discussion, the meeting attendees were in support for Moira to resist the proposed restructuring and continue to insist on the line management coming from within the IoHDT.

6

BUSES

DEBS

Summary of Discussion

Debs informed the meeting attendees that the bus driver position has now been offered to Abbie Shipley. The date of commencement of employment is yet to be confirmed but is hoped to be August.

Kieran shared some recent praise for the community bus service that he had received from Chessa, and added that comparatively the service offered is reported to be very good.

7	REFLEX	BRIAN
Summary of Discussion	<p>Brian confirmed that the electrics are now finished except for 2 items, neither of which inhibit the plans for the reopening of the YM. The first being the removal of the temporary charger which is no longer in use, the second being 2 missing screws from one of the emergency light test switches. Brian confirmed that the works for the test certificate are complete and the certificate itself has been issued.</p> <p>The new charge post is operational but at present requires a swipe card, CES are providing these in due course. There is a recall on one of the vehicles at the moment but this can be resolved in Kirkwall and is not a big concern. Brian referred to the telemetric signage for the data tracking of the vehicles and advised that they should arrive in due course also.</p> <p>The ReFlex project has officially been extended for a further 12 months. The IoHDT has been invited to continue its participation in the project and will therefore continue to be in receipt of funds.</p> <p>Kieran asked the meeting attendees if previous discussion had taken place around the intended use for the electric vehicles in future. Debs advised that they cannot be used as part of a taxi service and that at present they are being used for hospital trips, travelling to and from the turbine and prescription runs etc. Future use for medical purposes may depend on some factors such as age or disability.</p>	
Conclusions	<p>The electrics for the car charger are finished except for 2 small items which do not affect the vehicles or the reopening of the YM. The test certificate has now been provided.</p> <p>The IoHDT awaits the swipe cards for the charge post and the telemetric signage for the vehicles.</p> <p>The ReFlex project has been extended for a further 12 months.</p>	
8	LONGHOPE PLAYPARK	LIZ T
Summary of Discussion	<p>Liz Dennison recently requested an update regarding the lease. It was decided that further clarification would be required around the start date of the lease in connection with the works which are still required to bring the playpark up to the appropriate standard. Liz confirmed that once this date is agreed, a fresh copy of the whole lease, or the relevant page can be altered and reissued. Liz advised the meeting attendees that a specific discussion around the container and the importance of its removal prior to signing the lease had taken place. Both Liz Train and Liz Dennison contacted Gary Burton who has now confirmed that the Clerk of Works and Construction will now investigate alternative options for the placement of the container.</p> <p>Liz Davidson informed the attendees that she has chased Clark Thomson again about the insurance after requesting a quote for changing the commercial combined policy. The insurance now has to move from QBE to Hiscox, and although the IoHDT is not ready to go ahead with the policy due to the issues with the lease, the IoHDT would like to see a quote for the new policy.</p>	
Conclusions	<p>Discussions with the OIC continue over the lease and the container currently on the playpark grass.</p> <p>Liz Davidson is in liaison with Clark Thomson about the new commercial combined insurance policy and is presently awaiting a quote.</p>	

9	WIND TURBINE	BRIAN
Summary of Discussion	Low wind levels at present are producing a very low yield but the turbine is operational.	
10	LEGACY PROJECT	BRIAN
Summary of Discussion	All 5 sites for the pilot project have solar panels, battery towers, are physically located and are now being connected. The intention is to have at least 1 site up and running in the next 4 weeks.	
11	ADOPT A PHONE BOX	ALL
Summary of Discussion	No current updates.	
12	CORRESPONDENCE	ALL
Summary of Discussion	Debs reported to the meeting attendees that the OIC has advised that vandalism has taken place at the Arctic Convoy Memorial. The OIC have asked the IoHDT to take action and ensure it is removed as quickly as possible. After reviewing the Management and Occupancy Agreement, Debs confirmed that the IoHDT is responsible for keeping the monument in suitable order. Max agreed to take a look at the damage and try to assess whether or not the graffiti could be removed or the whole plaque needs to be replaced. Deanna suggested that it should be publicised so that the Community know what's happened and how it's been dealt with, the suggestion received general agreement.	
Conclusions	Vandalism to Arctic Convoy Memorial has taken place. Max will attempt to assess the damage and report back to the Board if it cannot be cleaned.	
Action Items	Person Responsible	Deadline
Assess damage to Arctic Convoy Memorial	Max	Next Meeting

Summary of Discussion	<p>Kieran addressed the meeting attendees with the idea of creating a Climate Assembly Sub-Committee within the IoHDT. Kieran feels that as an island community, it may be a good idea to approach funding in future from an economic perspective, with climate mitigation resilience strategies at the heart of the applications. Debs requested for Kieran to put this suggestion in writing and include what he sees the group doing and what its purpose is. This can then be distributed around the Board for further consideration.</p> <p>Liz provided a brief update on the enquiry about the burger van and advised that it's caught up with the change in commercial liability insurance, Liz confirmed that clarification would be received at the same time as the Playpark.</p>	
Conclusions	<p>Kieran would like to create a Climate Assembly Sub-Committee of the IoHDT, a written proposal will be presented in due course.</p> <p>Liz confirmed that clarification on the burger van would be received at the same time as the Playpark due to the changes in the commercial liability insurance.</p>	
Action Items	Person Responsible	Deadline
Written proposal for Climate Assembly Sub-Committee to be submitted.	Kieran	Next Meeting

The meeting closed at: 20:35

Date of next meeting: 18th August 2021

Written by: Deanna Johnston
Minute Secretary

Proposed for adoption by: LINDSAY HALL Seconded by: MOIRA COSSAR

Signed (Chair) *J. D. Jaques*