

# Island of Hoy Development Trust Meeting Minutes

REMOTELY VIA ZOOM

OPEN  
MEETING

DATE 13/04/2022 TIME 7:30PM

Meeting Called By	Debs Jaques
Minute Secretary	Deanna Johnston
Type of Meeting	Open Board
List of Board Members	Debs Jaques, Christine Bolton, Moira Cossar, Alex Sinclair, Max Collop
NON BOARD	Liz Davidson, Deanna Johnston, Carolyn Shepherd
APOLOGIES	Brian Clegg, Lindsay Hall, Scott Johnston, Keith Dobney

## Topics

1	MINUTES OF LAST MEETING	DEBS
Summary of Discussion	<p>BOARD MEETING</p> <p>The minutes of the March 2022 open 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	MOIRA
Summary of Discussion	<p>Moira informed the meeting attendees that there had been some complexities in installing the new equipment at the YM but progress was being made. Investigation into moving one of the internal doors took place but upon further research the SCIO discovered that a building warrant would be required and the idea was scrapped.</p> <p>Concerns regarding budget for the installation have been raised, however, some of the items originally budgeted for have been held back, offering some movement for adjusting budget balances if needs be.</p> <p>Debs, Moira and Liz met w/c 04/04/22 to begin discussions around the draft lease for YM Empower with a view to submitting this to the IoHDT Board and solicitors shortly for consideration. Max enquired as to who would be drafting the lease, Moira confirmed that a template from IoHDT lawyers has been sourced and that there are various templates online which have also been helpful. Moira added that some of the discussions will include which organisation holds responsibility for which area such as the car parks etc. Drawings were completed when the charging points were installed, Moira thinks that they may be useful for this purpose. Debs advised that any draft lease would first need to be considered by both the IoHDT and the SCIO, along with both sets of legal teams.</p>	

	<p>Moira advised that there will likely be some items at the YM which will need to be disposed of, and it has been agreed that the best way to do that would be to hold a silent auction. Fund-raising ideas are being discussed and the SCIO are considering holding events as early as mid Summer. Kieran has been conducting research into grants which may be available for the SCIO to apply into towards solar panels and other energy saving options.</p> <p>Moira advised that a representative from Environmental Health would need to attend to ensure that the SCIO is fully compliant with all of the equipment and health and safety regulations in the kitchen.</p> <p>Debs highlighted that due to the conflict of interest for Moira and Christine as office bearers for the SCIO, any Board decisions made by the IoHDT related to the SCIO would be made excluding them and that they will not be permitted to vote, nor will they make up part of the quorum, however, the articles do permit the involvement of Moira and Christine in discussions around the SCIO as IoHDT Board members.</p> <p>Finally, Moira informed the Board of an incident involving a member of the public entering the YM and not making themselves known to anyone in the building, resulting in them getting locked in. Moira intends to speak to the person in question and ask them to ensure that they report their presence upon arrival in future. It was also agreed that perhaps a mandatory signing in book should be sourced.</p>
<p>Conclusions</p>	<p>The installation of the new equipment continues, with some non-anticipated delays occurring. Financing of the installation is being considered and equipment not yet ordered, but previously budgeted for, may be sacrificed for this purpose.</p> <p>The draft lease is to be drawn up with the help of templates both online and via the IoHDT lawyers and once complete, be submitted to all Directors, the SCIO and both legal teams for consideration.</p> <p>Various fund raising avenues are currently being explored such as Summer activities and grant applications.</p> <p>Moira and Christine's conflict of interest is formally recognised. It is agreed that they can and should take part in discussions, but would not be permitted to vote during decision making, nor will they form part of the quorum.</p> <p>Additional security measures to be implemented to stop individuals getting locked in the YM.</p>

4	FINANCE	LIZ
<p>Summary of Discussion</p>	<p>Liz confirmed that she had sent an update on the financials to the Board 13/04/22. Within the update, Liz had made a recommendation to move funds from the ReFlex account to the designated fund for the electric vehicles to cover insurances etc. which the Board agreed to. Liz added that historically the EV's have been accounted for alongside the buses, and that ideally, they should be accounted for entirely separately.</p> <p>Liz advised that the Community Fund has recently had heavy use, therefore it would be sensible to consider moving funds into the pot. Liz added that the YM operations fund would probably need additional funds later.</p> <p>Liz informed the meeting attendees that the audit is booked for the 18<sup>th</sup> July, for which Liz will require the Trustees report. Liz will also be sending out the register of Directors interest forms and has requested for them to be returned at the earliest convenience.</p>	
<p>Conclusions</p>	<p>Liz circulated a finance update recommending that funds be moved to ensure sufficient balances sat in the accounts for the Community Fund and that the EV's should be accounted for separately from the buses. Additional funds for YM operations to be considered later.</p>	

	The audit is booked for the 18 <sup>th</sup> July.
Action Items	Liz to move balances as per Board agreement.

5	HEALTH & WELLBEING	MOIRA
Summary of Discussion	<p>Moira confirmed that Denize has returned from leave and is back in post this week with the intention of starting the groups up that she had planned before her leave.</p> <p>Moira advised that she had missed the last stakeholder meeting, but that work continued with attempts to continue pressing OHAC for further funding towards the coordinators project. Moira added that previous hopes to extend the project to all outer Isles were looking less likely as time goes on.</p>	
Conclusions	<p>Denize has returned from leave and intends to begin the groups which she had organised.</p> <p>Further funding continues to be investigated.</p>	

6	BUSES	DEBS
Summary of Discussion	<p>Debs reported that there is an issue with the blue bus, it was originally thought that there was a puncture in one of the tyres, however, on closer inspection it would appear that there is a fracture in one of the wheel rims which is thought to be a manufacturers error. After discussion with Ronald, he advised that the wheel could be used as an emergency spare but should not be relied on as a permanent option for safety reasons.</p> <p>A new grant has become available for Community Transport for people in disability groups, Debs isn't sure if the IoHDT would be eligible to apply as it's more suited to 'Dial-a-Bus' services which as yet remains relatively unexplored by the Trust.</p> <p>Liz enquired as to whether or not there had been any news around the replacement BSOG funding through Transport Scotland. Debs advised that she has heard nothing yet and at this point is making the assumption that the IoHDT has been accepted based on the identical conditions to that of the BSOG but would confirm as soon as she hears.</p>	
Conclusions	<p>One of the blue bus rims is fractured and should not be used except for in an emergency.</p> <p>Debs will investigate potential funding around 'Dial-a-Bus' service for people with disabilities.</p> <p>BSOG replacement funding through Transport Scotland still not confirmed.</p>	
Action Items	<p>Investigation into potential funding for 'dial-a-bus' service for people with disabilities – Debs.</p>	

7	REFLEX	BRIAN
Summary of Discussion	<p>Debs confirmed that the project is almost at an end. As far as the IoHDT is aware, the monitoring of vehicles is still taking place. Communication with CES remains infrequent.</p>	

	Debs also highlighted the need to follow up about the card requirement for using the charge points adding that we don't yet know whose name the cards are registered in.
Conclusions	The monitoring is still taking place as far as the IoHDT is aware. There is a requirement to follow up on whose name the cards are registered in which allow use of the chargers as this may need to be changed.

8 LONGHOPE PLAYPARK LIZ T

Summary of Discussion	There was no update available.
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9 WIND TURBINE BRIAN

Summary of Discussion	Brian circulated the monthly update at the beginning of April. Max advised that there had been a good yield during February, however, March yielded 30% less than last year. Max added that HEL are now operating under the new Power Purchase Agreement which he hopes will boost net profit.
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Conclusions	HEL now operating under the new PPA.
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10 LEGACY PROJECT BRIAN

Summary of Discussion	There was no update available.
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11 CORRESPONDENCE ALL

Summary of Discussion	Debs had circulated the correspondence received from Amy Kinsey around the recycling of farm plastic, highlighting Amy's concerns around the expense of disposing of farm plastics for farmers on Hoy. Christine felt that this is something that the OIC should be considering, Debs confirmed that the OIC will collect directly from farms on mainland, however, Groats would have to ship the plastics across for farms on Hoy at the farmer's expense. Debs suggested that Mark Vincent may be a good person to contact in his role as Waste Disposal Manager with the OIC. Liz asked Alex if the NFU might have any influence on the OIC. Alex will approach the NFU and enquire. Moira added that one of the issues that arose from discussions at the Hoy Hack was around Orkney wide plastic recycling, Debs suggested opening up the conversation with Mark Vincent about plastic recycling as a whole.
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Conclusions	Discussion took place around disposal of farm plastics and the disparity between Hoy and the Mainland in relation to costs. Alex will consult with NFU, and the Board will engage Mark Vincent.
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Action Items	Board to contact NFU and Mark Vincent around plastic disposal.
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AOB

ALL

Summary of Discussion	Liz had previously emailed Directors explaining who is on rotation to stand down at the upcoming AGM, scheduled for the 11 <sup>th</sup> May at 19:30 online via Zoom. Directors who are due to stand down are welcome to re-stand. Liz informed the Board that Paul Tiney had recently completed the PAT at the office. He had highlighted some issues around leaving plugs on during none office hours. Liz confirmed that this has now been resolved and all plugs with the exception of the hub, phone line and one hub extender would be switched off when the last person leaves the office each day. Liz will be requesting for Brian to go to the office and look at moving the hub and extender away from the current location (it's thought they need to be positioned next to each other) so as to be able to plug them both in directly instead of having them connected via a multi socket, which at present is tied into a single socket thus inhibiting the access to one of single sockets.
Conclusions	The Board discussed the Directors who are due to stand down and advised that they are welcome to re-stand if they wish. PAT has revealed some issues of concern around fire safety precautions. Brian will rearrange the current set up in order to minimize risk.
Action Items	Brian to rearrange sockets at the office as required.

The meeting closed at: 20:17

Date of next meeting: 11.05.22 (AGM)

Written by: Deanna Johnston  
Minute Secretary

Proposed for adoption by: **MOIRA  
COSSAR**

Seconded by: **MAX COLLOP**

Signed  
(Chair)

*S. D. Jaques*