

Island of Hoy Development Trust Meeting Minutes

BOARD
MEETING

20TH JANUARY
2016

8PM

NORTH WALLS
COMMUNITY ROOM

Meeting Called By	Deborah Jaques
Minute Secretary	Liz Davidson
Type Of Meeting	Monthly Board
List Of Board Members	Deborah Jaques, Jayne Traynor, Max Collop, Adam Clark, Ian Davidson.
NON BOARD	Liz Davidson, Steve Rhodes, Kerry-Anne Spiers
APOLOGIES	Keith Dobney, Matthew Budge, Lindsay Hall, Rob Seatter, Brian Clegg, Iain Cromarty

Topics

1 MINUTES OF LAST MEETING DEBS

Summary Of Discussion	BOARD MEETING The minutes of the November board meeting were proposed as correct by Ian, seconded by Max and signed by the Chair.
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2 MATTERS ARISING DEBS

Summary Of Discussion	Lindsay had requested a change to the minutes prior to the meeting which had been done and the amended minutes circulated ahead of the meeting. There were no other matters arising.
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Topics

3 ARCTIC CONVOY DEBS/STEVE

Summary Of Discussion	There were no updates on the Arctic Convoy		
Conclusions			
Action Items	Person Responsible	Deadline	

Summary Of Discussion	<p>Debs informed the board that there would be a meeting of the PEP on Tuesday 26th January to review the Community Fund applications. Steve said that there had been a good take up on the Training and Learning Fund applications.</p> <p>Max said that he would be attending the meeting with St. Johns and requested that the board had the final say with regard to this application. Steve asked for a reminder to be sent out (in his absence) reminding people that the meeting is to be held on Friday 22nd January at 14.00 at St. Johns. Max also added that notes should be taken at the meeting. Ian agreed and said that these should be circulated to the board.</p>		
Conclusions			
Action Items	Person Responsible	Deadline	
Send reminder out of the meeting with St. Johns	Debs		
Circulate notes from the meeting with St. Johns to the board	Debs		

Summary Of Discussion	<p>The Project Managers report was circulated ahead of the meeting. Ian asked how the BLF YM project was looking financially, Steve said that it had gone over budget by about £400. Debs explained that David Knight had granted permission to move the remaining funds from the AWSS project (the repayment of training fees) over to the YM project.</p> <p>Steve said that with regard to the Ranger project, he was re-iterating to anyone that he was in contact with around it that it is a "feasibility study". He said that OIC were receptive to a potential partnership, and that there were funding sources available to run public social partnerships on a pilot basis (normally 1 – 3 years), at which point they are usually put out to tender.</p> <p>Steve also spoke about the visit to Ardroy from 21-23 January, which he, Magnus and Rachel Thomson were going on as a learning visit. He said that there is the potential of a £5,000 grant to look at the feasibility of establishing something similar to Ardroy, and if the feasibility study is favorable there is the opportunity of funding of £20,000 to pay a salary for the first year to establish this.</p> <p>Ian asked Steve if he would be making recommendations to the board once his feasibility study for the Ranger was complete. Steve said that he would. Debs asked if the completion of the Ranger feasibility study was still on target for the end of January, Steve said that it was.</p> <p>Steve said that he would be holding a public consultation around the different options identified in the final report on the 4th February.</p> <p>A brief discussion was had regarding Community Broadband Scotland; Steve said that they are still waiting on BT. Jayne said that the Community Council had discussed the issue also, and that James Stockan had pointed out the</p>		
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	risks of moving away from BT.	
Conclusions	David Knight agreed that the balance of the AWSS fund could be transferred to the BLF YM fund.	
Action Items	Person Responsible	Deadline
Submit report and recommendations on Ranger feasibility study	Steve	

	HOMECARE	LINDSAY / DEBS
6		
Summary Of Discussion	<p>Lindsay had circulated an update ahead of the meeting as he was unable to attend. This informed the board that Orkney Community Health and Care (OHAC) is undergoing a restructure with the new rules of operation due to start on the 1st April. One of the significant changes is that they will be able to ask for tenders to provide various degrees of Home Care / Help.</p> <p>Lindsay said that the Trust could create a subsidiary SCIO or Trading Company to bid for delivery for some or all of these services, however they would need to find someone to write a business plan and put it into effect. Lindsay's suggestion was that the homecare sub-group meet with other interested parties to discuss this, and is proposing this meeting for a Tuesday evening in February. He said that James Stockan has also agreed to attend. Lindsay asked for feedback from the board on this.</p> <p>The board felt that the meeting was a good idea and that Lindsay should go ahead. Jayne said she would ask Karen Stevenson for an update at the next meeting.</p>	
Conclusions	The board agreed that a meeting of the joint parties should go ahead to discuss further the possibilities.	
Action Items	Person Responsible	Deadline
Arrange joint meeting	Lindsay	
Update from Karen Stevenson	Jayne	

	HERITAGE	KEITH / DEBS
7		
Summary Of Discussion	<p>Debs said that there had been no update from Keith about Heritage. She had however been passed a letter by Trish from Graeme Horne asking whether the Trust had and were able to supply a database of island residents so that they could send the Jutland invitations out. A discussion was had regarding data protection, and Debs said that she would check this out with Brian.</p> <p>There was also a request for an event to be held on Hoy on the 4th June; Max suggested that Jude should be contacted regarding this as the museum was probably best placed to do this.</p> <p>Debs said that she will be putting an article in the Blether regarding the Jutland commemoration.</p> <p>Jayne said that the Community Council should get an update on the</p>	

	commemoration at the next meeting on the 15 th March.	
Conclusions		
Action Items	Person Responsible	Deadline
Speak to Brian re Data Protection	Debs	
Reply to Trish re Graeme Hornes request	Liz	
Contact Jude re an event on 4 th June	Debs	

8 ACCOUNTS LIZ / JAYNE

Summary of Discussion	Liz reported that there was nothing specific at this point regarding the accounts, other than the unrestricted fund budget was on target. Debs had received the financial forecasts from Liz for the buses, and said that once the bus sub group hears about the EDRTI grant that has been submitted for 2016-2017, they will put forecasts to the board.	
Conclusions		
Action Items	Person Responsible	Deadline
Report to the board on bus finances	Bus Sub Group	

9 WIND TURBINE MAX / BRIAN / LINDSAY

Conclusions	Brian had circulated the report ahead of the meeting. Max reported that it had been a good month for the turbine. He said that lightning arrestors were to go on to the BT cable. HEL would be having a board meeting the week commencing 25 th January.	
Action Items	Person Responsible	Deadline

10 YM / YM 2 / BUSES DEBS / STEVE / JAYNE

Summary Of Discussion	<p>YM</p> <p>Steve said that the notification of completion had been submitted to the OIC. There was a discussion regarding the ditch, and it was agreed to re-visit this later.</p> <p>Liz informed the board that the fire door had been damaged on the night of the Carnival Dance due to the very high winds. She had been in contact with the insurance company who require photographs and a quote. The excess is £250 so whether an insurance claim is put in will depend on the quote. Jayne said that the YM were having a committee meeting on the 26th January, and</p>	
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	that she would chase for the photos and the quote.	
	Buses Debs informed the board that the damaged bus was now at the garage for work to be started on it.	
Conclusions		
Action Items	Person Responsible	Deadline
Chase YM to get Photos and Quote for fire door	Jayne	

11 WEBSITE DEBS

Summary Of Discussion	Debs said that she will be contacting Eamonn with regard to the website.	
Conclusions		
Action Items	Person Responsible	Deadline
Contact Eamonn	Debs	

12 HOY HOOLIE IAN

Summary Of Discussion	<p>Ian had sent an email to the board ahead of the meeting requesting approval on five areas.</p> <ol style="list-style-type: none"> 1.Submission of an application (which was attached to the email) to the Community Fund on behalf of the Hoy Hoolie sub group. 2.Submission of an application to the Community Council for funding to expand the kids' day activities, particularly the 11-16 year olds and the cost of holding these at the Gable End – costs will be known by the end of Feb. 3.Submission of an application to the Hoy Trust for funding to support a Sunday afternoon event at the North End – costs will be known by the end of Feb. 4.To utilise the office facilities and some of Kerry-Annes time to collate and enhance the information that has been collected for the Hoy Hoolie in such a way that it can be utilised by other groups organising an event, and also to assist with some of this years administration. This time to be with-in the 8 hours a week allocated to support Liz and would be prioritised by Liz. 5.To use the £750 from BLF (designated for website development for the Hoolie) to invest in in-house training through Business Gateway for Kerry-Anne and any directors who may wish to attend. This time for Kerry-Anne to be additional to her normal working hours. 	
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	<p>Each point was discussed in turn with the following outcomes.</p> <p>1. Max queried the need for a film-maker, Ian said it would be desirable to add to the current footage to be used for future funding applications, however if funds were short than this could be removed. Max also asked about funding for future years. Ian said that there would be better options available in future years to apply again for external funding as the group had done last year. Jayne said that she was concerned that all of the funding applications were local. Ian said that due to the amount of funds held by the Trust at this time, that it was very unlikely that external funding would be achieved. Max agreed and also said that it seemed a little unreasonable to approach external funding bodies for this given the situation. The board concluded that the application into the Community Fund should go ahead.</p> <p>2. The board agreed that an application to the Community Council should go ahead. Ian said that he had asked Lindsay for the cost of using the Gable End, and that once the application was done, he would circulate it to the board ahead of submission to the Community Council.</p> <p>3. The board agreed that an application to the Hoy Trust should go ahead. Again Ian said he would circulate this to the board ahead of Submission.</p> <p>4. Steve expressed his concerns due to the lack of time available for Kerry-Anne to support this and requested that the amount of time be quantified. Ian said the request for Kerry-Annes time is only if there is any surplus capacity. Debs said that she felt it would be a good idea to include the support within the office if there was capacity. Kerry-Anne added that some of the work would be useful to the Trust and other groups across the board, not just the Hoolie. Ian said that he would rather remove point 4 from the request list and do it voluntarily at home than cause conflict in the office. Debs said that there would be a meeting in the office to discuss this further.</p> <p>5. The board agreed to point 5. Kerry-Anne said in the work that Steve had asked her to do regarding websites and social media that she had contacted the Business Gateway and VAO and was waiting to hear back from them.</p>
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Conclusions	The board agreed to points 1, 2, 3 & 5. Point 4 to be discussed further in the office.
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Action Items	Person Responsible	Deadline
Meet to discuss point 4	Debs, Ian, Steve, Liz, Kerry-Anne	ASAP
Submit application to Community Fund	Ian and Liz	21/01/16
Circulate application to Community Council and the Hoy Trust to the board	Ian and Liz	
Let Ian know about Social Media courses when information becomes available	Kerry-Anne	

Summary Of Discussion	<p>1. Debs had circulated OIC's response regarding the Main Issues Report in December.</p> <p>2. A member of the community who had been successful in achieving funding from the Training and Learning fund had sent a Thank-You card to the Trust.</p> <p>3. Dr Cromarty had sent a copy of his proposal for nursing on Hoy and Walls; this had been circulated to the board ahead of the meeting. The board was happy for a letter to be sent to Dr. Cromarty from the Trust offering support for his proposal. Debs said she would draft the letter and circulate it to the board for approval.</p> <p>4. Dr Cromarty had also sent a copy of correspondence received regarding The Integration Joint Board and their request for people to join this board. This had been circulated ahead of the meeting, however the deadline for this was the 21st January. Dr Cromarty had been in correspondence regarding the consultation and the Surgery had agreed to be a hub for information about this on Hoy, however he was expecting to receive consultation details which hadn't arrived. He suggested in his correspondence that an announcement was put out on Radio Orkney informing people that they could access the necessary information at their local surgery.</p> <p>5. Debs informed the board that she had received correspondence from Aquaculture Stewardship Council which had named IHDT as a stakeholder. An audit was being carried out today and 10 days were allowed to register an involvement. Debs said she would forward this on to the board. Max felt that the Trust should show an interest in this, the board agreed.</p> <p>6. HIE had sent information regarding the Scottish Land Fund which is re-opening by the end of March. Debs said she would circulate this to the board.</p>	
Conclusions		
Action Items	Person Responsible	Deadline
Draft letter of Support for Dr. Cromarty and circulate to the board	Debs	
Circulate the Aquaculture Stewardship Council correspondence to the board and register the interest	Debs	
Circulate Scottish Land Fund information to the board	Debs	

Summary Of Discussion	<p>1. Leah Seatter at the Orcadian had been in contact regarding the production of the Islander magazine. Kerry-Anne is currently re-writing the text and new, more up to date photographs will be provided.</p> <p>2. Debs informed the board that the office lease was up for renewal at the end of February. She asked the board if they were happy to renew the lease for a further six months if Mike is happy to. The board agreed.</p>	
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	<p>3. Steve said that a few people had come into the office and asked if they could use the broadband facility. A visitors book is in place to record details. The board said they were content for this to happen provided that it is not all the time and that the individuals sign in and out.</p> <p>There was a discussion as to whether access at the YM could be sorted out in such a way as to enable members of the community to access the broadband there in a more flexible manner. Liz said she would check out the insurance requirements around access.</p> <p>4. Debs asked if the directors would be available for a directors meeting on the 27th January, the directors said that they would check and confirm.</p>
Conclusions	<p>It was agreed that the office lease be renewed for a further six months if Mike is happy with this.</p> <p>Visitors to the office should now sign in and out in the visitors' book.</p>

Action Items	Person Responsible	Deadline
Complete the information for the Orcadian	Kerry-Anne	ASAP
Contact Mike re office lease renewal	Debs	
Check with Insurance Company re access requirements at YM	Liz	

