**Unst Partnership Board Meeting minutes**

**7pm, Wednesday 30th June 2021 by Zoom**

**Present:** Gordon Thomson, Sarah McBurnie, Colin Edwards-Horton, George Rodger , Susan Edwards-Horton, Frances Browne, Kathleen Johnson, Peter Sandison, Suzanne Malcolmson of Malcolmson Architects( MA).

**Welcome & Apologies:** Apologies from June Harrison, Di Hervey, Joan Bailey, Don Craig.

**Matters arising from last Minutes:**  Minute of 24th May approved (Sarah, Susan).

**Recycling Centre (Suzanne Malcolmson)**

Suzanne introduced herself. Malcolmsons had been in Shetland now for 12-13 years and had already worked on similar projects. Arch Henderson had already done a topographical survey of the area. MA will now look at the accommodation requirements provided by the Unst Partnership to build a basic model of the building. They will try and arrange consultation either in person or via email with the planning department, roads department and SEPA. They would look at the renewable aspects and later have a meeting with the UP board. They would have a 3D model in a block diagram, not an end product but an image for Planning.

The number of people to be accommodated in each room would be helpful e.g. Meeting hub 10, shop 10, Laundry 4, etc. with square metreage involved.

There was nothing for a Quantity Surveyor or Structural Engineer to go on yet, but these would follow. The original idea had been to come up with an optimum model and then downsize. A modular system of construction would allow for additional parts to be added later. The basic area of the shop was 15m by 15m.

**Peter** to send out a first draft of building Plan and directors to add comments/suggestions*.*

*(Copy of Plan at end of this Minute.)*

Completion date of the Feasibility Study would be early October 2021. (Planning & Roads consultation would take time.) Grant Applications for full funding will need full Planning Permission. Different funds would have different rules, some requiring tenders from builders.

No-one was going to be on site for at least 12 months. The protracted time scales made funding difficult but hopefully supply costs start to come down and waiting time decreases.

**Frances** wondered if Suzanne had seen the Business Plan. **Peter** to check.

*(Suzanne left the meeting at this point)*

**Skip Scheme**

Skip Day on 26th June went well, two skips filled. 4 more annual memberships, taking annual memberships up to 41. There were 6 “one-off” payments. Next Skip day is **Saturday 28th August**.

We need to be looking for some more skip trailer drivers. Directors to ask around for volunteers. We pay £20 towards fuel etc.

**Shop Report**

Kathleen reported that the shop trade had been slower this month with fewer local people. However, we had still taken in over £1400 in the month, or £350 per week, which was very good. We need to move goods on, to make room for newer goods. The shop was ticking over well, still enough volunteers.

Only 1 person came in on Monday night so we may well curtail this through July. Goods in a poor state were not going to sell, but bigger items advertised on Facebook went quickly. Low prices help to move goods on and discourage returns if goods are not up to standard. Customers seem happy with what they are getting.

**Shop figures to June 21:** **Income**  £34,705 since opening in September 2018 with **10,892** customers.

**Recycling Development Officer report**

Peter reported back on visits to the Fetlar Campervan site and the Nesting Scrapstore. Fetlar had recently concluded their project and was now up and running; Nesting was open but had further development plans and is at least 6 months ahead of us.

In Nesting, trustees were looking at small grants to keep the project going before applying for bigger construction grants. They may need more architectural work before going for full Planning Permission.

**Peter** had a copy of the Nesting Feasibility Study which Directors could look at in the office.

**Frances** spoke about looking at what is going to go on in our building and on the possible income streams. Main ones would be the shop and the laundry, and possibly the fruit from the polytunnel(s). The Fetlar laundry is quite basic – one top-loading washing machine and a tumble drier. If we are going to attract businesses such as self-catering establishments, we would need bigger premises and more equipment. Frances said that SIC Economic Development Dept. might help with Laundry costs as this was a possible new business enterprise.

Income could also come from some of the Workshops, participants paying a fee.

We discussed the possibility of putting up a basic shed, just for the shop, to get things going but this would still require power, water and mains sewer connection so may not be any quicker in getting through planning.

Access roads were also discussed. We could certainly have one but a second one would be of benefit, either further north on the main road or further up the Nissen hut track.

**Financial Report**

Bank balance at present: £45,856. This includes some £2000 in skip payments which will go out again. Total Skip cost will be about £3500. We have received a £500 grant from SCBF (Viking Fund) for the Skip Scheme.

About £3k to be claimed back from Crown Estate fund for April-June expenditure.

**Fair Food Fund** - Shetland Charitable Trust agreed a grant for £3750, supported by £1,250 from our funds, which should allow the Fund to run until the end of the year.

**NTS** have agreed contract payments for grass-cutting at Halligarth and maintenance checks on NTS properties on the island. 10% of the £2500 will go to UP for Admin.

Bridgette is still working on our financial records for 2020-21 as there were numerous transactions for the Fair Food Fund to be entered.

Meeting closed at 8.35pm.

Date of next meeting: **to be decided. Likely to be 11th or 18th August. (Actually Wed 1st Sept).**

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