

# Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE  
ON Tuesday 2<sup>nd</sup> June 2015 at 6:30pm.

## PRESENT

Gordon Thomson (Chair)  
Jane Macaulay  
Hazel Spence  
Minnie Mouatt  
Susan Edwards-Horton  
Sarah McBurnie  
Les Sinclair

## IN ATTENDANCE

Bridgette Thomason  
Megan Burns

### **1. WELCOME AND APOLOGIES**

GT welcomed everyone to the meeting and apologies were noted from Paul Thomson, Fiona Stirling and Frances Browne.

### **2. ELECTION**

Gordon Thomson – Chairperson: -  
Proposed by: Sarah McBurnie  
Seconded by: Jane Macaulay

Steven Swan – Vice Chair: -  
Proposed by: Sarah McBurnie  
Seconded by: Gordon Thomson  
Selected via email after the meeting.

Paul Thomson – Secretary: -  
Proposed by: Gordon Thomson  
Seconded by: Minnie Mouat

### **3. MINUTES FROM PREVIOUS MEETING [30/03/2015] AND MATTERS ARISING**

GT noted that photocopier hadn't been discussed further since previous meeting. BT confirmed money available in CCF budget for this. MB to ask school about second hand photocopiers. TM to browse for suitable copier which would cope with work related materials to be produced.

Minutes proposed and approved by GT, seconded by MM.

### **4. LOCAL DEVELOPMENT OFFICER - RECRUITMENT**

GT confirmed the decision by directors to advertise for a full time 37 hours per week post for Local Development Officer. Advert will include option to job share/reduced hours. Post running from 1<sup>st</sup> July 2015 – 30<sup>th</sup> November 2015. Closing date for applications Friday 19<sup>th</sup> June 2015 at 5pm. Position to be advertised in Shetland News and online.

## 5. LDO REPORT AND PROJECT UPDATES

### Community Skips

Dates decided for skip service for 2015/16. First two dates confirmed with Victor Jamieson – 13<sup>th</sup> June 2015 and August 15<sup>th</sup> 2015. GT noted that the August date was the same weekend as Shetland Reel Music Festival. MB confirmed ferries had already been booked so shouldn't be issues. HS suggested a membership hour to give priority, especially for first busy skip day. Directors discussed and agreed to leave 2 hours open to everyone in community. MB to send out membership cards, date information and skip information to annual members.

### Food Waste Management

MB confirmed business plan is almost complete but still being worked upon. Demand side of things needs to be sought. MB explained the project would see Unst Partnership act as a facilitator towards the likes of URGE, who would then provide local hotels and restaurants with high quality local produce. SM explained the worm casting process, and the benefits were also noted. MB to have business plan completed by the end of June. Project aims for £5,000 profit in year 1, to £15,000 profit by Year 5. MB noted new LDO may be responsible for completing funding application.

### Hydrogen Project

MB to meet with Pure Energy Centre within the next week or two for project to be underway this month. MB and GT explained project to LS. MB reminded directors that Unst Partnership is lead body on this project, and responsible for administration.

### NI4CB

MB explained that Ni4cb have decided to follow in Fair Isle's footsteps and use Fetlar as a pilot for the North Isles for a FTTH (Fibre To The Home) community roll out. This means ni4cb cost the project, apply for funding and use the local community to install fibre broadband. Directors questioned why pilot was to be done in Fetlar. MB explained Fetlar was smaller geographical area, with simpler structure to use as a pilot. JM questioned the structure of broadband signal. Directors explained situation. MB continued to explain in order for NI4CB to do this the group needs to be set up as a legal structure. BT asked about the situation of new homes being built. MB to follow this up.

### Halligarth

GT spoke of public meeting held on 27<sup>th</sup> May to discuss local visions for phase one of the project. MB explained she had been working with NTS and a small local 'steering group' has been set up to liaise with NTS throughout the year. This consists of 7 local people with interests in the project. TM and LDO included in this group.

### Unst Energy Audit

MB confirmed that permissions had been granted from all local groups for Ross Jones of LES to pass on audit to SIC. MB to approach SIC and suggest using developers for hosting renewable energy to their local building. Directors agreed this would be a bottom up and top down approach, in the hope decisions were made.

### Tourism

GT confirmed mistakes on new tourism map. Directors agreed to go for a reprint. MB tasks with altering mistakes. TM to deal with advert issues. Directors agreed that the front cover must remain.

### Other

MB noted new Unst Partnership website was launched.

MB to have summer newsletter to print by the end of June.

MB questioned where the old video tapes had gone after interest. GT confirmed these had been given to Shetland Arts.

MB updated on pontoon issue. MB to meet with Frances Brown to discuss possible funding streams. Currently awaiting response from Yoal Club regarding management.

MB in early stages of speaking to Fiona Stirling and Frances Brown about possible graduate schemes and apprenticeships for Unst.

MB meeting with Frances Brown in June to discuss progress on Welcome Pack. Directors agreed this should only be available to download online unless requested. This allows us to keep it as up to date as possible in order to provide accurate information.

## **6. FINANCIAL REPORT**

BT confirmed UP has core running until March 2016 from HIE. This has been signed and sent to HIE.

BT said Verona's hours need to be confirmed in order to calculate annual leave and surplus for LDO. BT also keen to make TDO projections with TM from July – Sept. This needs to be approved by Sharon at CCF.

Hydrogen project brings £2500 management fee.

MM questioned new pensions law. BT explained UP staging date wasn't until next year, but she will double check.

GT noted that CCF funds could potentially go to Destination North Isles Project.

## **7. AOCB**

BT confirmed documents sent to Companies House and LS was now a director. Vacancy for 2 co-op directors available.

Conflict of interest statements require completion by all directors.

BT explained short term lease extension is being investigated for April 2016 – December 2016.

MM enquired about textile hub and asked how Unst may benefit. Minimum of 8 people and resident teacher required for equipment to be brought up from mainland. Funding required, MM asked if UP could act as facilitator. Directors agreed. May be a job for new LDO in post.

## **8. DATE OF NEXT MEETING**

Next meeting will take place on MB final day: Tuesday 30th June 2015 at 6:30pm in Unit 1.