

# Unst Partnership Ltd

## MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE ON Wednesday 12<sup>TH</sup> November 2014 AT 6PM

### PRESENT

Colin Edwards-Horton  
Susan Edwards-Horton  
Sarah McBurnie  
Jane Macaulay  
Minnie Mouatt  
George Rodger  
Gordon Thomson (Chair)

### IN ATTENDANCE

Verona Shaw  
Frances Browne

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

GT welcomed everyone to the meeting and apologies were noted from Bridgette Thomason, Steven Swan and Fiona Stirling.

### **2. MINUTES OF THE PREVIOUS MEETING [16/9/2014] AND MATTERS ARISING**

GT summarised the Minutes from the last meeting inviting any queries. There has been no further communication with the Shetland Credit Union regarding a satellite office in Unst. The Directors agreed that the trial skips project had been a success and expressed their thanks to VS for organising this.

True Minutes from the meeting on 16<sup>th</sup> September 2014 were proposed by SM and seconded by SEH.

Copies of the approved minutes to be circulated to North Isles Councillors, Unst Community Council and displayed locally and on the website.

### **3. MINUTES OF EGM [16/10/2014] AND MATTERS ARISING**

GT summarised the Minutes from the Extraordinary General meeting on the 16<sup>th</sup> October 2014 and suggested that all points were to be covered by the presented agenda.

The Minutes were proposed as correct by CEH and seconded by MM. There were no matters arising.

### **4. FORWARD PLANNING**

Financial report; accounts, core-funding, income generation and future options:

IN BT's absence, GT summarised the core-running budget to date and the Reserves figure. The security of the core-running funding from HIE for the last six months of the contract was subject to discussions regarding recruitment of a maternity cover LDO. The process and finances for providing Statutory and Ordinary Maternity Pay to VS were explained by GT and VS, and discussed further.

The conversation briefly touched upon the financing of future projects via project led or core-running funding and the detail of future operational capacity/structure and business focus will be carried to the next meeting. It was felt by some Directors that core-running funding was almost impossible to secure, based on recent attempts and rejected applications throughout the last year.

LDO maternity cover recruitment/employer obligations/office space:

GT explained to the Board the situation surrounding the forthcoming maternity leave, maternity pay and employers obligations, based on research and advice given from DTAS to date. The Directors discussed the complications surrounding recruiting a maternity cover for six months and what happens about VS and BT contracts post June 2015. Employment Law states that an

employee can be made redundant if there are “fair and reasonable” grounds for doing so, e.g. a project comes to an end or there is no further funding available. Any similar work available has to be offered to existing employees. There was some discussion as to whether the potential tourism post was similar to the present LDO one; if it was, then it would have to be offered to an existing employee if they had worked for over two years. This will be followed up at the next meeting and the situation clarified in order for VS and BT to fully understand their positions come June 2015.

Concerns were expressed about the short term nature of the maternity post and how to manage a new employee alongside a potential contractor for the Developing Unst Tourism project (if awarded). Correspondence from Fiona Stirling (HIE) noted several points that were discussed relating to meeting funding requirements from January to June 2015 and GT agreed to speak with FS and explain UP’s plans based on these discussions.

VS noted that Graham & Sibbald had been in touch again asking if UP were interested in purchasing Unit 1 at Hagdale. Discussion followed regarding the use of the Unit space, office requirements and future project delivery from the building, alongside financial commitments and associated risk. The Directors agreed the response at this time should be to state that this purchase was still under consideration.

It was also unanimously agreed that the current office lease for Unit 1 should not be renewed at the six month notice period. VS to speak with BT and action this communication with G&S.

## **5. LDO REPORT AND PROJECTS UPDATE**

This report was available to Directors and VS summarised the points not already covered by the agenda.

VS was tasked with summarising the four main projects that will be developed in the forthcoming months by the maternity cover LDO. To be sent to GT asap.

### **Waste Management/recycling**

VS had collated a summary document of the trial skips project (and community feedback that was gathered) which was available to the Directors present. The Board agreed to take this away and look over the document and come back with any comments for how to take this project forward.

### **Tourism Development; CCF Stage 2 application**

The Board asked VS to enquire with the CCF officer as to when in December UP might hear back about the funding award.

### **Unst Energy Audits**

VS confirmed that PEC have been in regular communication regarding the progress of the data collection from the community groups/facilities and that the report is expected in the next week or two.

## **6. AOCB**

VS briefly gave an update from the Yell Tourist Group who are keen to be involved in a North Isles tourism collaboration should the UP tourism development project go ahead in the next year.

MM enquired about the North Isles Learning Partnership and its objectives and role. FB explained about working group and detailed a project surrounding ‘Welcome Packs’ that will be taken forward in the near future. The UP LDO regularly attends the NILP meetings.

It was confirmed that VS’s last day in the office will be Friday 5<sup>th</sup> December and it was proposed by JM for Directors and staff to have a small gathering for tea and cake at 4pm that day (in Unit 1).

## **7. DATE OF NEXT MEETING**

GT to speak with Fiona Stirling regarding a Directors meeting and this will be confirmed by email in due course.