

# Unst Partnership Ltd

## MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE ON MONDAY, 13<sup>th</sup> November 2012 AT 7.00PM

### PRESENT

Murray Brown, Director  
Minnie Mouatt, Director  
Maggi Reyner, Director  
Gordon Thomson, Director (Chair)  
Paul Thomson, Director

### IN ATTENDANCE

Bridgette Thomason – Finance & administration  
Verona Shaw – Local Development Officer

## 1. WELCOME AND APOLOGIES

Gordon welcomed everyone to the meeting.

Apologies from Steve Swan, Jane Macaulay, and Julie Thomson – SIC Community Development Worker.

The official resignation from Dave Howitt was noted by Gordon. Dave is no longer a member or Director with the organisation and the appropriate paperwork has been filed with Companies House.

## 2. MINUTES OF THE PREVIOUS MEETING

Minutes proposed by MR.

Seconded by PT.

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

## 3. MATTERS ARISING FROM THE MINUTE (NOT ON THE MAIN AGENDA)

Newsletters: Verona had newsletters printed and prepared for distribution through the GPO. Thanks to Valerie Johnson and Minnie Mouatt for their support. It was agreed that due to costings the future newsletters will be emailed out with a few hard copies available locally.

Allotments: Previously whilst in post Dave Howitt supervised the allotments and their management. It was hoped that another Director would take on this task and as no one present expressed an interest this would be carried forward to the next meeting.

## 4. LDO REPORT

Attached is a copy of the report presented by VS.

### 4.1 Feedback from meetings/conferences

VS attended the AmbITion conference at Mareel and the CES annual conference (see point 7.2 and attached report).

### 4.2 Priorities

**Community renewable energy project:** consultation and feasibility study

**Bistro review and development:** community consultation and option of community buyout

**Income from assets:** pursue.

### 4.3 LDO and Finance Officer contracts

GT noted the amendments needed to clauses and policies to complete the contracts and will aim to have these finalised as soon as possible.

## **5. FINANCIAL REPORT**

BT gave an update on the financial situation as per previously distributed documents.

### **5.1 Funding**

There is a surplus to be spent (approved by HIE) and other revisions to be sent to HIE. VS to collate quotes for a laptop and accessories, projector and screen and large multi-copier and send out before the next meeting.

The core running budget for next year and up until March 2014 is still in place from HIE and SIC. Mhari Pottinger to be invited to the next UP meeting to discuss the longevity of this post and potential HIE funding after this date.

Income from the sale of the container was noted but Reserves remain at a low level and this should be considered with the development of projects.

VS received a bursary for £200 towards travel expenses to the CES annual conference (see point 7.2). This is currently being claimed and BT suggested the remaining expenses be allocated to core running to meet the full amount rather than 80% from a workforce development plan and 20% from UP reserves.

The account for the Unst Map can now be closed satisfactorily.

BT continues to explore and finalise insurance quotes for the Scooter, wind turbines, polytunnels.

The up to date accounts have been drafted and sent to the accountant but the layout needs amended to comply with OSCR regulations. These should be approved and signed asap in order for BT to submit OSCR and Companies House returns.

### **5.2 Workforce Development Plan/Training Needs Analysis**

UP received an eligibility letter for a workforce development grant from HIE. The date of this letter is important rather than the date of any project approval; therefore training can begin and be claimed against this and future projects.

BT has a workforce development excel plan, completed previously for Fetlar Development Company which can be used as a guide. The group should look to complete their own training needs analysis also and keep this up to date.

See notes under point 6 related to finances.

## **6. ADMINISTRATION/OFFICE MATTERS**

### **6.1 Memo and Arts review (update)**

Since the short meeting to review the Articles of Association BT has updated the documents with the agreed changes and need to include postcode information before sending to Lorne Macleod.

This would then go to the Land Reform Team and subsequently OSCR, Companies House followed by an UP EGM for approval and adoption.

### **6.2 Policies and Procedures**

Changes have been made and some policies are ready to be signed off by GT. Copies should be kept in the Unit and online. BT noted policies that could be added but the group did not deem them relevant at this point in time. Presently there are adopted policies and procedures for UP.

A staff handbook was mentioned and Paul offered VS a template to use in order to prepare such a document. VS to construct the handbook in due course.

### 6.3 UP Assets

VS confirmed the sale of the second hand container to the Pure Energy Centre. Payment still to be received.

A local businessman viewed the old PURE project hydrogen gas canisters but has not agreed to purchase these for scrap metal.

An advert has also gone on Shetlink offering the redundant wind turbine tower. BT suggested contacting 60<sup>0</sup> North Recycling about this also.

VS to contact Steve to ask for help with the unused PCs in the Unit.

VS reported that there is an advert drafted for the hiring of the Lfor Williams trailer – hire rates agreed. However, internet research on similar trailer hire revealed concerns with driving licences, insurance, liability and it was suggested that detailed terms and conditions should be drawn up alongside a hire form. BT to look into insurance and VS into drawing up appropriate terms and conditions.

### 6.4 Office equipment/furniture

VS is in the process of gathering costs for a laptop, data projector and screen and large photocopier and will report via email to the Committee in between meetings. Bookcases for the office have been purchased and delivered and will be erected asap.

### 6.5 Electricity Bill

Monthly meter readings are being recorded by BT for energy consumption projections.

### 6.6 Unst Inshore Services lease payment

Correspondence was received from UIS about the charge for leasing the land the turbines and container are on. Directors agreed to pay annually the fee of £10 plus VAT.

## 7. PROJECTS (ON-GOING)

### 7.1 - Hagdale Turbines & Feed In Tariff (FIT) payments

Gordon has signed and returned the contract to SSE with the up-to-date contact details and submitted a meter reading for a claim to be processed. VS to follow this up in seven days time to ensure payment is received.

VS spoken with Fiona Stirling (Mid Yell) and Andrew Nisbet from North Yell Development Company regarding their renewable energy projects. It is hoped that the groups from across the North Isles working on renewables projects may meet sometime soon.

### 7.2 - Community Wind Project /CES Scotland

VS attended the annual CES conference in Perth and found it extremely useful and interesting in gathering information on how to approach a community renewables project. The first step is to consult the community on their views and ideas for such a project and then identify a few potential suitable sites. A CARES loan is available for a feasibility study. Support and guidance is available from CES throughout and if the feasibility study outcomes do not support project development, the loan defaults to a grant. Directors suggested a public meeting in January 2013

### 7.3 – Bistro: closure and community interest

Verona explained that she met with Marie Hallam and Willie Mouat to check over and lock up the Bistro. The premises were in very good condition with only one window in the kitchen needing attention. Electricity readings were taken also. GT has contacted the Hamilton- Hemingways to confirm this and to arrange for the £1000 deposit to be returned. Discussion followed regarding a management fee for the project: GT to enquire with donor but it was agreed for all future projects to include this element at 10% or 15%.

Marie has been requested to submit detailed trading figures to the Partnership to allow a full review of the business operation over the short opening period this year. VS to follow this up.

UP and UCC have been contacted by members of the community who are keen to look into a community buyout option of the premises and have enquired about a public meeting. VS and Frances Browne looking into this as the owners have expressed a willingness to support this option. HIE will also be consulted to discuss the issue of business displacement and potential management models.

#### 7.4 - Halligarth NTS

NTS have been in touch about the properties and are applying for funding to undertake an options appraisal of the site and a survey which would take place in Spring 2013. They are looking to us to engage with the local community and collate ideas and feedback on developing the site as a local and visitor attraction.

#### 7.5 – Proposed Tourism discussion group

VS and MM have arranged for an initial open meeting on 14<sup>th</sup> November 2012 and to date 15 people have expressed an interest in attending. The aim is to offer an opportunity for local people involved with tourism to discuss the past season and consider forming a focus group to promote tourism on Unst.

#### 7.6 – Twinning/partnership with Isles of Scilly

VS intimated she had a phone call exchange with Joel Williams of the Children and Youth Services Department at the Isles of Scilly Council with regard to some sort of partnership or link. It revealed that possibly the best route in the first instance would be to link the schools and youth clubs. The Directors felt VS should pass this onto BJHS to see if there was an interest there.

#### 7.7 – Website and promotion

On-going information being posted on the UP website by VS. Minnie had noted some alterations to be made on the unst.org website and Paul agreed to look into this and add VS as an editor for the future.

Verona will also have an UP information stand at the forthcoming Craft Fair in the Baltasound Hall on 25<sup>th</sup> November 2012.

### **8. PROJECTS (NEW) – OPEN IDEAS SESSION**

Discussion followed around the recent consultation document circulated from SIC regarding the ferry reviews and options for Unst. It was agreed to promote attendance at the public meeting on 14<sup>th</sup> November and to submit a feedback form on behalf of the local community. VS to attend the public meeting and collate notes for the feedback form; distribute around Directors for approval before submitting.

VS previously enquired about the creation of an UP desktop calendar for sale and had an example to show the Committee that had been made personally. It was pointed out that there is a similar calendar available locally from Peeriebitz and this may cause a conflict for the Partnership. If an UP 2014 calendar was to be made it was thought by some Directors that it should be available for sale during the summer season. VS estimated a potential profit of £200 on the production of 100 calendars. To be pursued next year if appropriate.

Minnie explained an idea regarding seaweed farming and this as a potential new enterprise for a local person to investigate.

It was proposed that any new ideas be listed in a notebook that VS will keep in Unit 1. Ideas should be submitted and discussed with VS for collation before each meeting.

### **9. AOCB**

There was a brief exchange concerning the appointment of a replacement vice-chair on the Committee. As no one came forward it was agreed to discuss this at the next meeting when hopefully more Directors are present.

VS mentioned a questionnaire received from Voluntary Action Shetland about community capacity and the Scottish Government change plan; 'Reshaping Care For the Elderly.' We have been asked to distribute this to local third sector groups who provide services for the elderly but on investigation VS could not find any relevant contacts.

A copy of the Unst Heritage Trust end of season report was circulated.

<b>10. DATE OF NEXT MEETING</b>
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**Tuesday 11/12/12 at 7pm** – *\*Could the start time be brought forward to 6 or 630pm?*