

# Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE  
ON Monday 23<sup>rd</sup> February 2015 at 6:30pm.

## PRESENT

Sarah McBurnie  
Jane Macaulay  
Minnie Mouatt  
George Rodger  
Gordon Thomson (Chair)  
Hazel Spence  
Paul Thomson  
Steven Swan

## IN ATTENDANCE

Megan Burns  
Frances Browne  
Bridgette Thomason

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

GT welcomed everyone to the meeting and apologies were noted from Susan Edwards-Horton.

### **2. MINUTES OF THE PREVIOUS MEETING [26/01/2015] AND MATTERS ARISING**

GT confirmed Unst Partnership Ltd had received Coastal Communities Funding for Tourism Development Officer post.

MB confirmed Jeff Goddard from Shetland Credit Union will be arriving on 4<sup>th</sup> March 1530 for one to one meetings on financial advice. Directors agreed meetings should take place in the youth club. MB to finalise plans and advertise.

True Minutes from the meeting on 26<sup>th</sup> January 20154 were proposed by SM and seconded by MM.

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

### **3. Tourism Development Officer – Forward Planning**

BT noted we are still awaiting grant offer documents as it has been delayed because of state aid. BT continued to explain funding could be deminimus which may affect future funding of this nature; we wait to hear if this is the case.

GT confirmed UP were re-advertising the TDO position to gain a competitive interview for the job. TDO funding must be spent by December 2016 and due to the delay in recruitment, the short fixed term post has changed to 30 hours per week instead of 24. GT confirmed post would finish on original date, 30<sup>th</sup> September 2016. FB suggested the management of the TDO needed discussion. Directors agreed, and will discuss line management on Saturday at TDO application shortlist meeting. MM delivered her summary of important factors to consider for TDO shortlisting. These are to be emailed out to appropriate directors involved. GT to send out applications received on Friday.

BT noted there is money within capital costs and suggested a new laptop for TDO, printer and software. Directors agreed, BT to order.

#### 4. LDO Report and Project Update

##### Community skips

MB noted she had called Scottish Sea Farms regarding the funding. She confirmed there had been a delay and UP were due to hear if funding application had been successful by the end of the week. GT expressed concerns regarding the community questioning if the project was going ahead. MB and GT explained if unsuccessful, the SIC Community Development Fund will be applied for.

##### Food Waste Management

MB expressed Fiona Stirling's interest in this project and confirmed Fiona had sourced time from Eriskay Associates Ltd who undertook waste management report with Verona. MB had addressed location with Frank Strang and he had suggested an unused RAF building. MB to confirm this. MB noted a letter for donation had been sent to Unst Community Council and would be discussed at their meeting on Thursday 26<sup>th</sup> February 2015. MB explained 51 community surveys had been received from the community, 48 of which expressed positive interest in taking part in the food waste scheme. The composter can hold between 50-70 households' food waste, which means sufficient interest was present in the community with an expected increase once the project is underway. SS questioned the composter's ability to take meat. SM suggested speaking to Environmental Health. JM and HS questioned the CO2 emissions from cars if a collection service was not possible. MB to follow up each of these queries.

##### Renewable Project – Unst Energy Audit

GT explained the outcomes of PURE Energy Audit to directors. MB noted she had spoken to BJHS and they were keen to become involved but permission and discussion was required with SIC. GT spoke of meeting with MB and decision to approach groups with provision of renewable energy in return for 100% of FITS. GT suggested Social Investment Scotland loan with 8% interest which would be paid off with the FITS received and would take 4-6 years. FB noted that because they are a social enterprise, SIS often gives holiday payment periods if payment became a struggle due to lack of wind. BT suggested looking for investors & continued to explain investors receive tax break benefits and share dividends. SS, FB and MB suggested crowdfunding as an option. FB noted that before this stage was reached, confirmation of commitment from local groups and land permission was required. MB tasked to see if previous halls/community groups throughout Shetland think investment in renewable energy has been worthwhile. MB also tasked with finding the systems present in these buildings and whether they have cooperated well with a wind turbine.

##### Community Broadband – ni4cb

GT explained information was still required and the project was currently hindered. MB stated she had spoken to Robert Thomson and he asked to be aware of news on the cable since the Viking Energy project had gained permission. FB to speak to local councillor.

##### Hydrogen Project

UP & PURE had been approached by the SIC regarding this project initially. GT confirmed MB has submitted a £30,000 application to CARES Infrastructure and Innovation Fund for a feasibility study in the production and use of hydrogen, nitrogen and oxygen on Unst. SS expressed concerns over community perceptions on Unst Partnership and PURE projects having no sustainable outcome for Unst. Directors agreed that raising public/community awareness of the project was key. MB tasked with doing this throughout the project. MB confirmed we would know if funding application was successful by 30<sup>th</sup> March 2015.

##### Tourism

GT summarised this had already been discussed in Forward Planning.

## **5. Financial Report**

BT detailed the current financial position of both restricted & unrestricted funds as circulated by e-mail to Directors.

BT expressed interest in updating her SAGE software for a one off payment of £352 which allows data to be linked and saved to a cloud, enabling her and the UP accountant to access information from any device. Directors agreed to allow her to update considering her current version was 2010.

BT said she had spoken to Mark Wilson, HIE and asked him to clarify the break option lease conditions, now that the Partnership have secured funding to December 2016. GT suggested trying to extend to December 2016 since TDO position was confirmed. Directors agreed that UP shouldn't be tied to a 3 year lease with an unsecure future.

## **6. AOCB**

MB noted that a funding application to The Robertson Trust was to be submitted ASAP for £15,000 towards core running costs for LDO post. BT confirmed a budget for the next three years of LDO and Book Keepers employment had been devised.

GT noted permission had been granted from CCF to sell polytunnels and asked for director's thoughts. JM noted the emails that had been circulating between directors, and confirmed that there was general consensus to sell. BT advised that the annual rental income just covered the public liability & insurance cover for the container & tools. PT suggested approaching the current renters and asking them to buy, if unsuccessful put tunnels on open market. SS suggested not selling, but offering full responsibility to renters for an allotted time then asking to sell. Directors agreed that safety and responsibility of the polytunnels couldn't be guaranteed and it was a risk due to polytunnels being situated so close to the school. BT suggested gathering renters and explaining situation. Directors agreed. MB to arrange a date for meeting between directors and polytunnel renters.

BT had circulated a draft projected core running budget alongside salary costings to Directors & expressed interest in increasing wage for LDO post to match her wage for TDO post. Directors agreed.

BT expressed concerns over UP's future if solid projects were not developed as soon as possible. Directors agreed. BT suggested looking for project funding rather than core funding that would at least take LDO to end of feasibility study dates. This would be February 2016.

## **7. Date of Next Meeting**

Discussion of TDO applicants will take place on Saturday 28<sup>th</sup> February 2015 at 11am. GT, MM, FB, JM, SS and SM in attendance.

Next directors meeting will take place Monday 30<sup>th</sup> March 2015 at 4pm.