

# Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE  
ON MONDAY, 23<sup>rd</sup> July 2012 AT 7.00PM

## PRESENT

Gordon Thomson, Chair/Director  
Maggi Reyner, Director  
Murray Brown, Director  
Steve Swan, Director  
Dave Howitt, Director  
Minnie Mouatt, Director  
Jane Macaulay, Director

Julie Thomson – Community Development Worker  
Frances Browne – Community Development Worker  
Bridgette Thomason – UP Administration

The meeting was chaired by Gordon.

## **1. APOLOGIES**

Mhari Pottinger - Senior Development Manager, Highlands & Islands Enterprise (HIE)  
Paul Thomson - Director

## **2. MINUTES OF THE PREVIOUS MEETING**

Minutes of the monthly meeting of the 14<sup>th</sup> June 2012 had been circulated and were taken as read & adopted. Proposed by Gordon seconded by Minnie.

## **3. MATTERS ARISING FROM THE MINUTE**

### **3.1 LDO POST**

A number of applications for the job had been received. The meeting agreed to consider the applications at a separate meeting on 24.7.12.

### **3.2 INCOME GENERATION / WIND TURBINES**

Not much to report on this. The Community Energy Scotland (CES) posts had not yet been filled. In the future there will be one Field Officer for Shetland. UP has expressed an interest in the CES Cares Loan Scheme.

UP Turbines: PURE are to examine the turbines on a suitable day and will report back on what maintenance needs to be done. Dave to assist.

### **3.3 TOURISM**

The **tourist map of Unst** has been distributed widely throughout Shetland. A discussion followed about putting maps to the EXPO exhibition for the travel trade to be held in Glasgow April 2013. Also discussed the number of maps required for print runs in the future. It was agreed that at the

### 3. MATTERS ARISING FROM THE MINUTE (cont)

next print run there would be a scale, a disclaimer, road numbers and an acknowledgement of sponsors (which had been overlooked at the first print run). Toilet at Uyeasound not marked. The meeting agreed to ring-fence £500 for the next print run.

**Northern Lights Bistro:** Discussion on monitoring the progress of the Bistro throughout the season. **Action: GT and DH to arrange a meeting.**

**SNH Information Centre at Hermaness:** SNH is collecting the views of all interested parties and is continuing to look at options.

#### 3.4 Community Allotments

The meeting agreed to **Action: BT to chase up the outstanding payments with another reminder.** Next year the payment will have to be made *before* the end of March i.e. before the start of the new financial year. GT informed the meeting that the tenants from polytunnel no 6 have moved into polytunnel no 5.

#### 3.5 National Trust for Scotland

Rob Cowan from the NT has visited. He expressed an interest in putting up information boards and maybe advertising a picnic site. Car parking would need to be reviewed so that visitors did not block access to Rohan. It is unlikely that there is any future in renovating the house. FB suggested a donation box at the site to help cover costs. DH had spoken to Alan Barrow from the NT who was wanting to arrange a meeting with UP for Wed 6<sup>th</sup> September.

#### 3.6 Uyeasound School/Schoolhouse

FB reported the following options had been discussed:

- (a) Self catering accommodation with disabled access. Andy Thornton was keen to see N.Isles with these facilities for short breaks
- (b) Artists accommodation/working space
- (c) Community shop

John Malloy (Assets and Properties) was looking for further expressions of interest.

#### 3.7 Twinning

**Action: DH to put up a notice in the shops to find out interest locally.**

### 4. ADMINISTRATION/OFFICE MATTERS

#### 4.1 UP STRUCTURE

DH discussed his suggestions on Director responsibilities and UP's role in the community. Directors taking the lead on different areas will depend on who comes into post as the LDO. The meeting went on to speak about business liaison and Eco tourism touching on the Haroldswick Hall's Tourism Action Plan.

DH agreed to take responsibility for allotments.

PT (not at the meeting) was proposed to take responsibility for the website/IT

A proforma for skills/interests etc is to be circulated.

## 4.2 UP ASSETS

BT explained that a number of out of date assets had been written off as discussed at the previous UP meeting. She was also looking again at the fixed asset schedule.

FB to ask Ross Gazey about sign making equipment.

SS offered assistance from one of his hotel staff to make good existing UP assets.

## 4.3 OFFICE EQUIPMENT AND FURNITURE

BT had spoken to Fairer Scotland but no funding was available for office equipment or furniture.

## 4.4 POLICIES AND PROCEDURES – FINANCIAL CONTROLS POLICY

BT to email out final copy of Financial Controls Policy

## 4.5 MEMORANDUM AND ARTICLES OF ASSOCIATION

Lorne McLeod had suggested updating the Memo and Arts. **Action: BT to update and send to Lorne for checking before sending on to OSCR and Companies House.**

## 5.0 FINANCIAL REPORT

The Financial Report had been received by email from BT. There were no questions regarding the Financial report from the meeting.

## 6.0 LDO RECRUITMENT AND PRIORITIES

(see above – to be discussed at meeting on 24.7.12)

## 7.0 AOCB

7.1 Handouts from Lorne McLeod distributed

7.2 Update from Community Regeneration Partnership Meeting – changes were proposed to make the CRPM more useful for LDOs in Fetlar, Northmavine and Unst by providing a bit more support. There was a link-up with Orkney planned to see how the LDOs work there. Also consideration of ways to let the LDOs meet up more frequently.

7.3 Discussion on the Community Development Plan and ways of updating as necessary.

**Action: FB and JT to source most recent update.**

7.4 Workforce Development Plan – **Action: BT to complete in order to apply for further funding.**

## 8. DATE OF NEXT MEETING

It was decided to discuss this by email.

Since there was no further business the Meeting was brought to a close.