

# Unst Partnership Ltd

## MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE ON TUESDAY, 24<sup>th</sup> September 2013 AT 7.00PM

### PRESENT

Murray Brown  
Chris Dumont  
Jane Macaulay  
Minnie Mouatt  
George Rodger  
Gordon Thomson, Director (Chair)  
Paul Thomson

### IN ATTENDANCE

Verona Shaw – Local Development Officer  
Bridgette Thomason- Finance Officer

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

Gordon welcomed everyone to the meeting.

Apologies from Frances Browne (SIC) and Fiona Stirling (HIE).

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

Minutes from the meeting on 27<sup>th</sup> August 2013 were proposed by MB and 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)**

GT touched upon the development of the Bistro with relation to a social enterprise opportunity: it was noted that there had been no further development with this project. The requirement for a long term lease, whether through a let or sub-let, was touched upon as it was felt this was the only real way to trial a catering business of this sort. VS is in the process of writing up a business plan with options to present to the Board but it was felt that this should be a lesser priority at the moment.

### **4. LDO REPORT**

Attached is a copy of the report provided by VS.

#### 4.1 Update

VS summarised the CAM Social Enterprise Academy workshop that was recently attended by GT, BT and VS in Fetlar. The workshop saw useful discussions identify the need for a strategic review of aims and priorities with the focus on income generating business opportunities and the production of a Community Growth Plan. BT and VS to meet with Fiona Stirling soon to discuss this. The group considered the priorities set recently and deliberated core funding and project funding options and the need to work up strong business opportunities in order to continue past March 2014.

VS updated the group on the progress of the Unst tour programme as part of the NANSW conference and intimated that help may be asked for nearer the event day. JM/MM to contact Directors if needed.

VS also noted that she is assisting BJHS nursery department with their funding application to the BIG Lottery.

It was noted that a summer newsletter was overdue and GT thought it was important to provide the community with an update as soon as possible.

## 5. FINANCIAL REPORT

### 5.1 Accounts update, including assets

BT summarised the current balance, reserves and core running budget. Bridgette noted concern with the very tight and unrealistic core running budget and asked the Directors to look at the figures and suggest any solutions for the forthcoming annual budget. A six-monthly report is due to Fairer Scotland fund (via SIC). A FIT payment is due imminently from SSE for the last three months but this will just offset the invoice from PEC for the recent paint work undertaken. The CDF award from SIC should be in the account soon and monies will be dispensed as and when invoices submitted from the contractor.

The draft accounts from Bon Accord were presented and approved: signed by GT and PT. These should be made accessible to the public and posted on the UP website (VS).

BT had provided a copy of the current fixed assets schedule previously. Discussion revealed that some of the assets were no longer of value or in the Partnership's possession so could be written off. BT to follow up and contact Bon Accord to amend the accounts accordingly (these will need to be resigned).

VS and BT had received debit cards from the bank and should be used now in replace of claiming expenses. Cards were also provided for GT and PT and will be kept securely in the office until needed.

BT noted that although a cheque had arrived from the bank transferring the remaining balance from the Unst Development Forum bank account, it had been addressed incorrectly. BT to follow up with the bank.

The Board were reminded that there are still vacancies for one Director, two co-opted Directors and one Community Council appointed Director. GT/MM to take this point to the next UCC meeting and ask the UCC Board to formally appoint a representative.

### 5.2 Core funding, social fundraiser

Fiona Stirling, provided VS with a further update prior to the meeting stating that a bid had been put forward for the Shetland CAM areas and we would hear back in due course. VS noted the funding bodies she had identified as potential match funders and that the applications were being completed at present. Without a firm decision from HIE regarding funding commitment, submission of the applications will be held until next month. BT explained that at the CAM workshop the NCDC Chairperson noted that their Board meets annually to produce a strategic plan and set targets for the forthcoming year and perhaps UP Board would consider the same approach.

Social fundraising ideas were not discussed.

## 6. Projects

North Isles Community Broadband: a new website [www.ni4cb.com](http://www.ni4cb.com) has been launched and a Facebook page dedicated to community engagement. Another short survey has been circulated online in order to gather and map users' postcodes and speeds. Directors were asked to promote this website and survey as much as possible before 30<sup>th</sup> September in order to try and raise the number of responses. A scoping overview is on-going in gathering information to present the case to Community Broadband Scotland. A meeting will be held on 7<sup>th</sup> October with a CBS advisor to ask advice and develop this project further.

Unst Waste Reduction/Recycling: UP have been successfully awarded a grant from SIC's Community Development Fund and the recruitment process is now underway to appoint a

contractor for the short term research post. Closing date 4<sup>th</sup> October 2013 at 4pm. A few conflicts of interest from Directors and staff were noted with regard to the recruitment process.

#### **7. AOCB**

GT enquired about the electric scooter and whether this could be advertised and hired out rather than sitting as an unused asset. BT to check grant conditions.

GT further queried the polytunnels and the current condition relating to covers, nets etc.: some of the group agreed to meet at the site on 28<sup>th</sup> September to secure what they could and assess the state of the one unused allotment.

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

**Tuesday 12/11/2013 at 7pm in Unit 1.**