

Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE
ON TUESDAY, 5th MARCH 2013 AT 7.00PM

PRESENT

Murray Brown, Director
Jane Macaulay, Director
Minnie Mouatt, Director
Gordon Thomson, Director (Chair)
Paul Thomson, Director

Steve Swan (Vice-chair)

IN ATTENDANCE

Bridgette Thomason – Finance & Administration
Verona Shaw – Local Development Officer
Frances Browne – Community Worker SIC (from 830pm)

1. WELCOME AND APOLOGIES

Gordon welcomed everyone to the meeting. Apologies from Mhari Pottinger and Frances Browne to join the meeting later.

2. MINUTES OF THE PREVIOUS MEETING

Minutes proposed by MB. 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)

Point 8, VS noted that emails had been sent to Phil Crossland regarding the airport enquiry but no reply has been received.

4. LDO REPORT

Attached is a copy of the report provided by VS.
Most points were to be covered in the following agenda points.

4.1 Priorities and current projects

VS was keen to discuss and set a date for community consultation/s with reference to gathering views and opinions on potential renewables/wind turbine developments, using Community Right to Buy and the Bistro. All agreed a joint session should take place to encourage attendance and that a drop-in session would possibly be more effective than a formal meeting time. This is to be held before the AGM, which is the next UP meeting, and will take place on the 23rd April 2013 from 6.30-8pm (venue tbc). As many Directors as possible agreed to attend and support the consultation.

A brief overview of the recent HIE meeting of Local Development Officers in Orkney was given and of the beneficial findings. VS also noted that she had met with Kyle Sylvester, the new Tourism Development Officer on Fetlar.

5. FINANCIAL REPORT

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

5.1 Funding and accounts update – including office equipment.

BT had received approval from HIE and SIC to spend the remaining budget on office equipment; orders placed as agreed. Ferry multi-journey tickets should also be bought. MB may be able to assist with the transfer of goods bought up from Lerwick.

Core running funding beyond March 2014 was discussed again and the group are concerned about securing funding for the LDO and Finance Officer posts. VS to begin to explore external funding routes whilst waiting to hear from HIE and SIC regarding potential commitment. GT to contact Mhari Pottinger about future core running enquiry.

BT asked the Committee if they would consider agreeing to debit cards being provided for both staff members and the Chair, in order to better manage expenses and avoid large outgoings from personal funds. All agreed to this and GT expressed that there was no need for him to have one as he rarely made purchases now there was a LDO.

BT explained the forward projections for 2013-2014 that had been calculated and noted an excess due to increased insurance covers. It was discussed that cuts could be made from various budget headings and confirmed that an overdraft was in place to cover any ill-timed transactions. This will be an on-going discussion point throughout the next year and as funding is managed and secured for the future.

5.2 Workforce Development Plan/Training

A draft WDP has been created by VS which includes the potential training opportunities noted below. Dates for conferences and events of interest due to be held later in the year should be investigated and included in the Plan if relevant. VS explained she has a quote from Train Shetland for bespoke IT sessions and has spoken with Voluntary Action Shetland to register interest in a Project Management course. Notes on Microsoft Publisher have been received and Paul Thomson offered instruction and guidance if needed.

6. ADMINISTRATION/OFFICE MATTERS

6.1 Articles of Association update

BT stated approval has been received from OSCR regarding the amended Articles of Association. These must be adopted at the forthcoming AGM (see Point 10) - subject to approval by the members - and the special resolution approved before sending on to Companies House.

6.2 Policies and Procedures, staff handbook

There are five policies still to be completed and approved. BT explained the contents of the Conflict of Interest Policy to staff and Directors which needs to be completed and submitted to the Company Secretary on an annual basis. BT to email out copies and all staff and Directors to read over Policy and Statement and return asap. On-going development of handbook.

6.3 UP Assets – trailer, allotments, office space rental enquiry

VS confirmed that adverts for the trailer were now in the local shops but there have been no notes of interest to date.

Allotments; as above under point 3.

An enquiry has been made from a local company looking for office space to whether there would be an opportunity within Unit 1 to develop additional office space for sub-letting. VS to contact HIE and discuss options and permissions, SS to tentatively measure office space and investigate materials needed. Until permission is granted from the landlords no decisions surrounding rent or lease periods can be taken further.

There is an abundance of old office equipment (from Unst Animation and previous projects) gathering in Unit 1 which is of no use to the Partnership. It was agreed that a notice should be put up locally to see if anyone would like to take the equipment away in exchange for a small donation to UP; otherwise they must be disposed of before the end of the month.

7. PROJECTS (ON-GOING)

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

Next FIT claim due to be submitted 31st March. Payments are averaging at about £85 per month so far. VS to enquire with PEC regarding timescales for the fitting of the new blade springs.

7.2 - Bistro: Community Right to Buy option

VS explained that the Community Assets teams at the Scottish Government and HIE had provided useful advice on how the initiative can be used to purchase property such as the Bistro. Stephen Johnston from David Adamson, Chartered Surveyors, was also contacted and a quote received for an independent valuation of the Northern Lights Bistro. An application was made to HIE Community Assets team and a grant awarded to undertake the valuation. VS to contact Stephen Johnston to confirm date and time. The Committee agreed that having an accurate value for the property was essential in making any further decisions. The next step will be to consult the wider local community on options for developing a project, if financially possible.

See point 4 above regarding consultation arrangements.

7.3 – Halligarth NTS

VS provided an update from correspondence received recently from NTS: Halligarth House is now a listed building and SAT are undertaking emergency repairs on the roof at present. NTS staff will be visiting Unst in April and July to carry out a feasibility study and research options for the regeneration of the site. UP are invited to be involved in providing comments and feedback from the local community. VS to hand out questionnaires locally 21st and 22nd March with assistance from BJHS pupils (tbc).

7.4 – Unst Map review

Ted Harrison has made the desired amendments to the map and this has been circulated to Directors via email for comments. Directors agreed they were happy to go ahead with the printing of the updated map. SS is assisting VS with the adverts and finding the best quote for printing services. BT currently processing advert payments and associated administration.

7.5 – Website, social media and promotion

Since the last meeting the New Year newsletter has been distributed online and via email and post. VS explained an unfortunate error with the posting to mail-only members and apologised for the mistake with using incorrect stamps. It was noted that the new Facebook page continues to be well received and VS endeavours to publish regular posts and links with local organisations and businesses. SS suggested focussing on promoting employment opportunities on Facebook and the unst.org website: VS and PT to follow up.

7.6 – NANSW Conference 2013

MM updated the group that due to logistics, timing and limited finances the Unst programme would now only be taking place as a day trip on the Sunday of the conference. MM and VS working on the budget and programme and reporting back to the organising committee.

7.7 – Unst Heritage Trust funding support

VS explained she had discussed with Rhoda Hughson the details of submitting an application to the Heritage Lottery Fund for a temporary Development Worker for the Trust. VS to submit enquiry form to funders and RH to consult Trustees at forthcoming Directors meeting.

8. PROJECTS (NEW) – OPEN IDEAS SESSION

No new ideas brought forward.

9. AOCB

There was no other competent business.

10. DATE OF NEXT MEETING

**AGM Tuesday 23/4/2013 at 8pm in the Library of the Baltasound Hall (tbc).
New members and Directors welcome.**