

# Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE  
ON MONDAY, 6<sup>th</sup> MAY 2013 AT 7.00PM

## PRESENT

Chris Dumont  
Jane Macaulay  
Minnie Mouatt  
George Rodger  
Steve Swan (Vice-chair)  
Gordon Thomson, Director (Chair)

## IN ATTENDANCE

Verona Shaw – Local Development Officer  
Frances Browne – Community Worker SIC (from 730pm)

## **1. WELCOME AND APOLOGIES**

Gordon welcomed everyone to the meeting and in particular the two new Directors, George and Chris. It was also confirmed that Maggie Reyner had stepped down as a Director, thanks to Maggi for her commitment to the Partnership over the years.

Apologies from Bridgette Thomason, Murray Brown, Paul Thomson and Frances Browne to join the meeting later.

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

Minutes proposed by SS. Seconded by JM.  
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)**

Gordon thanked SS for his assistance in disposing of the old and unwanted office equipment. SS noted that he is also working on updating the memory and software of the old UP laptop so that it may be sold on.

## **4. APPOINTMENT OF COMMITTEE OFFICE BEARERS**

There were no intimations from the current officer bearers to stand down and the following nominations took place:

Chair: Gordon Thomson, proposed by SS and seconded by JM.  
Vice-Chair: Steven Swan, proposed by JM and seconded by Chris Dumont.  
Company Secretary: Paul Thomson, proposed by GT and seconded by SS.

According to the amended Articles of Association, Unst Community Council should be contacted and invited to nominate a Director onto the Board. As GT and MM are on the UCC they may wish to undertake this representation or appoint someone else. VS to follow up.

Discussion ensued about any other representatives in the local community who should be included on the agenda distribution for the regular committee meetings: it was agreed that all North Isles Councillors to be sent agendas in the future.

## **5. 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**

Bistro: the valuation report from Stephen Johnston had been received and the figure quoted was discussed. The Directors continued to consider the community benefits and options for buying the property and how best to engage the local community on how this could operate. GT to contact owners and enquire about negotiation of price.

Office space rental enquiry: following on from an enquiry to develop additional office space for sub-letting or the sale of Unit 1, the Committee decided this would not be a viable option at present.

Community broadband – Unst/North Isles: VS and Robert Thomson (Fetlar Developments Ltd) were to meet with Shetland Broadband and Shetland Telecom representatives regarding options for offering everyone in Unst and across the North Isles access to very high speed broadband. There are several issues including a vast disparity in: what (if any) broadband service people get, what is BT's situation, and the future of the Pathfinder scheme (SIC). VS to report back to the Committee after the meeting.

Verona noted a few points from the report including attendance at the regular North Isles Learning Partnership meetings and the development of welcome packs, attendance at the Yell Tourist Group meetings and opportunities for joint-working and promotion.

## **6. FINANCIAL REPORT**

In BT's absence Verona summarised a few points provided by Bridgette.

### **6.1 Approval of accounts to 31<sup>st</sup> March 2013**

These were approved at the AGM and forwarded to Bon Accord.

### **6.2 Core funding and accounts update**

The last £10,000 for core running has been received from SIC and BT has submitted the relevant claim to HIE. All other core running expenditure is within budget at present; BT to provide detailed figures at the next Board meeting.

### **6.3 Overdraft renewal, debit cards**

The overdraft options were discussed and all agreed to decrease the limit to £3000 with a reduced charge. BT to follow this up.

In addition, as the Committee had agreed to the ordering of debit cards for both staff members, the relevant paperwork was completed at the meeting. BT to submit paperwork to the bank.

#### 6.4 Workforce Development Plan, training

VS summarised the updated plan which includes a Project Management course, DTAS annual conference and another HIE Community Account Managed group event later in the year.

### **7. ADMINISTRATION/OFFICE MATTERS**

#### 7.1 Articles of Association update

The amended Articles of Association were adopted at the recent AGM and have been sent on to Companies House for approval.

#### 7.2 Policies and Procedures, staff handbook

On-going with five policies to be completed and approved. Due to the year end and AGM paperwork, book-keeping hours were limited this month but draft copies of the remaining policies should be available at the next Board meeting (BT).

#### 7.3 UP Assets – trailer, allotments

Trailer: VS informed the group of recent rentals (2).

Allotments: Jane informed the group of several recent enquiries and noted there was now one vacant polytunnel, number five – with no cover on. Due to the difficulties and limitations in working with the tough terrain, and especially for someone new to horticulture, the group discussed options for making the rental more attractive and practical. It was decided to offer the last available allotment at reduced rate due to the growing season being underway and a group of volunteers would assemble to erect the cover/nets to assist with getting someone started.

Furthermore, it was noted that the water supply at the site was very restricted however one volunteer has offered a solution through the provision of water tubs. JM and GT agreed to take this forward and set up with the help of the allotmenters. Implications surrounding the health and safety of the BJHS pupils who could have access to tubs of water and compost heaps ensued: VS to contact SIC for advice and guidance.

### **8. PROJECTS (ON-GOING)**

#### 8.1 - Hagdale Turbines; new blade springs, labour

VS confirmed another FIT payment had been received at the start of April. New blade springs were fitted on 29/4/13; GT offered thanks to SS for providing staff to help with this maintenance. It is anticipated that production will increase by around 40% which will be reflected in the future FIT payments received. Ross Gazey, PEC, provided a report on the service which included an advisory note that there is corrosion on the hub that requires attention to prevent further ingress. The group discussed the cost and implications of this and agreed to go ahead with the work, anticipating acquiring further labour nearer the time.

#### 8.2 – Halligarth NTS

GT and VS updated the group on recent discussions with NTS representatives when they were on Unst looking at the house and woods. An options appraisal and funding application will be put forward in order to progress with this project to protect, enhance and promote access to the site. VS had previously undertaken surveys locally and online and the results of these were included in the report submitted by the NTS to funders. Community engagement will increase once funding is secured to advance this project.

### 8.3 – New Unst Map

5000 copies of the new map have arrived and after a slight amendment to one advert, will be ready for distribution. All Directors to assist with the modification and distribution where possible; locations and quantities discussed and agreed.

### 8.4 – Website, social media and next newsletter

VS noted that local engagement with the Facebook page is increasing. A Spring Newsletter is due and VS to draft a version and send to Directors asap.

### 8.5 – NANSW Conference 2013

MM, JM and VS are working on the Unst programme.

### 8.6 – Local funding support

On-going: VS and Rhoda Hughson are compiling an application to the Heritage Lottery Fund and a potential project enquiry has been submitted from the Uyeasound Waterfront Trust for an upgrade to the pontoon in Uyeasound.

## 9. PROJECTS (NEW) – OPEN IDEAS SESSION

CD mentioned about an idea for using cycle generators which would have the benefits of improving health and fitness alongside providing your own energy and reducing environmental impacts. CD has a contact for VS to follow up with to discuss practicalities and options.

VS speculated on the need for an alternative service to replace the community skips that are no longer available: the group agreed for VS to research local options.

MM expressed the idea of an ‘up-cycling’ project where old furniture/wooden items could be donated and a group of local volunteers repair and restore these for onward sale. This could be an opportunity to train local people in new skills, whilst providing a facility for the disposal of unwanted goods and creating a small income? FB noted there are good examples of projects like this across the UK; VS to investigate this.

## 10. AOCB

FB enquired about an email that had been sent to the Partnership and/or GT asking for feedback on the new structure of the Community Development Fund (funding available to Community Councils and Development Companies); VS to look into this and explore opportunities for applications.

FB also asked about actions that could be followed up from the recent community consultation; VS is looking into some of these already e.g. community broadband, Halligarth but this is to be added to the agenda for the next meeting.

## 11. DATE OF NEXT MEETING

**Tuesday 4/6/2013 at 7pm in Unit 1.**