**Unst Partnership Ltd.**

**Minutes of Directors Meeting held at Hagdale Industrial Estate, Baltasound**

**on Wednesday 16th May 2018.**

**Present:**

G. Thomson (Chair), Di Hervey (Minutes), C. Edwards-Horton, S. Edwards-Horton.

**Apologies:**

S. McBurnie, L. Sinclair.

**Copies to:** Unst CC; Ryan Thomson, Alec Priest, Duncan Simpson (North Isles SIC Councillors)

1. **Matters arising from Minute of 11th April**.

Bridgette Thomason had looked over our accounts for AGM financial report. They will now be passed to Bon Accord Accounting for annual audit. (Bridgette now works for Bon Accord but cannot do the audit due to conflict of interest. But she did think fee would be lower this year as we had no paid staffing and therefore fewer transactions.)

1. **Election of office bearers:** Chair Gordon Thomson – proposed by Colin Edwards-Horton, sec Susan Edwards-Horton

Vice Chair Sarah McBurnie prop Di Hervey, sec. CEH

Company secretary – George Rodger

Book-keeping to be done by Gordon, with Bridgette advising. We will continue to be VAT registered until purchase of Unit 1 is completed. Can be reviewed after that, as level of transactions does not really merit VAT registration.

1. **AGM Minutes** – to be completed by Gordon and sent out with these Minutes. Two people had been approached about standing as Directors but are still to complete forms.
2. **Community Asset Transfer.** This is still to be confirmed by HIE. Purchase of Unit 1 and renovation work cannot go ahead until this is done. The request now has to go to Scottish Government but HIE should inform us by 11th June, when the 6 month period since our application elapses. If we do not hear by then, we will approach our MSP. In the meantime, Gordon, Sarah and George have to submit ID to Neil Risk Ltd., our Solicitors. We also have to submit Dates of Birth for all Directors.

**Conveyancing should take about a month.** We can also start altering Office and advertising for a Development Officer.

1. Unst Tourist Map is now here. 5,000 copies made. 1,000 copies have gone to tourist Office in Lerwick. Others to be distributed in Unst, Yell and to ferries. (Gordon, Colin).
2. Collaster Project: 4,000 of these have been printed, to go to School, Unst Heritage centre and to local outlets.
3. Foodbank collection. We are not likely to be needed for this now. Baskets are in two local shops and go directly to Health Centre for distribution.
4. Development worker Job advert. This will need to go out once CAT is completed. Suggestions for the qualities required for the post included: friendly, motivated, business experience, practical, can deal with minor problems, independent, familiar with basic accounting eg Excel, tactful, enthusiastic, honest.
5. Financial report. Funds boosted by VAT repayment but reduced as we need to pay back about £1000 to Heritage Lottery Fund. A true balance is now about £7,000. Garriocks skip scheme costs £420 per skip (inc VAT) so £2520 for 6 skips, although VAT can be recovered.
6. Gordon said he would be away 6-15th June. If anyone was available to cover office, let Gordon know.
7. **Date of next meeting – week of 18-22nd June, tbc**. We should have heard about CAT approval by then.