

# Unst Partnership Ltd

## MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE ON MONDAY, 11<sup>th</sup> December 2012 AT 6.00PM

### PRESENT

Jane Macaulay, Director  
Maggi Reyner, Director  
Steve Swan, Director  
Gordon Thomson, Director (Chair)  
Paul Thomson, Director

Murray Brown, Director  
Minnie Mouatt, Director

### IN ATTENDANCE

Bridgette Thomason – Finance & administration  
Verona Shaw – Local Development Officer

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

Gordon welcomed everyone to the meeting.  
Apologies from Frances Browne and Mhari Pottinger.  
It was noted that Minnie and Murray were to join the meeting throughout the evening.

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

Minutes proposed by MR.  
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)**

Allotments: MR enquired what the responsibility entails with overseeing this project. GT explained it would be helpful if one of the Directors would be the point of contact for the managing and smooth running of the hire, equipment and customer service of the polytunnels. No one at this point came forward.

LDO and Finance Officer contracts: it was noted that both employees had received, signed and returned their contracts. GT mentioned the issue of pension provision and acknowledged that while no obligation was necessary until 2015 perhaps the group would consider UP contributing towards a pension scheme for the employees. BT to investigate with HIE and report back for further discussion.

### **4. LDO REPORT**

Attached is a copy of the report previously sent out by VS.  
Most points were to be covered in the following agenda points.  
JM asked VS about attendance and engagement at the Craft Fair and VS expressed that she felt it was a very worthwhile experience.

#### 4.1 Priorities and current projects

VS had previously emailed requesting to attend a community buy-out project in Glasgow; a free visit has been offered, with travel expenses supported by SCVO. The group agreed that the remainder

could be paid out of the core running budget since this was so heavily subsidised. See point 7.2 also.

## **5. FINANCIAL REPORT**

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

### **5.1 Funding and accounts update**

There is a surplus to be spent (approved by HIE) and other revisions to be sent to HIE. VS to collate quotes for a laptop and accessories, projector and screen and large multi-copier and send out before the next meeting.

BT explained the annual renewal insurance quotes received for the Scooter, wind turbines, polytunnels and office assets. The fixed asset schedule has been updated: all items prior to and including April 2009 have been written off. It was noted that the core running budget for 2013/14 will be very tight therefore UP will need to consider whether all of the above can be covered at renewal in Jan 2014 and when setting the core running budget. See BT's notes for specific breakdown of figures.

VS has gathered costs for a laptop, data projector and screen and large photocopier and these have come in within the budget allowance. The Committee are keen for a decent laptop with sufficient memory and an external hard drive to be purchased. VS to firm up the costs and send to BT for approval from HIE. Also discussed was the idea of setting up work stations within Unit 1 which could be rented by local people needing a set work space in an office environment. UP's tenancy lease must be checked and HIE consulted before this can progress. In addition, the Bluemull Development Company should be contacted to avoid any possible conflict of business enterprise.

VS enquired about purchasing a 10 journey return Yell Sound ferry ticket to save on travel expenses. Gordon agreed for this to be purchased.

### **5.2 Workforce Development Plan/Training Needs Analysis**

Eligibility received letter from HIE - 80% intervention rate. All eligible expenses can be claimed at a later date when WDP has been endorsed.

Training needs analysis and costings are required from VS and any Directors who would like training before WDP can be formalised for approval by HIE. The group discussed the options for training in the use of Publisher, website development and media skills. VS to look into this and incorporate into WDP.

See notes under point 6 related to finances.

## **6. ADMINISTRATION/OFFICE MATTERS**

### **6.1 Memo and Arts update**

BT has circulated a final draft to Directors for approval before submission to the Land Reform Team, then onto OSCR (42 day turn-a-round) & then should tie in with AGM or EGM/Special before being returned for adoption at an extraordinary general meeting (or the AGM depending on timing).

### **6.2 Policies and Procedures, staff handbook**

18 policies and procedures are now in place (adopted) have been signed off by GT. Copies can be found in the Unit. Policies still to draft: Conflict of Interest Policy & signed annual statement, Lone working Policy and Internet, email, social media Policy.

VS explained a draft staff handbook was under construction.

### **6.3 UP Assets – container, trailer, allotments**

Payment has been received for the PURE container and the keys handed over.  
VS reported that she had not yet drawn up appropriate terms and conditions for the hiring of the Lfor Williams trailer but a draft advert is ready.  
Allotments; as above under point 3.

#### 6.4 New Vice Chairperson

MR proposed SS as the new vice chairman which was seconded by JM. SS accepted the position with immediate effect.

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

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

GT proudly declared a great moment in history as UP banked a cheque for a FIT claim from SSE. Everyone agreed it was a relief to finally receive income from the wind turbines at Hagdale. VS to contact SSE to amend the receiver's contact details in order for the cheques to be made directly to UP in the future. With reference to the broken turbine, discussed ensued around the potential decommissioning and sale of the machine and VS is to investigate options and procedures with CES and SSE and report back to the group. Repair of the westerly turbine was ruled out due to financial restraints and implications of maintenance. Currently two offers have been received from the community. VS also to amend the advert in Shetlink to include the whole turbine publicised for sale.

Correspondence was also received from SSE explaining the FIT claim cycle as quarterly, allowing for a more regular and predicible income from this initiative.

### 7.2 - Bistro: closure and community interest

Marie submitted trading figures to the Partnership which detailed income invested locally throughout the project via staffing, service providers and stock purchases.

UP and UCC have been contacted by members of the community who are keen to look into a community buyout option of the premises and have enquired about a public meeting. VS, MM and Frances Browne participated in an initial meeting with members of the local community to discuss the idea of a community right to buy option. HIE and SIC staff were also consulted before the meeting. The Committee asked VS to enquire with HIE's Community Asset Team about an independent valuation of the property. There will be another meeting in January 2013 after VS attends a visit to a community buy-out project in Glasgow, before arranging a public meeting in Unst.

GT acknowledged that investigating a community buy-out option would take a considerable amount of time and therefore if this project was to go ahead the property would certainly not be open next year. The group felt it was still worthwhile considering the option of a short term lease for summer 2013 and tasked GT/SS with enquiring with the owners.

### 7.3 – Halligarth NTS

NTS will be looking at options and surveying the site in Spring 2013. In order to collect feedback from the local community VS suggested that she could work with volunteers from BJHS to undertake surveys at the local shops etc. The school had previously enquired about volunteering opportunities with UP and this proposal could be of mutual benefit. The Committee agreed for VS to take this forward with BJHS.

### 7.4 – Unst Map review

VS explained that all the amendments and additions were collated and emailed to Ted Harrison the previous week but a response was yet to be received. The intention is that the reprint is ready for distribution in April 2013. VS also contacted Art Machine to obtain a quote for amendments and a reprint, subject to design time required.

### 7.5 –Tourism discussion group

This group aims to meet again in the new year.

#### 7.6 – Website and promotion

On-going information being posted on the unst.org and UP websites by VS and PT. VS noted to the group of six new membership forms that had been returned since the newsletter went out and from the Craft Fair stand. The Unst Partnership Facebook page was discussed; VS explained she had contacted Helen Bradley (who set up the page) to enquire about the administration. The facility is currently an open community page that anyone can add to. It was proposed that this be closed down and a new page created and administered by VS to be used as another tool for communicating with the local community and beyond. PT enquired about setting up a Twitter account also with the same intention. VS requested that the Facebook page be established in the first instance with a Twitter account to follow.

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

- **Support for Unst Heritage Trust:** Previously VS has been in discussion with Rhoda Hughson about the need for a develop/project worker for the Heritage Centre and Boathaven (and potentially beyond). VS has come across potential funding streams that could assist the Trust with securing a post and enquired with the group for approval to continue to look into this with the Heritage Trustees. The group supported this further investigation.
- **NANSW Conference 2013 (sheep):** Minnie explained that there is an opportunity for UP to be involved with the North Atlantic Native Sheep and Wool Conference when it is held in Shetland in October 2013. The conference will include a day trip to Unst and therefore a variety of experiences and tours (based around sheep and wool) need to be co-ordinated. It has been suggested that VS and UP could take this on and assist the organisers with funding, marketing and promotion aspects on for a small management fee (10%). Not only would this create a small income but allow UP to direct and manage a group of visitors to the island with a potential overnight stay. The group expressed a positive response to being involved and Minnie will take this offer to the next Conference organisers meeting in January 2013.

### 9. AOCB

VS suggested a note of thanks be sent to Julie Thomson, former Community Worker with SIC, for her help and support to the Partnership during her post.

JM expressed thanks to VS, from the Directors, for the on-going commitment and enthusiasm in handling the Partnership's projects.

### 10. DATE OF NEXT MEETING

**Tuesday 22/1/2013 at 7pm**