

Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE
ON MONDAY, 1st OCTOBER 2012 AT 7.00PM

PRESENT

Murray Brown, Director
Dave Howitt, Vice-Chair, Director
Jane Macaulay, Director
Minnie Mouatt, Director
Maggi Reyner, Director
Steve Swan, Director
Gordon Thomson, Chair, Director
Paul Thomson, Director

IN ATTENDANCE

Bridgette Thomason – UP Administration
Julie Thomson – SIC Community Development Worker
Verona Shaw - LDO

The meeting was chaired by Gordon.

1. WELCOME AND APOLOGIES

Gordon welcomed everyone to the meeting.
Apologies from Frances Browne, SIC Community Development Worker.

2. MINUTES OF THE PREVIOUS MEETING

Copies should be emailed to UCC and the three North Isles Councillors and hard copies also put on noticeboard in local shops.

3. MATTERS ARISING FROM THE MINUTE (NOT ON THE MAIN AGENDA)

Skills Audit review for Directors: VS has received three completed audits. On discussion, it was agreed that the original form is slightly unclear and duplicates questions. VS has drafted another version – to be distributed with the Minutes (see attached) – and will twin the paper reviews with one-to-one short discussion sessions with Directors, where possible.

LDO training requirements: VS intimated no immediate requests for any specific training but noted the flier that is circulating for a free Marketing Course, being held by Train Shetland on 18th November 2012 (venue dependent on geographical spread of interested parties; Unst or Yell). VS would like to attend and will put up the flier in local shops and post office. Flier will also be emailed to all Directors to circulate as appropriate.

Minutes proposed by MB
Seconded by MR

4. LDO REPORT

Attached is a copy of the report presented by VS.

4.1 Priorities

VS summarised her settling-in period and the contacts she has made.

A draft newsletter was circulated and comments noted. VS to email out amended version to Directors. UP membership and the recruitment of new members was discussed here with the agreement to include a membership form with the newsletter and to post out newsletter to every residence in Unst (budget approved, BT) alongside email distribution and copies in local shops. There followed a wider discussion around opportunities for community consultation, profile raising and increasing membership through stands at for example the Farmers Market events, chip supper nights etc. It was agreed that twinning promotion and community engagement onto existing events would initially be the best route as opposed to a standalone UP hosted meeting or open session. MB suggested using branded giveaways to attract the crowd and encourage promotion and interaction.

VS also noted potential funding streams to look into: Prince's Countryside Fund, Voluntary Action Fund and the People and Communities Fund. JT offered support with potential applications. **VS to research and contact Committee in due course.**

[SS exited the meeting at 7.40pm, with apologies.] Before leaving, SS enquired about the active wind turbine at Hagdale and the cost of a new set of springs. New springs would see the efficiency of the turbine increase and hence the generation of more claimable units. VS stated the approximate cost of £1000 for a new set of springs, labour, miscellaneous small parts and VAT. The Committee discussed the options for funding this maintenance and agreed to ask the Pure Energy Centre for a formal quote. **VS to contact PEC as soon as possible.**

The group tasked VS and MB to research prices for the sale of the second hand container and agreed a notice should be put in the local shops as soon as possible with a defined closing date.

4.2 LDO and Finance Officer contracts

GT apologised for the delaying in producing an amended contract to BT and a new contract for VS. Changes and additions are needed and should be in line with the recommendations from Moira Law. **GT to work on these.**

5. FINANCIAL REPORT

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

Due to savings when the LDO post was vacant there is a pot of core funds that HIE have agreed can be spent on office equipment, training/event attendance on prior consultation with the funder. See point 6.3 below.

It was noted that Reserves were at a critical level and should receive immediate attention to boost these funds. Discussion ensued on how to build small amount of savings.

GT prepared the latest quarterly report and the next £10,000 funding from SIC should be released on submission of this report.

BT continues to explore and finalise insurance quotes for the Scooter, wind turbines, polytunnels.

VS explained the current status with FIT claim for the generating turbine. Incorrect contact details and failure to return a signed contract (not received from SSE) has held up the process of submitting a meter reading for this quarter's claim. From units generated since the turbine began generating again there could be a recompense of up to £200 to claim (to date).

See notes under point 6 related to finances.

(JT left meeting at 8.15pm)

6. ADMINISTRATION/OFFICE MATTERS

6.1 Memo and Arts review

BT requested a separate meeting to discuss proposed changes to, and amendments within, the Company's constitution. All Directors invited to meet 7pm Monday 8th October 2012, Unit 1.

6.2 UP Assets

BT requested some Directors meet to consult on the book and replacement value of fixed assets and a future reserves plan as these needs reviewed. GT, DH and BT to meet 6pm Monday 8th October 2012, Unit 1. Directors welcome to assist.

Directors or BT to obtain contact details for local man who may be able to assist with scrap removal.

SS had mentioned out with the meeting that he could assist with putting the old computers on Shetlink in the hope of getting some cash back on the items. **VS to follow up.**

The three old turbine blades residing in the Unit were discussed. Although slightly damaged, these were agreed to be kept as spare parts for the time being.

6.3 Office equipment/furniture

The Committee agreed to invest in a laptop from the unspent LDO core funds. VS to look into costs for a laptop and report to Committee. Bookcases for the office along with miscellaneous office supplies have been priced also. BT will manage the budget allocation of these spends. MB suggested using the company Globus as an alternative supplier for office equipment.

6.4 Electricity Bill

BT in discussions with supplier to find out problems with previous meter readings and obtain an accurate bill to assist with future energy bill projections.

7. PROJECTS (ON-GOING)

7.1 - Hagdale Turbines & Feed In Tariff (FIT), payments (Dave/Gordon)

As noted above.

Also wind turbine related: VS to contact Fiona Stirling, Mid Yell, regarding their renewable energy research project and Andrew Nisbet from North Yell Development Company.

7.2 - Allotments update (Dave)

DH explained that 3.5 polytunnels are being used with 2.5 vacant presently.

7.3 - Community Wind Project /CES Scotland

VS met Alan Grieve from CES at the HIE event and will arrange a meeting to research a community wind project within the month.

7.4 - Bistro review

GT/DH/VS meeting with Marie to discuss and review the contract 3-10-2012.

7.5 - Walkers Are Welcome (WAW), (Gordon)

GT explained that Chas Hollis had been in touch enquiring whether any UP representative could attend the WAW conference; conclusion that there was no funding to allow for this.

7.6 - Halligarth NTS meeting (Gordon and Minnie)

The outcome of the meeting with Alan Barrow (NTS) was that a plan should be drawn up for the property and land. NTS are keen to keep the site in a good condition and work with the local community to do so. A number of options were mentioned including a tourist site with parking and information signage at the Halligarth Wood, converting Roselea into a Camping Bod and a self-catering site at Wulvershoull - but no figures or budget were discussed, as this depends on National Trust Directors approval. On-going communication with Alan Barrow to develop this.

7.7 - Tourism

VS explained that from several discussions with Directors and JT there could be an advantage in developing the tourism sector on Unst by inviting those involved locally to attend a meeting to discuss the successes and challenges of the season just past and for the future. JT, MM, JM and PT expressed their interest in working with this as a group. VS to read through tourism files in office and archive material from MM and create a list of invitees to propose to the group.

7.8 – Twinning

VS had contacted Joel Williams of Isles of Scilly Council. Awaiting response; on-going.

8. PROJECTS (NEW) – OPEN IDEAS SESSION

- DH: see attached document for list of new project ideas. A community cinema was discussed and the idea of personalised kirk bell ringing.

- VS: enquired about the creation of an UP desktop calendar for sale. The pages would be themed and targeting groups/organisations on Unst with a potential sponsor. After discussions the group considered that this could be a potential idea for release at the end of 2013 for year 2014. VS to research costings.

- GT: mentioned an enquiry put to UP for winter storage premises for vehicles such as caravans. GT contacted David Polson about the use of the hanger and will report back.

It was proposed that any new ideas be listed with a short description and circulated before the meeting, for discussion under this agenda point. Ideas lists should be submitted and discussed with VS for collation.

9. AOCB

GT expressed his desire to formally thank Gary Cleaver and the BJHS Parent Council for their recent efforts in aiding the decision to have BJHS temporarily removed from the SIC school closure list. **VS to draft letters and send to GT.**

VS handed out marine energy questionnaires for the Directors to distribute throughout the community, on behalf of a student from Plymouth University (see LDO report).

10. DATE OF NEXT MEETING

Tuesday 30/10/12 at 7pm