

# Unst Partnership Ltd

## MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE ON TUESDAY, 22<sup>nd</sup> JANUARY 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

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

Gordon wished everyone a happy new year and welcomed everyone to the meeting.  
Apologies from Maggi Reyner.

### **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 3, Allotments: GT asked if any Director would be willing to take on being the first point of contact for the supervision of the polytunnels. JM offered to be the appointed Director. VS to email JM the amended Terms of Reference and Agreement Form and allotmenters contact details. JM to phone each allotmenteer and explain new lease rate (increased due to VAT).

Point 8: New Projects, support for Unst Heritage Trust. VS explained that she had not yet been in touch with Rhoda to arrange a formal meeting to discuss a potential Heritage Lottery application but had looked into the process. VS to follow up.

Steve Swan joined the meeting during these discussions.

### **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 expressed the urgency to complete the wind turbine exchange agreement with PEC. The amended and proposed agreement was considered and agreed by all present. The Committee felt it was better that the turbine was put to use where possible and recognised the exchange offered benefits to the Partnership as the provision of maintenance for the other turbine maximised the income from the remaining asset. VS to complete exchange with PEC.

A quarterly report is required to be sent to HIE and SIC Economic Development Unit; VS to prepare as soon as possible.

## **5. FINANCIAL REPORT**

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

### 5.1 Funding and accounts update

VS and BT had gathered costs for office equipment and the Committee agreed the spend on these as they are within the budget allowance. BT to seek approval from HIE.

Core running funding beyond March 2014 was discussed and the group would like to invite Mhari Pottinger to attend the next Committee meeting, if possible, to discuss this. Concerns were raised about the possibility of no or restricted funding from SIC.

It was noted that there are sufficient funds presently in the core running budget to cover VS attending the LDO event in Orkney next month.

Funding for projects and general running costs were discussed and various potential funding streams noted by VS to investigate. It was agreed at this point not to set a fixed percentage management fee for future projects/applications.

VS also mentioned a free information event in Lerwick being offered by the Climate Challenge Fund for which travel expenses are offered: the group agreed to VS attending this event on 5<sup>th</sup> February.

### 5.2 Workforce Development Plan/Training Needs Analysis

VS has contacted Train Shetland and Shetland College to explore training options; update to follow in due course.

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

### 6.1 Memo and Arts update

BT stated the amended Articles of Association are with the Land Reform team for approval.

### 6.2 Policies and Procedures, staff handbook

On-going development of handbook. Copies of Policies and Procedures in relevant offices.

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

VS presented the drafted terms and conditions for the trailer hire. A few points are to be clarified; VS to distribute and promote.

Allotments; as above under point 3.

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

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

On-going and recent cheque received for £295.65. PEC exchange agreement as noted above includes the replacing of the blade springs in the productive turbine. This will hopefully increase efficiency and generation.

### 7.2 - Bistro: Community Right to Buy option

VS summarised her visit to the Neilston Development Trust's 'The Bank' project and explained the options for using the CRtB process. There were mixed responses from the Directors in relation to how best to progress with this option for the Bistro with specific regard to community consultation, selling price and the transparency of investigations. VS to contact the Community Assets team in

the Scottish Government for advice and find contact details for consultant valuers based in Lerwick. GT to contact the owners to discuss this further also.

VS explained there had been another meeting with interested members of the local community at which an update was given from the recent project visit. MM acknowledged her interest in the CRtB process not specific to only the Bistro but to potential sites and properties in Unst in general.

It was suggested that when it comes to consulting the community then there could be a joint consultation for community renewables and CRtB options.

### 7.3 – Halligarth NTS

On-going: questionnaires to be handed out locally in due course.

### 7.4 – Unst Map review

Ted Harrison had been in touch and agreed to make the amendments. VS to confirm the cost for this work with TH. There will be space for some new adverts on the reverse; VS to promote this and manage adverts with Art Machine. SS enquired about the copyright conditions of the map and PT explained that whoever has the original and editable version of the design holds the copyright, and in this case this would be TH.

### 7.5 – Website, social media and promotion

VS noted the new Facebook page that now exists which has been well received so far. A draft version of the New Year Newsletter had been previously distributed and amendments were noted from BT and JM. Discussion followed around including adverts in the newsletter to cover printing costs etc. but it was felt that at this point in time there was enough content to fill a four page newsletter and the budget to cover the costs. VS to amend and circulate the document for final check-over before distributing to members and online, with a few hard copies available locally.

Whilst discussing communication it was decided that a sympathy card should be sent to Mr Liam O'Neill in light of the family's recent bereavement.

### 7.6 – NANSW Conference 2013

MM informed the group of the discussions concerning the event and the visit to Unst. The organisers have been offered support from UP (VS' time) for assistance with funding and marketing alongside the programming of the event. It was agreed that VS should attend the next meeting with MM; date to be announced.

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

On behalf of the Unst Community Council GT tentatively enquired with the group the idea of Community Right to Buy and the vacant airport site. Discussion ensued around current ownership complications, how to manage the site and facility and about consulting the community on their thoughts to this project. Several organisations were discussed relating to information gathering and funding for feasibility studies. VS to contact Phil Crossland at SIC to investigate circumstances and running costs.

## **9. AOCB**

There was no other competent business.

## **10. DATE OF NEXT MEETING**

**Tuesday 5/3/2013 at 7pm**