

Unst Partnership Ltd

MINUTES OF A MONTHLY MEETING HELD IN UNIT 1, HAGDALE INDUSTRIAL ESTATE
ON Wednesday, 22nd January 2014 AT 7.00PM

PRESENT

Chris Dumont
Jane Macaulay
Minnie Mouatt
George Rodger
Gordon Thomson (Chair)

IN ATTENDANCE

Verona Shaw – Local Development Officer
Rhoda Hughson

1. WELCOME AND APOLOGIES

Gordon welcomed everyone to the meeting and introduced Rhoda Hughson, who has been invited to participate in one of the project discussions.

Apologies from Paul Thomson, Bridgette Thomason and Frances Browne.

2. Guest: Rhoda Hughson (former COPE Ltd Director), UWM project

Rhoda explained her previous role on the Board of COPE Ltd and her interest in the projects they provide and support. When COPE was developing projects there was the intention to roll out some programmes out with the mainland (circa 2005) and Rhoda was involved with pilot composting/recycling projects in Unst. The details of these projects, raw materials, volunteers, recruitment, sites and venues were discussed. If UP were to progress with a waste management project providing local services and facilities then there is a lot of good experience and knowledge to be consulted upon locally. Rhoda kindly agreed to continue these discussions should the UWM project develop. GT thanked Rhoda for her attendance.

3. MINUTES OF THE PREVIOUS MEETING

Minutes from the meeting on 19th November 2013 were proposed by GR and seconded by CD.

Copies of the approved minutes to be circulated to North Isles Councillors, Unst Community Council and displayed locally and on the website.

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

There were no matters arising.

5. LDO REPORT

The report was summarised alongside point 7 on the agenda. Copies of the report were available at meeting and are attached to these Minutes.

6. FINANCIAL REPORT

6.1 In BT's absence VS summarised the financial report distributed via email previously. The insurance cover is due for renewal. The Board questioned some of the breakdown figures related to insured assets and core running items. A telephone call to BT at this point in the meeting explained and confirmed the enquiries. Directors discussed and confirmed to go with a three year long term undertaking. BT to follow up.
Directors discussed the idea of investing some of the FIT payment money in a savings account. BT to follow up.

6.2 It was agreed to add 'income generation' to every agenda as set item from now on. Directors were wary of the need to be less grant dependent and to maximise every income generating opportunity possible to ensure the continuation of the business. Discussion ensued around local partnerships and approaching large companies either based in or currently operating in Shetland to see if there was any community funding available through corporate and social responsibility programmes.

The Directors discussed and approved the core running budget for the next three years.

BT to produce a cash flow forecast for the next three years and send out to Directors.

Business planning training has been organised for 22nd and 23rd February on Unst. Several UP Directors to attend plus BT and VS.

The updated Growth/Business Plan was discussed. In particular, the organisational risk assessment table was reviewed and some amendments to be made (VS to follow up). VS and GT listed some of the more significant changes as suggested by Fiona Stirling (HIE) and the group agreed the details were acceptable. These details mostly concerned Directors roles and responsibilities and development/training, recruiting new Directors on the Board and increasing general membership numbers.

6.3 Directors were reminded to complete and return the OSCR forms (Anti-Money Laundering legislation) with relevant ID as soon as possible.

7. PROJECTS

VS gave a brief update on the broadband, waste management and renewables projects, as per LDO report. UWM: the first report is almost complete after undertaking the waste management survey. This will be available to Directors in the near future. Broadband: an invitation to tender for the technical options appraisal has been distributed and UP will manage this stage of the project. UP have been in contact with Neil Gerrard from HIE seeking guidance in investigating the potential for developing renewable energy projects locally.

8. AOCB

Verona stated that Ted Harrison had been in touch about the Tourist Map and whether there would be a reprint and any changes needed. The group agreed that the map should be circulated again in 2014 and adverts would need to be secured before printing begins. VS to follow up.

9. DATE OF NEXT MEETING

Monday 24th February 2014, 630pm