

REWDT Board meeting, Rousay School, 11.15 a.m Saturday November 6th

Minutes

Present: Bryan Milner, Eric Shortland, Wendy Baulch, Maureen Flaws, John Olsen, Richard Tipper, Christina Cox, Dave Basford, Angus Flaws, Christina Cox (CDO), Michelle Koster (CDO/PDO/TDO), Rachael Harris (APDO), Helen Castle (Co Sec).

1. **Apologies for absence** were received from John Garson and Jack Woodford

2. **Minutes of October 16th 2010 meeting**

The minutes of the previous meeting were unanimously approved.

[Proposed by Angus Flaws, seconded by Eric Shortland]

3. **Action points and other matters arising**

17th July 2010

AP3 Anne be asked to look into claiming the £1000 from CES start-up. **Discharged.** Anne had been unable to help further with providing invoices necessary for claiming this money.

New AP1 Co Sec to arrange with Mark (for CES) and Michelle (as PDO/TDO) about how best to proceed with claiming outstanding £1,000 start-up grant from CES.

16th October 2010

AP1 Co Sec to ask Ivan Houston for the reasons underlying his recommendation about VAT. **Discharged.** Ivan's response attached. Since VAT is retrospectively reclaimable, it was agreed to seek Ivan's opinion each year when providing him with the information for the preparation of annual accounts.

AP2 Co sec to seek advice about H&S policy draft and its manageable implementation from e.g. DTAS and/or SCVO. **Ongoing.** DTAS unable to help; SCVO reply awaited; VAO response also awaited.

AP3 Co Sec to arrange a short-term loan of £1,500 to REWIRED. **Ongoing:** deferred until complete financial situation of both REWDT and REWIRED is fully prepared

AP4 Co Sec to progress the Trust renting rooms in the Church Centre as a company office (with some assurance about likely extension of lease) and to ascertain the exact implications of a 5-year agreement with BT. **Discharged** Can shift office to a different location without penalty even under a 5-year agreement. PDO reported that the PD authorities were amenable to our using PD underspend for office accommodation (including rent/electricity costs beyond the end of the PD project). An 11-month agreement with the local church authorities looked to be possible. The recently advertised, free, ex-school photocopier had been acquired for the Trusts office. Everything well on course for moving into the Church Centre from Jan 1st 2011. Office premises to become a standard agenda item until fully up and running.

AP5 Chair to despatch response to the "Speak up for Rural Scotland" document. **Discharged.**

4. **Membership**

Applications for membership from Laura French and Frances Roebuck were approved.

The Co Sec and CDO were currently bringing their lists of members and of persons eligible for membership up to date.

5. **Finances**

The information that the Co-op bank required the board to have approved prior to the bank accounts details being updated was presented. Approval was unanimously given.

Further progress had been made with getting the financial records fully up to date. The accounts for 2009-1010 were needed for this to be completed. The Co Sec had been informed that the

previous Co Sec had the information almost ready to send to Scholes. We were required by law to have these accounts prepared before the end of 2010

AP2 The chair to ensure either that the information for the 2009-2010 accounts was sent to Scholes within the next week or the task transferred, as had been previously negotiated, to the current Co Sec.

AP3 Co Sec + PDO to have a financial report (in the form recommended by Ivan Houston) ready for the January 2011 board meeting to which Ivan would be invited (as proposed by the REWIRED board) to advise directors about how effectively to scrutinise such reports.

6. Policies

The preparation of a robust Health and safety policy (the highest priority) ongoing (see agenda item 3, above).

7. Reports

a. Company secretary

All relevant matters covered earlier in agenda

b. REWIRED

Everything relating to the Kingarly Hill turbine was progressing smoothly and no issues of immediate concern to the Trust had arisen since the last board meeting. However, the Board of REWIRED reported to the Board of the Trust that the TDO and Mark Hull with his CES hat on raised concerns over the future income of the turbine project. Whilst the financial models had all been calculated, and accepted by the bank on the basis of the project achieving the "grant funding and ROCs", developments over recent months had led the REWIRED Board to anticipate the project achieving the more lucrative "grant funding and FiTs". However, a recent meeting with Brodies LLP, the solicitors for Co-op bank, had thrown an element of doubt on whether this would indeed be the case. This was due to projects of this nature not being permitted to receive state-aided funding for both the development and operational phases and Brodies believed this ruling transcended any split of legal entity or party.

In the event of this ruling being found the potential income from the project could be significantly affected. This would require the Board of REWIRED to make a recommendation to the Board of the Trust on the financing options available including "FiTs with no grant funding" and finding the shortfall by other loan/equity means.>

c. Powerdown

Margaret Hood had visited Rousay and had been supportive in the use of Powerdown underspend for the benefit of our community. [See the part of agenda item 3, above relating to a Trust office at the Church Centre.] Extending the hire of Martin's shed at the Pier and also using some of the Affordable Warmth underspend on the Wyre community hall were also currently being explored.

The APDO was to attend a meeting of OREF about Orkney's Electric Future at the St. Magnus Centre on Monday November 8th.

d. CDO

The CDO and chair were to attend a meeting with senior HIE personnel and also have a chance to meet someone from the Big Lottery Heritage fund on Tuesday 9th November in the Kirkwall Hotel.

Rendall's (to whom some £60,000 had to date already been paid by CES) had been pressed for definite information about where our community hall turbines were in their scheduling but had given a somewhat evasive and equivocal response. The CDO would continue to press and would also, as requested, impress on Rendall's the importance of consulting with landowners in advance of commencing installation.

The application for LEADER funding for a community wi-fi facility at each community hall had passed the first (local) hurdle and had proceeded to the next stage.

8. Open day

a. Debriefing

The chair thanked all those who put in an enormous amount of effort into excellent displays which were warmly appreciated by the great majority of those who attended.

b. Prioritisation

Attention was drawn to the (previously circulated, attached) papers showing the votes cast at the Open Day for the displayed list of possible projects (from Feb 2007, augmented by those suggested since that date) and a provisional "top ten" involving some rationalisation/re-classification. The legitimacy of conflating two transport categories in the top ten listing was questioned: when separated neither would be nearly so high up the list.

Since all households had been circulated with a project list prior to the Open Day, it was agreed that the community be informed, via the next REW, Review that those attending the Open Day had indicated which projects they most favoured (and had suggested other projects not on the list). The top ten list would not however be circulated. Those who had been unable to attend the Open Day should be invited to make their views known concerning what projects of benefit to the community they would most like the Trust to develop. The board would then take into account all the information they had received from the wider community when drawing up a business plan for the next few years (as we were required to do by Highlands and Islands Enterprise through whom the funding for a Community Development Officer and Turbine Development Officer had been obtained).

AP4 Chair to place item in next REW Review asking those who had been unable to attend the Open Day to indicate which projects of benefit to the community they would most like the Trust to develop.

Information received by the CDO from HIE regarding comments received in the community survey conducted a few months ago could also be fed into the process of developing the Trust's business plan.

c. Logos and straplines

Due to pressure of time this item was deferred until the next meeting

d. Other matters arising

The chair informed members that two matters of concern regarding the perception of the Trust within the community had arisen at the Open Day both of which involved policies that had not been as fully thought through as they might have been.

Firstly, a complaint had been received that the issue of refreshment vouchers to non-directors who acted as marshalls for the Rousay Lap but not to those involved in other important roles was less than fair. The board acknowledged that this was indeed anomalous and that letters of apology, for what was an unfortunate oversight rather than intentional discrimination, be sent to the relevant persons by the chair together with a retrospective honorarium equal to that which the marshalls had received on the day.

AP5 Chair to send letter of apology plus retrospective honorarium to those inadvertently omitted on the day of the Rousay Lap.

Secondly, disquiet had been expressed about some inconsistencies in the allocation of tickets for the free raffle of an A+ rated fridge funded by Powerdown. The offer of this substantial prize was made just a few days prior to the Open Day by Helen Houston when visiting our Powerdown projects. The Open Day organisers (chair + Powerdown workers + CDO) accepted the offer and agreed that it would be best if employees and directors were not given raffle tickets. No decision was made, however, about e.g. spouses/partners of employees and directors or about children who are not, of course, eligible to be members of the Trust. Whilst the chair accepted responsibility for any bad feeling that might have resulted, the board decided that it would be best to let the matter rest and to ensure that the relevant criteria were absolutely clear to everyone involved on future occasions.

9. AOB

The REWIRED board's suggestion that Aly Bruce and David Fairnie from Lows, who had requested attendance at both board meetings, be invited in December and that Ivan Houston provide his financial scrutiny training in January was unanimously agreed.

10. Date of next meeting

Since the Saturdays Dec 4th, Dec 11th and Dec 18th were all difficult for several directors and/or employees, the date of the next meeting was fixed for Tuesday December 7th at 8.00 p.m. (immediately following a REWIRED board meeting at 7.30 p.m.). The recently acquired and legitimated teleconferencing facility might be used for the first time on that date.

Summary of outstanding action points

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