

REWDT Board Meeting, Company Office, Saturday April 16th 2011, 10.45 a.m.

Minutes

Present: Bryan Milner, Dave Basford, John Olsen, Richard Tipper, Mark Hull, Michelle Koster [TDO], Rachael Harris [APDO], Helen Castle [Co. Sec.]

1. **Apologies for absence** were received from Angus Flaws, Jack Woodford, Christina Cox and Rolf Soames.

2. **Minutes of previous meetings**

The minutes of the following meetings were unanimously approved as a correct record [in both cases proposed by Richard Tipper and seconded by John Olsen]:

- March 19th 2011 meeting
- March 23rd extraordinary meeting

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

March 19th 2011

AP1 The chair to circulate directors asking volunteers to take on the roles of Health and Safety Officer and Fire Officer as specified in the H&S policy. **Discharged** albeit with nil response.

AP2 The chair to request directors to feed back to him, within two weeks of the receipt of these minutes, their detailed comments on the draft Development plan, to facilitate finalising the plan at the next board meeting in much the same manner as the H&S policy was finalised during the current meeting. **Discharged** but no comments received.

AP3 The revised Development Plan, when finally agreed, be placed in the public domain, and a much shorter, more accessible document also be prepared. **Discharged:** the full plan would be routinely posted on the website when approved and a draft short version had been prepared for agenda item 7(a)

AP4 The chair to consult by e-mail about the date of the next meeting and of the 2011 AGM. **Discharged**

It was suggested, and agreed, that the summary of outstanding action points also be placed on the agenda for board meetings. The action points should be written so that they could be fully understood independently of the minutes to which they were originally appended.

4. **Membership:** no new applications for membership had been received.

5. **Policies**

a. Health and safety: implementation

- i. Many directors' /employees' signatures were still needed indicating that they had read and accepted the now agreed policy. Signatures were obtained from those attending the meeting.

AP1 Co Sec. to contact all those from whom a signature regarding the Health and Safety policy was still required.

- ii. Nominated persons.

Richard Tipper volunteered to take on the role of Health and Safety Officer

Michelle Koster, who had relevant training, agreed to be the nominated First Aid person [a role which it was appropriate for an employee to take on].

AP2 Chair to invite John Garson to take on the role of Fire Officer.

- b. Other: no other policy matters were discussed.

6. Reports

a. CDO [attached]

i. Community hall turbines

It was anticipated that outstanding LEADER payments would have been received before having to pay the final invoices [for which receipts and corroborating bank statements were required before the final component of the LEADER grant could be paid].

The delays on Egilsay and Wyre relating to OIC permissions were verbally resolved.

AP3 Mark to check that all was formally in order re OIC permissions for completion of turbines at Egilsay and Wyre community halls and also to confirm agreements with OIC regarding the purchase of the electricity generated.

It was confirmed that the management of the turbines on Egilsay and Wyre, including the responsibility for maintenance, insurance etc. was the responsibility of the relevant community associations.

AP4 REWDT to arrange a community hall turbines meeting to ensure that each relevant organisation is fully *au fait* with what is involved in managing its community hall turbine.

ii. Rousay Lap

The following matters were raised in discussion:

- The need for the date to be made widely known as soon as possible.
- That the event remains free [though participants are encouraged to make donations and/or be sponsored for charities of their choice].
- That 2014 BL funding again be sought but the event in any case proceed [with alternative funding should any be forthcoming].
- Some reservations about the payment of marshals though a change of policy was difficult given the precedent in 2010. Were we unable to get funding for the event then the vouchers to marshals to be reconsidered.
- That the possibility of a sponsor for event T-shirts be explored.
- That there be both Open and Resident awards in each category, with then just a single award in each [rather than also silver and bronze awards]

iii. Broadband

With respect to the Wi-Fi, broadband facility to be installed on each island it was agreed that:

- the facility would be free and that any recurring costs would continue to be the responsibility of the Trust;
- that the school site was the optimum site for the facility on Rousay and that the potential use of the Scottish water facility beside the school continue to be explored e.g. checking for good reception in the Community Room at the school

b. PDO [attached]

i. The PDO's final reports [the Powerdown project having terminated on 31st March] were received. The PDO, APDO and all those who had helped with the projects were thanked for their work and for the very considerable on-going benefits they had contributed to the community

ii. The board was informed that the allotments project was behind schedule and that although the Community Gardener was keen to complete the project [despite the Trust's involvement in Powerdown having now ceased]; he was shortly to be away from

Orkney for several months. After considerable discussion it was agreed during the following week [when the Community Gardener was still in Orkney] priority be given to his completing with voluntary help and/or his providing the necessary information for volunteers to complete:

- making and hanging the doors for the allotment sheds;
- cladding and roofing the sheds;
- making the poly tunnel frame fully ready for covering.

The allotments could then quickly be brought into [at least partial] operation. The Community Gardener would complete remaining work on his return.

- iii. The PDO reported that progress had been made in getting the OIC education department supportive of the school/community garden. A long period of uncertainty had resulted in this project also being well behind schedule. The situation with respect to the Community Gardener was similar to that with the allotments. A realistic aim for the following week was for the area with crushed stone base to be completed and the Community Gardener completing with voluntary help and/or his providing the necessary information for volunteers to complete at least some of the raised beds ready for use in the current growing season. The provision of a water connection and an electricity connection was likely to cost £4k-£5k, which should be approved by the BLF.

c. Financial

The Co. Sec. presented a financial statement which when updated to the end of the 2010-2011 financial year [and incorporating what had been learnt in a further useful session with Ivan Houston] would form the basis for the formal accounts for that year.

d. REWIRED

The board noted the outstanding problem with the lease for the turbine on Kingarly Hill [which had prevented REWIRED's having reached financial close] and that it was anticipated that the three sets of lawyers – ours' the landowners' and the Co-op Bank's – would have agreed on an appropriate form of words early the following week.

7. Revised Development Plan

The chair had drafted a short version intended to be appropriate for general distribution and be a subject for discussion at the 2011 AGM. A more attractively formatted and slightly simplified version [kindly prepared by Rayleigh Tipper] was tabled. Various further suggestions for improvements were made.

There was insufficient time for further consideration of the full version of the Revised Development Plan **AP5** Mark to produce and circulate further drafts of both the short and full versions of the Revised Development Plan with a view to the board agreeing final versions of both documents at the next board meeting so they would be in the public domain for the 2011 AGM. Suggestions from other directors to be sent ASAP to Mark and to the Chair.

The Trust had been invited to send up to 3 directors [not Trust employees] to the HIE/CES two-day conference in mid-June for Orkney Devt. Trusts re protocols and procedures for the disbursement of turbine income.

It was agreed that the Chair and Vice-chair should attend. Any further director who was willing and able to attend to contact the Chair.

8. AGM

It was agreed that mid-June was the most appropriate date for the 2011 AGM. This would allow time for the Revised Development Plan [both full and short versions] to be agreed and made available. Also, the 2010-2011 accounts would be ready and form the basis of the financial report. An invitation to members

of the Trust to become involved [and to consider standing for election as directors] was considered and, with a few improvements, agreed as appropriate.

AP 6 Chair to ensure that a preliminary announcement of the AGM appears in the May REW Review and a further announcement - plus an invitation to Trust members become more involved - in the June REW Review.

9. Triangle Club garage

The potential benefit to the Trust of the Triangle Club garage, which was currently up for sale, was brought to the attention of the board. Directors were informed that there was considerable interest in the building from private individuals/businesses so that the Trust it was not appropriate at this point for the Trust to take any steps towards its acquisition.

10. Date of next meeting

21 days' written notice to Trust members was required for an AGM and it was essential for a further meeting of the board to take place to agree e.g. the Revised Development Plan before this was circulated. Saturdays in mid-May proved problematic so that an evening meeting would be needed.

AP7 Chair to circulate directors for their availability on and/or preference between the following:

AGM 10.15 a.m. Saturday June 18th with a board meeting on Tuesday evening May 24th

AGM 10.15 a.m. Saturday June 11th with a board meeting on Tuesday evening May 10th

Summary of outstanding action points

April 16th 2011

AP1 Co Sec. to contact all those from whom a signature regarding the Health and Safety policy was still required.

AP2 Chair to invite John Garson to take on the role of Fire Officer.

AP3 Mark to check that all was formally in order re OIC permissions for completion of turbines at Egilsay and Wyre community halls and also to confirm agreements with OIC regarding the purchase of the electricity generated.

AP4 REWDT to arrange a community hall turbines meeting to ensure that each relevant organisation is fully *au fait* with what is involved in managing its community hall turbine.

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