

REWDT Board Meeting, Company Office, Saturday August 20th 2011, c. 11 a.m.

MINUTES

Present: Bryan Milner, Mark Hull, Richard Tipper, Dave Basford, Eric Shortland, Zoe Flaws

In attendance: Michelle Koster (TDO), Christina Cox (CDO), Helen Castle (Co. Sec.)

1. **Apologies for absence** were received from John Garson, John Olsen, Angus Flaws and Rolf Soames
2. **Minutes of July 19th meeting**
These were unanimously approved [proposed by Zoe Flaws and seconded by Richard Tipper]
3. Action points and other matters arising (*if not elsewhere on agenda*)

April 16th 2011

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

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. **Superseded:** Rendall's would cover, as already done on Rousay, during their first servicing on Egilsay and Wyre.

AP2 Mark to continue to press for the written agreements from OIC regarding the community hall turbines and for the release of the outstanding LEADER grant money. **Ongoing:** a few minor queries from funding agency currently being addressed

June 18th 2011 [Extraordinary meeting]

AP1 CDO to commence work on a first phase CSS grant application for submission to CSS in October 2011. **Ongoing:** to be prioritised subsequent to the August 27th Rousay Lap

July 19th 2011

AP1 Co Sec, with advice from a director as appropriate, to ensure that outstanding £200 of CARES money was claimed. **Discharged** but the money not yet received

AP2 Chair to invite REWDT members to apply to become directors in the August REWDT Review. **Ongoing:** now to be included in the September Review.

AP3 Rolf to explore the possibility a reciprocal arrangement with another director from the ferry crew so that at least one of them would always be available for REWDT board meetings. **Ongoing**

AP4 Chair to circulate a "REWDT and Tourism" paper to REWDT directors and employees. **Discharged**
Detailed consideration to be given asap. The RSPB were to meet the CDO and chair on Monday August 29th regarding some initiatives they were currently considering.

AP5 Mark and Richard to provide Co Sec with an alternative format for presenting a monthly cash-flow report. **Discharged** [see agenda item 6, below].

AP6 Mark to supply contact details + information about what has been done to date for Rousay, to enable CDO to complete FiTs applications for all three community hall turbines. **Ongoing:** Now nearing completion

New AP1 Chair to write to the CAs on Egilsay and Wyre formally handing over the community hall turbines.

AP7 Chair to arrange with Edwina Cooke for the VAO course for directors to be held on a Saturday morning in September. **Discharged:** The session about the responsibilities of directors/trustees of registered charities is to be held on Saturday 10th September at 10.15 a.m. [until around 1 p.m.]. Directors' attention was also drawn to a directors' training course for community asset-based companies arranged by HIE to take place on Tuesday September 20th.

New AP2 Chair to circulate directors with details of the course on community asset-based companies.

Arising from agenda item 3. of the previous meeting

John G. had requested guidance concerning the use of concrete blocks to support water tanks at the allotment site, concerning what should be done with surplus timber at the site and concerning the re-skinning of the polytunnel. It was agreed that the latter should be done asap.

AP3 Chair to write to Rolf thanking him for his voluntary grass-cutting which had made the allotment site much tidier.

Zoe reported that the skinning of the polytunnel at the school site was imminent and also that recent work by Scottish Water meant that a water supply to both the school site and the allotment site was likely soon to be available. It was agreed that the sections of the shed for the school garden site be retrieved from Matt's store so that this site could also be completed.

Arising from agenda item 7(b) of the previous meeting

The matter of Sage software and related training was held over until after an appointment had been made to the new post of AFO [Admin and Finance Officer] which was due to commence on October 1st.

4. Membership

There had been no new applications for membership

5. Policies

Drafts of Equal Opportunities and Disciplinary Procedures policies were received. Due to other, more urgent, business, discussion was deferred to a later meeting.

6. Finance

- a. A proposed new style of monthly statement [prepared by Richard and previously circulated] was considered. It was agreed that this provided a very useful way for directors to see anticipated cash-flow over a twelve-month period and hence identify potential problems. It was pointed out that it would not, however, display any likely cash-flow problems within each particular month which the original form of presentation afforded. Mark suggested that all the relevant information could be incorporated into a single monthly document.

AP4 Mark to prepare a cash-flow statement incorporating both a 12-monthly profile and within-month details

- b. The Co Sec's current monthly statement – which indicated no cash-flow problems - was received.

7. Reports

- a. CDO
Because of the Rousay Lap in just 1 week's time this comprised outlining, and where necessary discussing and agreeing, details of the arrangements for this event
- b. REWIRE
The board noted the excellent progress with the erection of the Kingarly Hill turbine and approved the request of the REWIRED board for a celebratory event to recognise the completion of the turbine's commissioning and its being handed over to the REWIRED board. The outcomes of the discussion of various possibilities were that:
 - there should be the "opening" ceremony in the afternoon at the turbine site involving at which all of the children currently at the primary school be invited to participate [e.g. via a ribbon-unwinding ceremony];
 - there should be a social event in the evening either in a marquee at the site or in the Rousay School;
 - that appropriate display material be organised so that the event would also double as the 2011 Open Day;

plus the following action point:

AP5 TDO to:

- i. offer to host, on behalf of all the groups within CPO, an event to which outside agencies such as representatives from the Co-op Bank, insurers etc. [plus directors, TDOs from each Trust within CPO] were invited.
- ii. invite all relevant outside agencies [for whom having contributed to such a notable community development has provided excellent PR material] to contribute to the financing of the inauguration party.

8. Staffing

- a. The job-description for the newly funded half-time post of AFO had been received from HIE who intended to place a single advertisement for all such posts within Orkney Development Trusts, though each Trust would draw up its own shortlist and conduct interviews [with HIE representation on the interview panel]. The required procedure for the half-time CDO posts was not yet known.

[Dave Basford and Christina Cox left the meeting at this point in order to catch the ferry to Egilsay.]

- b. Implications for staffing structure.

[This item was discussed in the absence of Trust employees.]

Further information regarding the TDO post [to subsume the Site Manager post - involving about one-half of the TDO hours/week - until June 2012] and the specification of the AFO post were considered in the light of the overall general strategy regarding Trust staffing presented to the previous meeting. This matter would need to be further considered after appointments had been made to the AFO and CDO posts [commencing October 1st for 2 years].

9. AOB

In response to a request from a community group that the Trust – as a charity – act as a vehicle for donations to the community group to be gift-aided [and hence be worth 25% more due to reclaimed tax] it was agreed that the Trust, as a charity, set up a JustGiving web account which any not-for-profit community group within our islands raising money for projects compatible with the Trust's aims could use to enhance the value of donations they received.

A group making use of the Trust's charitable status in this way would be informed that this should not be taken to imply that further financial assistance would be forthcoming. Any such support would be an entirely separate matter to be considered on its merits as with other requests for such support.

The group making the request had indicated that it would be prepared to meet the monthly cost of the Trust being on the JustGiving web-site. However, the directors present felt that it would be appropriate for the Trust itself to meet this cost thereby making the facility available for any relevant community group [and publicising the availability of this facility in the REW Review].

AP6 Chair, because of the importance of the decision about allowing community groups to use the JustGiving facility via the Trust, to consult directors not present about the matter using the previously agreed 48-hour e-mail consultation procedure

10. Date of next meeting

The next regular board meeting was arranged for Saturday September 24th at c. 11 a.m.

NB A meeting for REWDT directors on the responsibilities of the directors/trustees of a charity to be run by Edwina Cook of VAO on Saturday September 10th at 10.15 a.m.

Summary of outstanding action points

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