

REWDT Board Meeting, Company Office, Saturday December 17th 2011, 10:30 a.m.

MINUTES

Present: Bryan Milner, Eric Shortland, Mark Hull, Maureen Flaws, Dave Basford, Angus Flaws & Zoe Flaws

In attendance: Helen Castle (Co Sec)

- 1) **Apologies for absence** were received from Christina Cox (CDO), Michelle Koster (TDO), Rolf Soames, John Garson, John Olsen, Hilary Byland & Richard Tipper.
- 2) **Minutes of November 17th meeting** were approved [Proposed: Angus Flaws; seconded: Dave Basford]
- 3) **Action points and other matters arising** (*if not elsewhere on agenda*)

Extraordinary Board meeting:

An extraordinary REWDT board meeting was held today prior to the REWIRED meeting to enable a proposal to be put by the chair to the board that Maureen Flaws and Angus Flaws be appointed as REWIRED board directors. This proposal was unanimously agreed.

AP1: Co Sec to inform Companies House that Maureen & Angus are now REWIRED directors.

Action points - Chair and Director Actions are highlighted below.

August 20th 2011

AP1: Chair to forward the Wyre email regarding the handing over of the Hall Turbines to Co Sec. **Superseded:** Some small matters still outstanding. Should there be any extra costs re the wiring of the turbine into the Heritage Centre, the Trust will meet these. **New AP1:** When everything resolved to their satisfaction, Wyre CA to send formal acceptance letter to Trust regarding the community hall turbine.

October 15th 2011

AP4: Co Sec to produce a wider EO questionnaire to be considered for members to complete, if approved, to be sent to members with their invitation to the next AGM. **Discharged.**

AP8: Co Sec to prepare request for drawing down from BL GCA the office costs of £7,500 for 2011-12, for the Chair to sign. **Ongoing.**

AP10: John Garson to arrange with Hilary how to address the issue of the flapping poly-tunnel corners and to put the Terram inside the tunnel. **Discharged.**

AP11: Angus, Michelle and Zoe to arrange for the School shed to be retrieved from Matt and erected at the School.

Ongoing: Rolf to see Matt re progressing this to its conclusion. **Ongoing,** due to bad weather.

AP15: Hilary to speak to Helen Houston re any social enterprise projects and funding opportunities for the maintenance of the allotments and school gardens. Initiated, **Ongoing.**

AP18: Angus to work with Chris on this water taxi proposal. Chris to apply for feasibility funding to research this option under round one of the CSS. **Ongoing.** Due to CDO leave.

AP19: Zoe is currently doing a feasibility study regarding the proposed Swimming Pool, this to be presented to the board when complete. **Ongoing.**

AP22: Chair, in liaison with the CDO to arrange for a meeting with the REW Tourist Group to take section 5 of the External (Project) Priorities forward. **Ongoing.** Due to CDO leave.

AP27: Woodlands Trust has trees available. Zoe to look into this. **Ongoing:** Zoe needs the locations of where the trees are to go to proceed. Suggestions made were the Allotment site, Turbine Road and Wyre & Egilsay Community venues.

New **AP2:** Directors to let Zoe have any further suggestions for tree planting locations ASAP.

November 22nd 2011

AP1: Co Sec to send the approved mail-shot letter to non-members, inviting them to join the Trust, and present any response to this action at the December 2011 meeting. **Discharged.**

AP2: Co Sec to send to Clare the Introduction Pack, once final first version completed and approved. **Ongoing.**

AP3: Co sec to make the agreed changes to the Disciplinary policy and send to all directors for them to sign the final page and return by the December Board meeting. **Discharged.**

AP4: Co Sec to send the new format of the Monthly Statement, complete with data to directors once she has discussed this with the accountant. **Ongoing.**

AP5: TDO to confirm to board at the next meeting that the date of the proposed opening ceremony and party (15/04/2012) is a viable date and does not clash with anything else locally. **Discharged:** Now to be held, as originally proposed, on **Friday 30th March 2012** [the last day of the school term].

AP6: TDO/AFO/Mark to progress and if possible submit the CSS applications before the 2nd December deadline.

Discharged. The Chair thanked Michelle and Helen for having produced an application of a very high standard not only in a very short space of time but also in addition to their normal workload. This expression of appreciation was strongly endorsed by the board members present.

AP7: Co Sec to check regarding broadband installation at Scottish Water building by School. **Discharged,** awaiting BT survey results.

AP8: Co Sec to contact Shula at LEADER to try to get an extension for 6 months for the Broadband project to allow for its successful completion. **Discharged.** Extension agreed.

AP9: Hilary to give Co Sec the polytunnel course fee receipt so that this can be paid via a director's expenses form from the Community Garden budget. **Discharged.**

AP10: Hilary to investigate with Orkney Zero Waste the costs involved in getting a Master Composter and/or a talk/demonstration about this. **Ongoing.**

AP11: Co Sec to chase with the supplier the polytunnel repair kit that was ordered at the end of October. **Discharged,** re-ordered but awaiting delivery.

AP12: (a) Co Sec to redraft the introduction sections of the Welcome Pack and ensure that the pack no longer resembles the Around Rousay Website where the information was originally taken from. The Around Rousay Website to be added in for information and acknowledgement given to Kayleigh Tipper for the background information source. **Ongoing. (b)** Co Sec to put in the Review a request for all REW residents who can offer services i.e. plumber/gardener etc. to give details to Co Sec for inclusion (if they wish) into the Welcome Pack. **Discharged.**

AP13: Co Sec to send the invitation letter to established residents to become Trust members out as soon as possible and report back to the Board if any residents have taken up this offer. **Discharged.** See agenda item 4, below.

AP14: All directors to read and send Chair comments on the procedures for awarding grants papers before the next meeting, so that this can be agreed and a policy put into place and circulated to the residents when funding is available. **Discharged.**

AP15: Chair to redraft the paper in light of the free electricity paper vote. Chair to add in the option of the Trust purchasing turbine/s for erection on Trust land and residents being able to buy-in on an equity base. **Discharged.** New

AP3: Chair to put this item on the agenda at the board meeting when final details of the information about grant procedures to be circulated across the community are to be agreed.

AP16: Chair to write to decline the offer of a mentoring facility and thank HIE for considering the Trust. **Discharged.**

AP17: Chair to contact VAO to ask their advice regarding the paying of sick pay and compassionate leave. **Discharged.** Trust policy regarding sickness pay and compassionate leave to be the next policy document to be reviewed. In the interim, the Chair's action for employees funded through HIE, to utilise HIE's policy was endorsed.

AP18: Co Sec to investigate the cost of insurance for covering future staff sick pay and compassionate leave. **Discharged.** Between £1000 and £1500 (approx.) will buy us cover up to the value of £50 per week for up to 2 years sick pay. HIC insurance does not provide this service. Board agreed we would not go for this.

AP19: (a) Co Sec to investigate the cost of insurance for the hiring of the projector in various locations. **Discharged.** Our insurance covers projector use at any location provided a director or member of staff transports it, sets it up and operates it. **(b)** Once the insurance is in place, Co Sec to put the procedure for this in writing. **Superseded:** Until the projector is solely under Trust control it will be difficult to put a process in place.

AP20: AFO to inform both Hilary & John G when the PQASSO Introductory Workshop is and if both are available to see if the VAO are happy for two directors to attend. **Discharged,** Hilary has agreed to attend, still awaiting a reply from John G.

4) Membership.

- The following applications for membership had been received and were approved by the Board. Mark Castle, Jock Bodman, Richard Buchanan, Kathleen Buchanan, Alison Mainland, & Eric Mainland. **AP4:** Co Sec to send out standard letters of acceptance to recent applicants for membership.

5) Finance

- Monthly Statement – This was presented to the Board, no issues with regard to the cashflow but Co Sec to refine the spreadsheet further once she has met with the accountant in the New Year

6) Any Matters Requiring Urgent Consideration (i.e. before the January Board meeting).

- Mark Hull stated that he had a copy of the Radio Orkney interviews with Michelle, Richard Munro & Zoe and would send these to anyone interested via email. The download time is long on this due to the size of the

file. **AP5:** All interested in receiving the Radio Orkney interview recording (PC file) to let Mark know ASAP and Mark to send.

7) The Trust as a Funding Agency

a) Procedures for awarding grants (draft previously circulated):

- Board agreed we should use the higher of the proposed figures for the 3 grant funding ranges.
- There was a long discussion regarding whether to have a PEG group or not. The final unanimous consensus was that we would start without such a group and the board would itself decide to fund or not all applications received. The Trust employee with responsibility for assisting applicants with presenting the strongest possible applications would present applications to the board [but would not be involved in the actual decision]. If at a later date (suggested this be 6 months after starting this process) it was felt that the PEG group should be brought in, this would be introduced. Its exact composition would then be determined at that time. Up to £1,000 grant applications should be presented to the Board for approval (or not) monthly.
- Applications for larger grants would be presented to the Board for approval (or not) quarterly. Applicants would be given guidance, on a case-by-case basis of the greater detail needed regarding larger grants before a decision can be made. It was also suggested that for the larger grant applications the applicant would be invited to present to the Board their idea and business plan so that the Board could ask **any** questions directly. Applications would need to be available to board members at least one week before a meeting at which they are to be considered otherwise they would be deferred until the next relevant board meeting.
- We need to have an appeal procedure for those that are not happy with the outcome of their application or the process that the Trust has used to get to this outcome. This procedure should include representation by an external person to ensure fairness.
- **AP6:** Bryan to re-draft the REWDT Grant Scheme paperwork to show the higher amounts in the funding ranges, to remove the PEG group and any reference to 'Community' in the title, to include the appeal procedure and to ask other Trusts if they would be willing to be the external representative in any appeal hearings.

b) What information to circulate within the community and when:

- It was agreed that the directors would each be allocated a group of households on RE&W to visit to explain the grant scheme and also ask for feedback on how we should use the income from the Kingarly Hill turbine. Letters will be drafted by the Chair (for approval at the next Board meeting) with information about the REWDT Grant Scheme and to gauge ideas for island priorities and the Co Sec will produce a letter for each household. At some point in e.g. March or April [and before the next AGM in June], directors to deliver these letters and offer to call back at a convenient time (within a few days, a week at the most) to discuss the contents of the letter with residents. Directors will collate the information from this survey (within two weeks of completion) and give this information to the Co Sec to analyse and report at the next Board meeting following the survey.
- **AP7:** Chair to draft a letter to all residents explaining the REWDT Grant Scheme and asking for ideas for our three islands for how best to use the funding from the turbine and the BIG Lottery.
- **AP8:** Co Sec to produce a letter for every island household re the REWDT Grant Scheme, once Chair's draft approved by the Board.
- **AP9:** Chair & Co Sec to allocate households to each director and if needed staff member for the Grant Scheme survey.
- **AP10:** All directors to deliver the Grant Scheme survey letter to their allotted households and to return within a few days to conduct the survey, once all households have been interviewed, directors to produce a correlation of their findings and present this information to the Co Sec (within two weeks).
- **AP11:** Co Sec to analyse the collected REWDT Grant Scheme survey information and present to the Board at the following meeting.
- It was agreed that we would invite the Parent Council to apply for a grant under the REWDT Grant Scheme as per their recent request for funding letter. The Parent Council could then, with their full agreement, be our prototype to see how the proposed Grant Scheme application process works.
- **AP12:** Chair to let the Parent Council know that we would like them to apply for funding via our REWDT Grant Scheme to try out how our proposed grant-awarding process works.

- Mark Hull agreed to amend the application form so that it can be downloaded and completed electronically. Mark will 'lock up' certain boxes so that they cannot be altered. The application form can be then sent in electronically but must also be printed out, signed and delivered to the Trust's offices before any grants applications will be considered.
- **AP13:** Mark to 'lock up' sections of the REWDT Grant Scheme Application Form so that it can be completed electronically and send to Co Sec.
- **AP14:** CDO to discuss with Chair a web page for information on REWDT Grant Scheme and to put the application form on this web page.

8) AOB

- The BIG Lottery will shortly want a plan on what we are planning on spending our BIG Lottery funding on over the next three years.
- **AP15:** Co Sec to send the BIG application around to all directors to read before the next meeting so we can discuss ideas and timescales and produce a plan of spend for BIG.
- **AP16:** Chair to put BIG Lottery plan of spend on next month's agenda.

9) Date of next meeting

28th January 2012 at c. 10:30 a.m. straight after the REWIRED meeting.

Summary of outstanding action points. Chair and Director Actions are highlighted below.

October 15th 2011

AP8: Co Sec to prepare request for drawing down from BL GCA the office costs of £7,500 for 2011-12, for the Chair to sign. **Ongoing.**

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December 17th 2011

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