

## REWDT Board Meeting, Company Office, Tuesday July 19<sup>th</sup> 2011, 8.45 p.m.

### MINUTES

**Present:** Bryan Milner, John Olsen, Richard Tipper, Mark Hull, John Garson, Zoe Flaws, Rolf Soames

**In attendance:** Helen Castle [Co Sec]

1. Apologies for absence were received from Dave Basford, Angus Flaws, Christina Cox [CDO] and Michelle Koster.
2. The minutes of the two previous meetings were unanimously approved:
  - a. May 24<sup>th</sup> 2011 meeting [2<sup>nd</sup> draft] Proposed by Rolf; seconded by John G.
  - b. June 18<sup>th</sup> 2011 [extraordinary] meeting Proposed by Richard; seconded by Zoe.

3. Action points

**April 16<sup>th</sup> 2011**

**AP1** Co Sec. to contact all those from whom a signature regarding the Health and Safety policy was still required. **Ongoing:** previously outstanding signature obtained but new director's signature needed.

**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. **Ongoing:** Servicing procedure observed on Rousay; all still to be done on Egilsay and Wyre.

**AP 6** Chair to ensure that a reminder of the AGM appears in the June REW Review. **Discharged**  
**May 24<sup>th</sup> 2011**

**AP1** Michelle to liaise with the community gardener and to manage the implementation of all the decisions regarding making further immediate progress with the allotments and school garden projects. **Discharged**

**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:** claim forms now done.

**NEW AP1** Co Sec, with advice from a director as appropriate, to ensure that outstanding £200 of CARES money was claimed

**AP3** Mark and Michelle to agree the exact amount of funding deficit for the community hall turbines and Michelle then to claim the requisite amount from BL. **Discharged**

**AP4** (a) Mark to give Helen details of the Highland Council 3<sup>rd</sup> sector insurance scheme; (b) Helen to check out the possible advantages of our changing to the Highland Council 3<sup>rd</sup> sector insurance scheme when other insurances were due for renewal. **Discharged:** very competitive rate implemented before expiry of existing insurance to ensure coverage of Storming of Wyre and Rousay Lap without additional [and considerable] expense.

**June 18<sup>th</sup> 2011 [Extraordinary meeting]**

**AP1** CDO to commence work on a first phase CSS grant application for submission to CSS in October 2011. **Ongoing:** currently getting fully to grips with terms, conditions, parameters etc.

**AP2** CDO to inform the Parents' Council, in writing, of the Trust's decision to provide any necessary financial support for their proposed Play Park and to provide an appropriate supporting letter for the Parents' Council to use in grant applications to various agencies. **Discharged:** full set of final quotations being collected so that applications to other sources of grant funding can be made.

Other matters arising

June 18<sup>th</sup>, agenda item 4(b)

John [overseeing the allotments], Zoe [overseeing the school garden] and Rolf [undertaking specialist work at both sites] reported as follows:

Allotments: The sheds were now completed. The windbreak fencing posts were installed and this fencing was due to be completed soon and the poly tunnel re-skinned. Timber etc. not needed at the

school site was to be stacked on the hard-standing alongside the poly tunnel and the grass was to be cut. This service - plus the rotavation of plots, strictly the responsibility of allotment holders, was to be offered as a service because of the project being behind schedule.

School garden: Work was due to commence on the other six raised beds, with erecting the poly tunnel frame, with erecting windbreak fencing and other fencing needed at the site. The shed was to await the return of the community gardener.

Notes The windbreak fencing at both sites would need stays to make them properly secure. This would produce a trip hazard at the school garden, which could be resolved by constructing a raised bed around the stays.

Various suggestions were made to ensure that these very visible examples of the Trust's projects were fully finished to a good standard. It was agreed that all necessary steps to achieve this [not likely to be very costly] be implemented and that funds be drawn down, if necessary, from our BL fund.

#### 4. Membership

Five applications had been received. These were all approved with the proviso that full membership required being on the electoral roll so that where this condition was not met associate membership only could be offered *pro tem*.

It was reported that Maureen Flaws had tendered her resignation as a director. The chair had replied on behalf of the board expressing its thanks for all that Maureen had contributed over the past few years. It was agreed an invitation for Trust members to apply to fill the resulting vacancy be included in the August REW Review.

**AP2** Chair to invite REWDT members to apply to become directors in the August REWDT Review.

A request from REWIRED that another director be appointed to replace Maureen on its board was approved and Rolf Soames unanimously appointed. [Proposed by Mark; seconded by Zoe.]

**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.

#### 5. Policies

The Co Sec had gathered information about the requirements that were due to come into force whereby employers had to make pension provision for all employees earning over £7475 per annum. It was agreed, in principle, that as a responsible 3<sup>rd</sup> sector employer we should make pension provision for all employees, that the cost of such provision should henceforth be incorporated into our funding provision for employees and that identifying possible pension providers and contributions regimes might be a task usefully undertaken by the post-CPO group of Orkney Development Trusts. This information would then enable an informed decision to be made about what precise arrangements to implement.

#### 6. Reports

##### a. CDO [attached]

The CDO's report was received. Attention of directors was drawn, in particular, to the matter of funding for the Rousay Lap and the necessity of having a board meeting prior to the event on e.g. Sat 13<sup>th</sup> August or Saturday 20<sup>th</sup> August.

The Co Sec reported that confirmation of £1,000 2014 communities funding had been received that morning. Since 13<sup>th</sup> August was the date of the County Show, it was agreed that the next board meeting be held on Sat August 20<sup>th</sup> at c. 10.45 a.m. immediately following a REWIRED board meeting].

The Chair informed members that recent comments from Orkney Ramblers, the recent invitation to the Swandro excavations, the Storming of Wyre event and several items in the CDO report had prompted the writing of a paper about the contribution the Trust should make towards promoting tourism in our islands and thereby help to enhance their economic viability. It was agreed that this be circulated for consideration at the August board meeting.

**AP4** Chair to circulate a "REWDT and Tourism" paper to REWDT directors and employees.

##### b. Financial

The Co Sec presented a [previously circulated] cash-flow statement. This statement was welcomed by the board as a useful tool in enabling it to exercise the required financial oversight and it was agreed that this should be a regular feature of monthly board meetings.. Some suggestions were made about how it might be made easier to interpret.

**AP5** Mark and Richard to provide Co Sec with an alternative format for presenting a monthly cash-flow report.

- c. REWIRED – any relevant matters forwarded from prior REWIRED board meeting

7. Accounts

a. Approval of 2010-2011 accounts

The 2010-2011 REWDT accounts were presented to the board for scrutiny and were unanimously approved.

The 2010-2011 REWIRED accounts, already approved by the REWIRED board, were received and accepted.

b. Sage software and related training

The board's attention was drawn greatly increased accountants' fees which were commensurate with the greatly increased scale and complexity of the accounts. Ivan H. had recommended that the use of SAGE software [c.£120] and associated training [c.£500] would mean that less work would need to be done at Scholes with a consequent reduction in costs. The possibility was being explored of using the training component of the CDO and TDO budgets to fund this.

It was agreed that we should heed Ivan's advice and, if the proposed funding vehicle proved not to be possible, to seek to fund it elsehow.

8. Staffing

a. News from HIE

It was reported that the two two-year p-t posts [CDO and H(igh) L(evel) A(dmin) & F(inance)] for which HIE had brokered funding were to be funded at 100% [not 75% as with the current TDO post]. The [previously circulated] Addendum to our Development Plan [both versions] that HIE had requested in support of this funding was approved. We awaited detailed job-descriptions and information regarding the required procedures for making appointments to these posts

b. Implications for staffing structure

The Chair presented some suggestions regarding appropriate staffing structures for REWDT and its subsidiary designed, amongst other things, to reduce the current very considerable workload on the [voluntary] position of chair. Further suggestions concerned how we might use the two imminent p-t time posts to move towards the proposed structure. The suggestions were favourably received but would need to be considered in more detail when we had more specific information from HIE particularly regarding the HIAF post.

9. AOB

- a. Mark reported that one remaining task concerning the Community Hall turbines was the registration for FiTs with Scottish and Southern. This process had been initiated for Rousay but not at all for Egilsay and Wyre. It was agreed that this task, requiring sheer persistence, was most appropriately done by the CDO, as an employee, rather than by a [voluntary] director.

**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.

- b. An offer from VAO for a 2-3 hour course from Edwina Cooke about the responsibilities of the directors/trustees of a charity had been deferred until after our AGM. It was agreed that this might take place in September and that it should be a meeting additional to the monthly board meeting, and be held on a Saturday morning.

**AP7** Chair to arrange with Edwina Cooke for the VAO course for directors to be held on a Saturday morning in September

10. Date of next meeting: Saturday August 20<sup>th</sup> at c. 10.45 a.m. [after the REWIRED meeting]

## Summary of outstanding action points

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