

REWDT Board Meeting, Company Office, Tuesday May 24th 2011, 8.35 p.m.

MINUTES

Present: Bryan Milner, Eric Shortland, John Garson, Richard Tipper, Mark Hull, Rolf Soames

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

1. **Apologies for absence** were received from: John Olsen, Dave Basford, Angus Flaws, Chris Cox [CDO]
2. **Minutes of April 16th 2011 meeting**
These were accepted as a correct record; proposed by Richard Tipper and seconded by Mark Hull
3. **Action points and other matters arising**

- a. 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. **Ongoing:** just one signature now required

AP2 Chair to invite John Garson to take on the role of Fire Officer. **Discharged.** John had agreed to take on this role, for which he was thanked. He was to liaise with the Co Sec regarding the responsibilities involved.

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. **Discharged:** written confirmation still awaited without which Rendalls were not willing to complete installation on Egilsay and Wyre. [See also 6(a) below]

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:** awaiting completion of installation

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. **Expired:** but see 7(a) below.

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. **Discharged** for May; **ongoing** for June

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

Discharged: the former pair of dates preferred.

- b. Other matters arising

There was a lengthy and detailed discussion of item 6(b) of the minutes: regarding the progress, of the Allotments and the Community Garden at the school.

The board expressed its gratitude to all the volunteer help that had made this possible.

- i. Allotments

It was reported that the recent loss of the poly tunnel skin was due to the nails fastening securing board to the bottom rail along one side of the tunnel being forced out by the pressure of the wind. It was agreed that, to meet the expectations of the community, the skin should be replaced ASAP and made more secure by:

- bolting the securing board to the bottom rail;
- erecting some wind-break fencing to afford protection from the west;
- sealing gaps between the bottom rails of the tunnel and the ground;
- installing the doors at each end of the tunnel.

It was also agreed that all the sheds should be fitted with their doors and their roofs completed ASAP.

- ii. Community Garden at the School

It was reported that six raised beds for use by the school had been installed and the ground immediately around them made suitable for children to walk on. This safe, useable area needed to be fenced off from the rest of the site using the temporary fencing and permanent, gated fencing erected between the raised beds and the school field to enable the beds to be used ASAP. The remaining raised beds, shed and poly tunnel could be installed later.

The Community Gardener has offered to complete all the projects beyond the end of his contract, but is imminently due to be out with Orkney for several months. It was agreed, therefore, that the board should take over responsibility for completion of all the urgent tasks and that all the necessary materials, plans etc. be retrieved to make this possible. The remaining project funds would need to be accurately ascertained so that work at the sites would be done by an appropriate combination of paid and volunteer labour. Quotations for the former could be obtained for approval by the board and, once approved, would be funded from the remaining project funds, augmented, if necessary, by drawing down some of the funding available from the Big Lottery.

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.

4. Membership

Rachael Harris, now no longer an employee had re-applied for membership.
This was unanimously approved.

5. Policies: nothing to report

6. Reports

a. CDO [Report attached]

- i. Publicity and grant applications for the 2011 Rousay Lap were currently ongoing.
- ii. Community Hall turbines

Mark, who had been directly involved in early verbal agreements reported:

- that the Rousay Turbine was up and running and that application had been made for FIT;
- that a written response, confirming a verbal agreement, was awaited from OIC regarding the installation of control/metering equipment [for which they were to assume liability] and for the purchase of electricity. The Egilsay and Wyre turbines would not be installed until this written confirmation had been received;
- that LEADER would need to continue to be chased to release their final tranche of grant money against already paid bills; this was ongoing;
- that he had discovered a very attractively priced insurance via Highland Council - for 3rd sector organisations and which they were not permitted to advertise – which would probably offer a better deal than at present for other aspects of our insurance;
- that we were now in a position to calculate how much of the community hall turbines had not been grant aided so that we could draw down the deficit in grant funding from the Big Lottery

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.

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

AP4 (a)Mark to give Helen details of the Highland Council 3rd sector insurance scheme; (b) Helen to check out the possible advantages of our changing to the Highland Council 3rd sector insurance scheme when other insurances were due for renewal.

b. Financial

The chair reported that due to a number of factors - no longer having unspent Powerdown monies providing a buffer, REWIRED unable to make various [re]payments until financial close, having to have receipted invoices and corroborating bank statements before being able to claim LEADER grants, the HIE grant covering only 75% of the TDO salary – our cash flow situation had been critical earlier in the month. The situation had eased but was still very tight.

c. REWIRED

The report from REWIRED regarding having achieved financial close was welcomed and the recommendation regarding selling the anemometer mast – preferably for £4-5K rather than the £3k offered to date – was approved. Commencing the land-lease payments to the Greggs from April 1st, in recognition of their help in achieving financial close without any further delays was noted with approval.

7. Revised Development Plan

- a. Short version for general distribution amongst community
Received suggestions for improvements to this document were considered one by one and hence a final version of the document approved for circulation to all households in our islands with notification of the AGM.
It was agreed that a 2-sides-of-A4 version of the various projects that that been suggested at various times together with information about the level of support for each suggestion as presented by Mark could, if re-formatted appropriately, would be a useful addition to - and could be included as the centre four pages of - the document
- b. Full version
Various proposed changes to the document as circulated prior to the meeting and presented at the meeting were discussed and the ensuing decisions implemented to produce a final version of the document. Some misgivings were expressed about the detailed presentation, in the relevant appendices, of the categories and types of projects that had been suggested to date. Various small, but nevertheless useful, changes were agreed but the majority view was that there was insufficient time properly to debate any proposed radical re-presentation. Furthermore, we were intending to include a more concise, and hence more accessible, version of the information with the short version of the Development Plan, which all households would receive.

8. AOB

- a. The chair and vice-chair [+ Mark for CES] were to attend a two-day meeting – June 13-14 - involving HIE, CES and the CPO member islands [+ Westray] to discuss the procedures which Trusts might adopt for making decisions about how, to whom and by whom income accruing from community turbines might be fairly and transparently disbursed.
 - b. It was agreed that laptops and printers currently in possession of ex-employees whose contracts had expired should be retrieved, at completion of the projects, for use by the Trust as replacements for broken down equipment and/or for further employees [e.g. any taken on for a limited period with respect to a specific project for which equipment funding was not forthcoming].
 - c. Advance notice was given of an August conference being planned by CES for 3rd sector organisations [such as ours] that were involved in revenue-generating projects
9. **Date of next meeting:** not decided.

Summary of action points

April 16th 2011

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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:** awaiting completion of installation

AP 6 Chair to ensure that a reminder of the AGM appears in the June REW Review.

May 24th 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.

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