

REWDT Board Meeting, Company Office, Tuesday November 22nd 2011, 08:00 p.m.

## MINUTES

**Present:** Bryan Milner, Eric Shortland, Mark Hull, John Olsen, Rolf Soames, Richard Tipper, John Garson & Hilary Byland.

**In attendance:** Michelle Koster (TDO) & Helen Castle (Co Sec)

1. **Apologies for absence** were received from Christina Cox (CDO), Angus Flaws, Zoe flaws & Dave Basford.
2. **Minutes of September 24<sup>th</sup> meeting** were approved [Proposed: Hilary Byland; seconded: John Garson]
3. **Action points and other matters arising** (*if not elsewhere on agenda*)

### Action points

#### July 19th 2011

**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 REWIRED board meetings. **Discharged**; but unable to accommodate.

#### August 20th 2011

**AP1** Chair to write to the CAs on Egilsay and Wyre formally handing over the community hall turbines. Wyre letter sent, no reply as yet, received. Egilsay letter was sent but not received, Bryan has re-sent. **Discharged. New Action AP1**; Chair to forward the Wyre email to Co Sec.

#### September 24th 2011

**AP1** CDO to bring the Community Halls turbine project as close to completion as possible prior to her October vacation. Any outstanding issues to be identified and all relevant documents made available prior to departing. Egilsay & Wyre centres are putting in heating systems; contracts are due out next week. Chris to follow up re feed in tariff. **Discharged.**

**AP2** Chair to prepare an induction pack by drawing on materials provided at the VAO session for use in the induction of new directors [and any existing directors who had never been briefed] regarding their responsibilities. Co Sec now to take this action point over. **Discharged**

#### October 15th 2011

**AP1** Chair & Co Sec to draft a 'Welcome to Rousay/Membership' letter and information pack for approval at next meeting. **Discharged.**

**AP2** Chair and Co Sec to draft a mail-shot letter to non-members and present at the December 2011 meeting. **Discharged.**

**AP3** Co sec to make the agreed changes to the Equal Opportunities policy and send to all directors for them to sign the final page and return ASAP. **Discharged, but discussion deferred.**

**AP4** Co sec to send the EO Action Plan questionnaire out to all directors and staff for completion and return ASAP. **Discharged.** A wider questionnaire to be considered for members to complete, this if approved, to be sent to members with their invitation to the next AGM. **Ongoing.**

**AP5** Co Sec to contact Richard and ask if he is willing to take on the Employment Monitoring Director role. **Discharged**; Richard is happy to undertake this role.

**AP6** Co Sec to send a copy of the monthly statement with the minutes as this did not go out in advance of the meeting. **Discharged.**

**AP7** TDO to induct Co Sec regarding drawing down funding from the Trust's BL GCA pot. **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.** Change of signatories has been completed.

**AP9** Chair to prepare a document for BL GCA approval about the drawdown of funds towards core running costs to 2016.

**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. **Ongoing.**

**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.

**AP12** Michelle to check the Community Gardening budget as Matt still has some outstanding invoices to submit. **Discharged.**

**AP13** Co Sec and Zoe to arrange for a BIG funding draw down and purchase of a shed. **Discharged.**

**AP14** Michelle to check that Wyre Heritage Centre refurbishment has been completed. **Discharged.**

**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.**

**AP16** Co sec to contact Lindsay Hall re formalising Community Payback opportunities on Rousay. **Discharged.** Lindsay Hall to contact us if and when opportunities arise.

**AP17** Chris to put in for this CSS grant (Toilet Facilities, Picnic Areas, Allotment picnic area and speakers at Allotment Association meetings). **Superseded.**

**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.**

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

**AP20** Chair to produce a paper re free/cheap electricity, directors to read this before the next meeting. **Discharged.**

**AP21** Chair to send out before the next meeting proposals on fair, open and transparent procedures for grant applications to the Trust regarding proposals for the use of the turbine income for the benefit of the community. **Discharged.**

**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.**

**AP23** Co Sec to complete banking forms for Hilary to be added as a signatory to the Allotment Association account and for both of us to be able to use internet banking. **Discharged.**

**AP24** Co Sec to investigate Just Texting Online. Discharged. We now have this set up and ready for use.

**AP25** Chair to write a broadly sympathetic reply to the Parent's Council re-funding for music events and sports activities next year indicating that we were currently putting procedures in place precisely so as to be able to respond to such requests. **Discharged.**

**AP26** Britain in Bloom This offer from the Community Council was handed to Hilary as Allotment Director to take forward. **Discharged.** Hilary has contacted Beautiful Scotland's 'It's your neighbourhood scheme' starting next spring, plus we may be able to get wild flower seeds.

**AP27** Woodlands Trust has trees available. Zoe to look into this. **Ongoing**

**AP28** Hilary to get a key cut for the allotments for herself and one for the office too. Discharged.

#### 4. **Membership.**

- No applications for membership received since the last meeting.
- Board agreed that, once approved, there should be a mail-shot to all non-member residents inviting them to join the Trust. **AP:** 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.
- Clare Daintith has agreed to receive the first version after approval of the new Introduction Pack and inform us of her views regarding the usefulness of this for newcomers to our islands. **AP2:** Co Sec to send to Clare the Introduction Pack, once final first version completed and approved.

#### 5. **Policies**

- Co Sec presented the Disciplinary policy with the suggested changes to the Board, further changes were received and agreed; this was approved. **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.

#### 6. **Finance**

- a. 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. **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.

#### 7. **Reports**

##### a) REWIRE

- Michelle informed the group that BLF have agreed to allow us to pass £3266.40 funding to the Parent Council to meet the balance of the play park. This is taken from our £400,000 grant. The outcome benefitting from this approval is "100 young, elderly and non-car owners will enjoy increased access to improved services and amenities". This has been actioned.
- Board agreed to hold an opening ceremony and party for the three islands, the proposed date is **Friday 15th** April 2012, as this should be after we receive the first production payment from our REWIRED. **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.

##### b) CDO

- The CDO line manager has advised the CDO as to the Board's concern over her report stating that there will be no application under CSS funding due to time constraints. The TDO & AFO had explored the possibility of drawing up an application for a grant towards a feasibility study for the swimming pool; but were unsure if a sufficiently detailed bit could be made by the December 2<sup>nd</sup> deadline. If not, they would endeavour to produce an application to CSS for improvements to the Rousay school garden, allotment play area and turbine picnic site, plus locations on Egilsay (St Magnus Church) and Wyre (Heritage Centre/Cubbie Roo's Castle). Mark Hull has agreed to look at making an application regarding the request for a toilet at various sites around the island, i.e. Mid Howe & the Saviskail beach. **AP6:** TDO/AFO/Mark to progress and if possible submit; CSS applications for picnic sites and/or toilets before the 2<sup>nd</sup> December deadline.
  - Broadband project – In CDO's absence on compassionate leave, the AFO will take this project forward until her return to work. The Board reiterated its earlier undertaking to pay the broadband annual fees on Egilsay & Wyre, so long as the facility is deemed to be worthwhile and practical. This arrangement will be under annual review. AFO to confirm regarding the required phone/broadband lines at the school site; Board agreed that the Pier Interpretation Centre could be used as a back-up location on Rousay. **AP7:** Co Sec to check regarding broadband installation at Scottish Water building by School. **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.
- c) Allotments and School Gardens
- Hilary has been attending a polytunnel course which is proving to be very useful regarding the differences in using a polytunnel here in Orkney and what is normally found in plant growing books generally. The Directors agreed that the Trust would pay the course fees of £20. **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.
  - Orkney Zero Waste has a Master Composter. It was suggested that this would be a good thing to have for our allotments. **AP10:** Hilary to investigate with Orkney Zero Waste the costs involved in getting a Master Composter and/or a talk/demonstration about this.
  - The repair kit for the polytunnel has still not been received. **AP11:** Co Sec to chase with the supplier the polytunnel repair kit that was ordered at the end of October.
- d) Trust Supported Play Park Project
- The majority of the Directors responded positively regarding the request that the Board underwrites the warranty for repairs to the Timberline equipment should Timberline go into administration during the first year's guarantee period. The Board will only guarantee repairs for the first year.
- e) Drafts of: -
- Newcomers' Welcome Pack: - The Directors liked in principle the idea of this. **AP12:** Co Sec to redraft the introduction sections of the Welcome Pack and ensure that the pack no longer too closely resembles the Round Rousay Website where the information was originally taken from. The Round Rousay Website to be added in for information and acknowledgement given to Kayleigh Tipper for the background information source. Plus 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.
  - Directors' Induction Pack: - Deferred to the next meeting.
  - Invitation to (established) residents to become Trust members. The draft letter was amended and agreed. **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.
- 8. The Trust as a Funding Agency**
- a) Procedures for awarding grants (draft previously circulated): Initial Consideration. Deferred until the next meeting. The Chair emphasised the need for this to be covered in detail at the next meeting and agreed by all. **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 discussed, amendments made and hopefully agreed and a policy put into place and circulated to the residents.
  - b) Draft position regarding free/cheap electricity (previously circulated). The paper was considered. The early paragraphs were approved but the directors voted in favour of none of the suggested options for giving annual grants to all residents. **AP15:** Chair to redraft the paper in light of the free electricity paper vote. Chair to add in the options of the Trust purchasing turbine/s for erection on Trust land and residents being given a free share in such turbines and also to be able to purchase shares (up to a

specified limit) to ensure ample possibility for small investments by those who could not afford to install their own turbine. TDO commented that if the Trust decides to do this, this becomes a project and therefore must go through our own procedure for awarding grants system.

#### 9. Communications requiring a Trust response

- a) Orkney Communities Development Plan (NB 48-hour consultation invoked). The Chair sent the agreed response to OIC and received back a reply stating that they have included the Trust's suggested amendments into their plan.
- b) HIE offer of mentoring facility. The Directors agreed that this was not an offer the Trust wished to take up at the present time. **AP16:** Chair to write to decline the offer of a mentoring facility and thank HIE.
- c) Orkney Ferries Tariff Review. This was discussed and all directors encouraged to complete the OIC questionnaire either the paper copy or on-line. The Board agreed the proposed paper and this will; be presented to OIC at the forthcoming Tariff Review meeting on 3<sup>rd</sup> December, 14:00 at the School.

#### 10. AOB

- The Board discussed staff sick pay and compassionate leave, as the current staff contracts states: -  
*SICKNESS ABSENCE*  
*All sick pay over and above Statutory Sick Pay is at REWDT's discretion. REWDT reserves the right to call for a medical report by an independent doctor in relation to any period of absence due to illness, or at any time during your employment.*  
*SPECIAL LEAVE*  
*Special leave (e.g. compassionate leave) is by agreement with your line manager. This will not normally be withheld.*  
and are insufficiently detailed.  
**AP17:** Chair to contact VAO to ask their advice regarding the paying of sick pay and compassionate leave. Board agreed that the Trust would pay the first two days of sick leave as this is not part of the Statutory Sick Pay. **AP18:** Co Sec to investigate the cost of insurance for covering future staff sick pay and compassionate leave.
- The Board agreed that from now on all staff expenses will be checked by the line manager and only passed onto the full Board for approval if the line manager deems necessary.
- The Chair informed members that he had, at the request of the vice-chair of the Hoy Development Trust and fully in the spirit of the free exchange of information between Orkney Trusts, provided information about the relationship between REWDT and REWIRED and how this was based on the DTAS/HIE Guidance Notes for the M & As of a subsidiary company (rather than on the M & As themselves). On learning that it was being claimed that REWDT supported one side of a dispute on Hoy, the Chair informed relevant parties on Hoy that this was definitely not the case; REWDT had simply provided information and had done so not knowing that there was a dispute on Hoy.
- The Board discussed the possibility of hiring out the projector for general use. A vote was cast and the Board agreed that the projector could only be used by the Trust and the community groups affiliated to the Trust or to the Community Association, but could be used in any location that these groups wish to meet at. It was agreed that if the Allotment Association wished to hire the projector, that this was acceptable as they are currently part of the Trust. Due to the projector being expensive to replace if damaged, **AP19:** Co Sec to investigate the cost of insurance for the hiring of the projector in various locations. Once the insurance is in place, Co Sec to put the procedure for this in writing.
- The AFO is required (by HIE via VAO) to implement the PQASSO Quality Standard in to the Development Trust. The introductory workshop details will be emailed to the AFO in early December. This will include an invitation for a director to also attend. Hilary and John Garson have offered their support with this providing the timings suit. **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.

#### 11. Date of next meeting

17th December 2011 at c. 10:30 a.m. straight after the REWIRED meeting. Except for any urgent matters that cannot be held over until January, this meeting will be dedicated to discussing, amending as necessary and hopefully finalising the procedures for awarding grants. All directors to have read and to have fed back their comments on this prior to the meeting.

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

**August 20<sup>th</sup> 2011**

**AP1:** Chair to forward the Wyre email regarding the handing over of the Hall Turbines to Co Sec.

**October 15<sup>th</sup> 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.

**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.

**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.

**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.

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**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.**

**AP27:** Woodlands Trust has trees available. Zoe to look into this. **Ongoing**

**November 22<sup>nd</sup> 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.

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

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