

REWDT Board Meeting, Company Office, Saturday October 15th 2011, 11.00 a.m.

MINUTES

Present: Bryan Milner, Dave Basford, Eric Shortland, Mark Hull, Angus Flaws, Zoe Flaws, John Garson & Hilary Byland.

In attendance: Michelle Koster [TDO] & Helen Castle [Co Sec]

1. **Apologies for absence** were received from Rolf Soames, Christina Cox, John Olsen & Richard Tipper.
The Chair welcomed Hilary as our new director to her first meeting of the Trust.
2. **Minutes of September 24th meeting** were approved [Proposed: Dave Basford; seconded: Angus Flaws]
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. **Ongoing**

August 20th 2011

AP1 Chair to write to the CAs on Egilsay and Wyre formally handing over the community hall turbines. **Discharged:** Wyre letter sent, no reply received. **Ongoing:** Egilsay letter was sent but not received, Bryan to re-send.

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. **Ongoing** Egilsay & Wyre centres are putting in heating systems; contracts are due out next week. Chris to follow up re feed in tariff.

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. **Ongoing: Co Sec now to take this action point over.**

AP3 (a) Chair to invite the WYRE CA to nominate a REWDT director. **Discharged:** Invited, no reply as yet, received.

(b) Chair to check the rules for co-opting directors and, if permissible, to invite the interested member to become a co-opted director. **Discharged:** M&As make provision for directors to be co-opted for their ability to make specific contributions. Hilary now a director to take an active role in transferring responsibility for the allotments to an Allotment Association.

AP 4 Chair to write to the person suggesting a possible Trust project incorporating the approved response. **Discharged:** Letter sent, no reply as yet, received.

AP5 Chair to circulate HIE legal undertaking document to directors for response within 48 hours of receipt. **Discharged:** no responses received. We had been informed that the 2023 date in the document was a requirement of EU funding and could not be changed. All the requirements in the document relate only to matters directly relating to the funding and are, therefore, acceptable. The Chair had signed and returned the document to ensure speedy receipt of the first chunk of funding.

AP6 Chair to implement, ASAP, a comprehensive costing of the Trust's core running costs. **Discharged:** see item 6c on agenda.

Arising from Agenda item 12 (b) ii a mutually acceptable arrangement had been agreed by the Chair, CDO and line manager.

4. **Membership.**

- No applications for membership received since the last meeting.
- New residents to be contacted to welcome them to the island and invite them to become members of the Trust as associate members until they were on the electoral role. Directors henceforth to alert Company Secretary of any new residents under this agenda item. **AP1** Chair & Co Sec to draft a 'Welcome to Rousay/Membership' letter and information pack for approval at next meeting.
- Board agreed that in January 2012 there should be a mail-shot to all non-member residents inviting them to join the Trust. **AP2** Chair and Co Sec to draft a mail-shot letter to non-members and present at the December 2011 meeting.

5. Policies

- Co Sec presented the Equal Opportunities policy with the suggested changes to the Board, this was approved. **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.
- The Board approved the idea of an Equal Opportunities Action Plan. **AP4** Co sec to send the EO Action Plan questionnaire out to all directors and staff for completion and return ASAP. 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.
- It was suggested, as Richard Tipper is now the staff line manager that he be nominated as the Employment Monitoring Director (as stated in the EO policy). **AP5** Co Sec to contact Richard and ask if he is willing to take on the Employment Monitoring Director role.

6. Finance

- a. AFO Appointment – Helen was welcomed into her new role. The funding agreement for this role does not permit basic, routine administration so the current Company Secretary role was to be continued with reduced hours. It was agreed that the two roles together would henceforth be referred to as Company Secretary.
- b. Monthly Statement – This was presented to the Board, no issues. **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.
- c. Core Cost Funding – A draft paper from the Chair relating to the request to be made to the BL GCA fund for a contribution towards the core running costs of the Trust was discussed. Its basic principles were accepted and, after some adjustment of the actual figures, the document was agreed. [Final version of document attached] It was also agreed that responsibility for drawing down money from our BL GCA fund, hitherto undertaken for historical reasons by the TDO, should henceforth be the responsibility of the Company Secretary.
AP7 TDO to induct Co Sec regarding drawing down funding from the Trust's BIG GCA pot.
AP8 Co Sec to prepare a request for drawing down from BIG GCA the office costs of £7,500 for 2011-12 for the Chair to sign.
AP9 Chair to prepare a document for BIG GCA approval about the drawdown of funds towards core running costs to 2016

7. Reports

- a) CDO No CDO report as Chris on annual leave.
- b) REWired Michelle raised a concern regarding the equity in the project and its relation to our loan. We must ensure that we draw down the full TDO HIE funding or the Trust will have to find the difference.
- c) Allotments and School Gardens
 - Request received from an allotment holder to ask if the wheelbarrow in the poly-tunnel may be used. Yes but it must be returned afterwards. Co Sec to let allotment holder know that the wheelbarrow may be used but must be returned afterwards. Phoned 17.10.11 and left a message on their answer phone.
 - Thanks to John Garson for his work at the allotments and with the organisation of the putting up of the poly-tunnel. Thanks also to all those who helped with this. We need a solution to the flapping of the corners of the poly-tunnel. **AP10** John Garson to arrange with Hilary how to address the issue of the flapping poly-tunnel corners and to put Terram inside the tunnel.
 - School garden shed is still with Matt. **AP11** Angus, Michelle and Zoe to arrange for the School garden shed to be retrieved from Matt and erected at the School.
- d) Trust Supported Play Park Project

Zoe reported that, as a result of the Trust's undertaking to match other funding where necessary, most of the required money had now been granted from other sources so that only a relatively small contribution would be needed from the Trust. The project would soon be proceeding.

The head teacher has requested a shed for the play park. It was agreed that this also be funded by the Trust up to a total, first using any surplus Community Gardening funding and thereafter drawing down BL funding. **AP12** Michelle to check the Community Gardening budget as Matt still has some outstanding invoices to submit. **AP13** Co Sec and Zoe to arrange for a BIG funding draw down and purchase of a shed. **AP14** Michelle to check that Wyre Heritage Centre refurbishment has been completed.

8. External Project Priorities

The Chair presented this paper (attached) to the Board.

- It was agreed that under section **1d** that the cost of a community gardener to oversee/maintain the allotments, poly-tunnel and School garden would be taken on by the Trust. **AP15** Hilary to speak to Helen Houston re any social enterprise projects and funding opportunities for the maintenance of the allotments and school gardens.

The board was reminded in this context of our agreement to offer, whenever possible, opportunities for Community Payback work to be undertaken for the Trust.

AP16 Co sec to contact Lindsay Hall re formalising Community Payback opportunities on Rousay.

Regarding a Community Spaces Scotland (CSS) bid for Dec 2nd 2011 (or for Dec 7th 2012)

- **2a** – Community garden facilities on Egilsay & Wyre. Doubt was expressed concerning the likely demand for this.
- **2b** – Toilet facilities for e.g. Mid Howe and Saviskail. Agreed that we should put in for a capital grant to get high quality portable/Tardis style toilets and pay someone locally to maintain them. **AP17** Chris to put in for this CSS grant (Toilet Facilities).
- **2c** – Picnic areas. Agreed we should apply for funding for all suggested areas in the paper plus St Magnus Church, Egilsay and Cubbie Roo Castle/Wyre Heritage Centre on Wyre. **AP17** Chris to put in for this CSS grant (Picnic Areas).
- **2d** – Picnic area for allotment site and speakers for association members. Agreed that the Trust will make a grant annually to the Allotment Association for approximately £500.00 for speakers and their T & S. CSS grant to be made for the picnic area and to cover speakers in 2012. **AP17** Chris to put in for this CSS grant (Allotment picnic area and speakers at Allotment Association meetings).
- **2e** – Water Taxi. Agreed that this should be a second round grant application but that a feasibility study should be carried out and funding to support this study applied for under the first round application process. **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.
- **3** - Community Stated Preferences.
3a - Zoe is currently doing a feasibility study regarding the proposed Swimming Pool, this to be presented to the board when complete (**AP19**).
3b - Chair to produce a paper re free/cheap electricity, for directors to consider before the next Board meeting. (**AP20**).
- **4** – Procedure for the disbursement of Trust Income. **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 use of turbine income for the benefit of the community.
- **5** – Marketing of the three islands and increasing the benefits from tourism. It was agreed that the Trust would facilitate REW Tourist Group in taking this forward. **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.

9. AOB

- Community Power Orkney

Michelle reported that Community Power Orkney has been shortlisted for the Surf Award and there will be interviews with the five island groups and CES on Monday 17th October 2011.

- Allotment Association

The board approved both Co Sec and Hilary to have access to internet banking for this account and for Hilary to become a signatory on this account in anticipation of Hilary taking over the ownership of the Allotment Association once a committee has been formed. **AP23** Helen 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.

- Trustee indemnity insurance

Trustee indemnity insurance has now been purchased from Bruce Stevenson as they were the best quote received

- Just Giving

Now that the Trust has this facility, it was suggested that the Co Sec look into registering for Just Texting. **AP24** Co Sec to investigate Just Texting.

- School Music Events and Trips
A letter had been received from the Parents' Council regarding the possibility of the Trust assisting with finances for music events and sports activities next year. Some funding had been granted from the Community Council but would soon be exhausted and the usual route of using Awards for All is not an option as this funding stream was used for the School play park. **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.
- Britain In Bloom This offer from the Community Council was handed to Hilary as Allotment Director to take forward (**AP26**).
- Woodlands Trust has trees available. **AP27** Zoe to look into obtaining trees from the Woodland Trust.
- Hilary, in her role as nominated director, would like a key for the allotments. **AP28** Hilary to get a key cut for the allotments for herself and one for the office too.

10. Date of next meeting

22nd November 2011 at c. 8 p.m. straight after the REWIRED meeting.

Summary of outstanding action points

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

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.

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.

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