



*From the community  
For the community*

Rousay, Egilsay and Wyre Development Trust is a charitable company Limited by guarantee. Co. Reg. No: SC318527 Charity Reg. No: SC040407 Registered Office: The Manse, Rousay, Orkney, KW17 2PR. Telephone: 01856 821229. E-mail: info@rewdt.org

REWDT Board Meeting, Company Office, Wednesday 01 August 2018, 19:30  
**MINUTES**

**Present:** John Garson (Chair), Gill Wigley (Vice-Chair), Kayleigh Tipper (Treasurer), Carole Maguire, Hilary Byland, Christina Cox, Bryan Milner & Mark Hull (via teleconferencing).

**In Attendance:** Helen Castle (AFO) & Kira Hoffmann, Julie Morgan & Sarah Sailor, (REWDT Admin/Project Assistants)

**1. Welcomed & apologies for absence.** John welcomed everyone to the meeting. Apologies were received from Eric Shortland and Alan Odling.

**2. Minutes of 20 June 2018 Board Meeting.** Kayleigh Tipper queried the “unknown vote” referenced in Section 2 (Trumland Land Project); Helen Castle confirmed it was an abstention rather than unknown vote and changed the minutes to reflect as such. KT also asked for confirmation that the terms of repayment referenced in Section 5.2.2 (Rousay Stores Loan) was £10 per month or £10 per week. HC confirmed it was £10 per month based on Michelle Koster’s notes.

Hilary Byland stated that she did not receive the emailed notes, and HC requested that the Board please contact her if meeting notes are not received within one week following the meeting.

Minutes were approved (Proposed: Christina Cox, Seconded: Carole Maguire).

**3. Action Points (see below) and Other Matters Arising**

24 March 2018

**AP1: Gill Wigley, Chris Cox, Kayleigh Tipper and Mark Hull** to arrange to meet to discuss the grant procedure and T & C. **Ongoing: planned for October**

20 June 2018

**AP1: All directors** to try to make suggestions to the Co Sec for marshal support for the Rousay Lap. **To be discussed in Section 7.2.3 on this meeting’s agenda.**

**AP2: Eric Shortland** to find out all the information connected to the DT taking over the license for the Pier Restaurant and come back to the board for discussion. **Ongoing: ES not yet in touch with information regarding the license.**

**4. New Project Manager (Michelle Koster’s replacement post) planning and HSO management cover.**

An advert for the Project Manager post was placed in the August *Rousay Review* and on the REWDT website. There is a perception that the post would be “taken off the islands” so it has

been advertised on REW first. The advert was placed quickly due to the need for a fast turnaround in getting the position filled after a discussion by Gill Wigley, Hilary Byland, Bryan Milner and Carole Maguire, and apologies were made to Kayleigh Tipper for the quick submission of the advert for the *Rousay Review* and that it had not been announced to the Board before submission. Michelle Koster gave GW and BM her job description on which to base the advert. The deadline for applications has been set for 17<sup>th</sup> August; applications will be reviewed the week of 20<sup>th</sup> August, with the interviews held the following week. Chessa from HIE agreed to provide an external member of the interview panel to allow for neutrality and will be kept informed regarding interviews. Mark Hull proposed GW [as line manager or senior staff] and JG [as Chair] to also sit on the panel, and they accepted. **Co Sec** to keep everyone informed regarding applications received and interview dates.

Kayleigh Tipper suggested the notice period for the Project Manager be re-examined, as it is currently set at 4 weeks and came up very quickly in MK's case. The new position will have a three-month notice period.

Mark Hull and Bryan Milner discussed the Heat Smart Orkney management cover gap of 2.5 days per month (the Community Energy Scotland equivalent participation in the project) since MK's departure and the need for continuity at this stage in the project. MH explained that the HSO staff will also be covering the new SMILE project (paid for by Community Energy Scotland). It was recommended that if MK is open to continuing to work with HSO for 3.5 hours per week to the end of the project (end of March 2019) this could avoid having to integrate the new REWDT Project Manager into the HSO and SMILE projects at such a late stage, and would be helpful to have MK available for the handover to the new REWDT Project Manager, if the Board approved the idea. The Board approved the request for MK to continue to work with HSO for 3.5 hours per week to support the HSO project.

## **5. APA Staff Overpayment.**

The Company Secretary apologised to the board for her error in overpaying the APAs and the upset this had caused to the staff involved. Chris Cox said that mistakes are made, she was surprised that the APAs hadn't noticed the additional funds had been paid to them but that there were other factors to consider which added to the confusion and oversights had been made on both sides. After a discussion regarding the percentage to be repaid the board voted in favour of 100% repayment, and that the board would accept the staff terms for repayment (this could be by additional hours of work being unpaid) to meet their financial situations, with a regular 6-month review date until all the funds were repaid.

## **6. REWIRED Ltd. Updates.** (See Report dated 01/08/2018)

As report, no actions required.

## **7. Staff reports.**

### **7.1 Project Manager Report** (See Report dated 01/08/2018)

**7.1.1 Grant Applications Received:** -Standard terms and conditions will apply, unless otherwise stated.

**G18 22G Trip for over 60's (Triangle Club).** Applied for £500. The award was approved to a maximum of £500 but must be open to all residents. The funds will come from the Wyre turbine income fund.

**G18 23G Superfast Broadband (Copla Ltd).** The application was made for funding to meet the costs of a Superfast Broadband service set up costs, and annual running costs of £150K for Year 1 and £60K for Year 2. After discussion the board felt that the connectivity issue needed a full investigation and all options considered of which this would be one. A letter to be sent explaining that options for the island were being explored.

**G18 21G** – Awarded £600 for Annual Grant

**G18 24ED** – Awarded £440 for MCA Engine Course (80%)

**G18 25G** – Awarded £93.40 travel associated costs (80% up to £100)

**Active Islands update from Sarah Sailor.** Sarah shared the usage under the DT funded Active grants. Some are not utilising the offer which means the grant award is not value for money. The Board has appointed a sub-group to start a complete review of all the grants (processes, T & C and the system) in October Well-Being will be the first area to be looked at. All changes will be notified in the Review. **APA** to email the sub-group with the current grant process, T & C etc. **Co Sec** to put on FB, Website & next Review that Active grant awardees must use the programme or inform us if they are unable to otherwise they may face having to repay a percentage of the award.

**Care & Repair.** An email from Care & Repair identifying a request for assistance with borehole funding was presented to the Board. The applicant did not meet the existing requirements and more clarification from Care & Repair is required **APA** to request the additional information required. The criteria for this award will also be reviewed by the sub-group as part of the grants review.

**Crafthub.** The Crafthub's end of grant report was discussed. This is awarded as part of the Well-Being grant offer. Currently the grant system has a cap of £6 per session which is sometimes exceeded in the case of Crafthub courses. This anomaly to be reviewed as part of the overall review of grant procedures, terms etc.

Hilary Byland asked when the next Crafthub award would be received and JG said £600 would be awarded as soon as the signed offer letter was returned.

**7.1.2 Grant T&C Review.** **AP1: Gill** to plan for the sub-group to meet to review the Well-Being element of the grants and report to the board at the meeting on 22 September.

**7.1.3 Crafthub/AtPR update.** Co Sec explained that there was a failure to reach a decision regarding the Crafthub sub-lease at the previous board meeting and asked how the board wished to proceed. Christina Cox said she had not received any agreements. **Co Sec** will look in PM's notes for information from the minutes and will work with Hilary Byland to move forward

and will have the information available by the next Board meeting but will send out to all directors as soon as possible.

The agreement was sent to At the Pier on 10 July 2018; details were discussed at the last meeting and the agreement was amended by Eric Shortland. Carole Maguire asked if the agreement had been signed by AtPR and REWDT, the answer is no - only the main lease has been signed with Itha Flaws. **Co Sec** will email ES on 14 August to discuss. Bryan Milner asked to be reminded of the date when confirmed the REWDT lease with IF expires. This date was 30<sup>th</sup> Sept. Decisions regarding moving forward to be made at the Sept 22nd meeting.

**7.1.4 Trumland Land Procurement.** The Stage 2 application and supporting documents deadline is 24<sup>th</sup> August. **Co Sec** will add amendments as discussed with the SLF and is waiting for the business case and evaluation report to finalise the application. Submission deadline is 14<sup>th</sup> September. The Board will need to approve the Trumland Land application and a virtual meeting was approved to do this at the start of September and the **Co Sec** will send the information to director by the third week of August. Bryan Milner pointed out that the table of votes on how to use the land from the community ballot was unclear in several respects and should be re-presented to provide a clearer picture of the significance of the responses, although the rank ordering of the projects would be the same. **AP2: Bryan** to send the Co Sec the revised table for the ballot results. HIE will fund 60% of a salary for a Project Officer to manage the Trumland Land project.

**7.1.5 HSO Ltd.** See report, no additional information required.

**7.1.6 Rural Housing Fund.** According to Chessa from HIE, the Rural Housing Fund is not able to fund a Rural Housing Officer but will fund a Trumland Project Officer/ Ranger at 60% salary for up to 3 years, and is not a full-time position; however, the position can also act as the Rural Housing Fund Project Officer which would create a full-time position. **Co Sec** to submit proposal to HIE at meeting on August 13<sup>th</sup>.

**7.1.7 EV Charging Point Tingwall.** Neil Kermode, CEO of OREF, can provide funding up to £500 for 5-6 EV charging points on Rousay for mainly tourism related properties. Each charging unit costs an additional £250 + VAT. **AP3: Mark** will follow up with Neil to see if the CES SMILE project may be able to provide the additional funding for the Rousay EV charging points, and Mark said that there are other sources of external funding available.

**7.2 Company Secretary Report** (See Report dated 01/08/2018)

**Membership/New Residents.** Two membership applications were received by Elizabeth and Colin Lamond. Membership approved.

**7.2.1 DT Bank Account Signatories.** Michelle Koster will be removed, and Sarah Sailor will be added as the REW DT bank account signature, this will allow for cheques to be signed in the office without the need to bring in a director to sign and will remove any potential delay in

payments being made. Kayleigh Tipper asked if this would raise any audit issues, which it will not. **Co Sec** to arrange.

**7.2.2 Rousay Stores Loan.** John Garson to send a letter to Alan Odling to start the discussion regarding increasing payments now that he has secured employment. **Co Sec** to draft.

**Complaints Received.** The Board decided that all letters should be forwarded to the company solicitor, and that the member of staff affected will be notified of this by letter. **Co Sec** to arrange.

**7.2.3 Rousay Lap.** The Directors agreed to forward any names of potential volunteers to the Co Sec. A video created by a Rousay resident promoting the Rousay lap has been donated to REWDT to use by Denis Soames, and a thank you letter will be sent from the Board. **Co Sec** to draft.

## **8. AOB**

8.1 Kate Lewington, CEO of Destination Orkney will be visiting the REWDT office on 14 August.

**Directors** - Please inform Co Sec if you wish to attend.

8.2 It was suggested that a system of volunteer drivers be set up to help take non-driving residents to appointments; the passenger would be responsible for payment of the hire of the REWDT EV car. Discussions regarding the need for drivers to hold a PVG license, and if this would be considered a taxi service should happen. If decided to move forward, system to be advertised in the Rousay Review. **Co Sec** to take forward.

8.3 **Christina Cox** and/or **John Garson** to represent the DT the RSPB Open Day on Egilsay on 02.10.18.

8.4 The REWDT website has recently had some issues and should be re-designed; **Co Sec** has approached our IT support at Scholes to ask for a quote for doing the redesign, and it should cost roughly £200 to do. **Co Sec** to continue discussions.

8.5 **Carole Maguire** will attend the OIC Digital Champion free training course on 05.09.18.

8.6 **Christina Cox** and **Hilary Byland** agreed that the Craithub Car Park should be used as an overflow ferry parking on days the pier car park is full.

8.7 **AP4: All Directors** Governance email from David Gourlay (HIE consultant) reviewing our procedures requires feedback from the Board Directors, please email Co Sec by 08 August.

8.8 Gail Anderson of VAO asked for volunteer Development Trust reps on the Strong Deliveries Group of the Orkney Partnership organization, as **Chris** represents ECA and **Bryan** other external organisations, they both agreed that if they attend meetings they will also represent the DT.

8.9 A letter regarding the community ballot option of mast installation on the Trumland land was noted by the Board; a letter will be sent stating that the concerns will be included in the project's risk assessment. **Co Sec** to draft

8.10 A formal thank you letter will be sent from the Board thanking Michelle Koster for her work with the REWDT. **Co Sec** to draft

8.11 Rousay Community Association events to be applied for as individual applications. A letter to be sent to RCA stating that REWDT will pay the levy for the Hall. Bryan Milner suggested that once an organisation's bank balance falls below a certain level, they can apply for a top-up

grant- this to be discussed in the grant T&C meeting in October. Christina Cox requested a list of the different categories of grants available. **APA** to email to the sub-group

8.12 The Payroll Provider will remain as VAO it has been paid for until the end of the financial year, and this will avoid any mid-year confusion a switch of providers may cause. VAO will be asked to provide more details on the pay-slips and a quote for payroll provision from Scholes will be requested and presented at the budget meeting in February 2019 so that the board can choose who to go with for the next financial year. **Co Sec** to arrange.

**9. Date of Next Meeting** – The next proposed meeting date is Saturday, 22 September 2018 at 10:15am, in the REW DT offices at the Manse.

**Summary of outstanding action points:**

24 March 2018

**AP1: Gill Wigley, Chris Cox, Kayleigh Tipper and Mark Hull** to arrange to meet to discuss the grant procedure and T & C. **Ongoing: planned for October**

20 June 2018

**AP2: Eric Shortland** to find out all the information connected to the DT taking over the license for the Pier Restaurant and come back to the board for discussion. **Ongoing: ES not yet in touch with information regarding the license.**

01 August 2018

**AP1: Gill** to plan for the sub-group to meet to review the Well-Being element of the grants and report to the board at the meeting on 22 September.

**AP2: Bryan** to send the Co Sec the re-presented table for the ballot results

**AP3: Mark** will follow up with Neil to see if the CES SMILE project may be able to provide the additional funding for the Rousay EV charging points, and Mark said that there are other sources of external funding available.

**AP4: All Directors** Governance email from David Gourlay (HIE consultant) reviewing our procedures requires feedback from the Board Directors, please email Co Sec by 08 August.

The directors of REWDT are John Garson (Chair), Gill Wigley (Vice-Chair), Kayleigh Tipper (Treasurer), Bryan Milner, Carole Maguire, Hilary Byland, Eric Shortland, Christina Cox, Alan Odling, plus Mark Hull (Co-opted).

