



*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, Tuesday 18 September 2018, 19:30
MINUTES

Present: John Garson (Chair), Gill Wigley (Vice-Chair), Kayleigh Tipper (Treasurer), Carole Maguire, Hilary Byland, Christina Cox, Bryan Milner & Eric Shortland.

In Attendance: Helen Castle (AFO) Julie Morgan (REWDT Admin/Project Assistant)

1. Welcomed & apologies for absence. John welcomed everyone to the meeting. Apologies were received from Kira Hoffmann, Sarah Sailor and Mark Hull.

2. Minutes of 1 August 2018 Board Meeting were approved (Proposed: Bryan Milner, 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

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. **Discharged.** Itha Flaws is the licence holder.

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. **Ongoing:**

AP2: Bryan to send the Co Sec the re-presented table for the ballot result. **Discharged**

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. **Ongoing:**

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. **Discharged.**

4. REWIRED Ltd Update- see TM Report.

BM and **GW** would have liked to know why recent months' curtailment figures were so high despite HSO but no representative from REWIRED Ltd. was present at the meeting. **BM** would like provided at each meeting, if possible, a reconciliation of REWIRED Ltd. production figures to the curtailment redirected into HSO equipment so that the board can see the effect the HSO project is having upon curtailment. **Co Sec** to request this of the REWIRED Ltd. staff

5. HSO Ltd Update- see PM Report.

HSO is actively working; **JM** explained how some homes are only getting limited units, other homes are getting more. Action was being taken to ensure fairness in distribution during periods when the energy available via HSO was not sufficient to power the installations in all connected premises, the problem is being addressed. **HC** stated that we are waiting to draw down the final funding. The project hopes to show evidence of curtailment through every season. The board wanted clarification of SMILE. HSO staff have been contracted by SMILE to help with the project's delivery, CES via this project are paying for the staff hours involved. **ES** asked why businesses weren't able to participate and **BM** explained that the HSO project initially focused on resident's houses because the project would then contribute to reduction in fuel poverty as well as mitigating curtailment, but remaining capacity was later opened to commercial businesses. **JM** explained that commercial premises on Rousay had received visits to see if the properties would be suitable for inclusion in the project. **ES** asked about the REW DT contribution to the HSO project and was informed that this funding had only been used to provide equipment for REW resident's homes, therefore matching our charitable aims. Further discussion about early project decisions arose and Chair & **BM** explained once again the situations at the time and that the directors making those decisions had been voted on by the members to represent all in the DT's work and move projects forward, also that the costs associated with pulling out of the project far exceeded the REW DT's contribution to it.

6. REW Heritage SCIO –

Leader & CDF funding will, if current grant applications are successful, cover 95% of the restoration/development work for the Centre. The SCIO may request that the remaining 5% of funding from the REW DT (via the Wyre 6kW turbine income), if unable to source funds elsewhere. **BM** also requested as the funders expect the invoices to be paid first and then the funds reclaimed, he needed approval from the board that the REW DT would provide the initial funds which would be returned immediately reimbursement for the claims had been received. This was approved.

7. Staff Reports. (Items that require a Board decision are listed below)

7.1 Projects Report

7.1.1 Grant Applications – see report.

G18 27 G- Traditional Dance Classes. Requested £351.30, approved 100%

G18 26 ED – seeking £395 for car & trailer licence – awarded £316 (80%)

G18 28 ED – seeking £660 for a MCA course – awarded £500 (80%)

G18 29 G – seeking £89.30 travel costs for the above course – awarded £44.75 (50%)

G18 30 WB – seeking £90 for Yoga – awarded £66 (80%)

G18 31 G- Parent Council Ferry Tickets. Seeking £1000 for travel ferry tickets for children and accompanying adults to events on Mainland Orkney. 100% approved.

G18 33 WB – Active Islands Year 2- seeking £150 - approved £120 (80%).

G18 34 Ed – seeking £215 for element of Archaeology degree course – awarded £172 (80%)

G18 36 G – REW Darts Team trip to Stronsay – seeking £600 +VAT applied for. No VAT on transport. Approved 100%. Condition of grant is that the REWDT logo be used on team T-shirts.

APA to check team has the logo.

G18 37 DL – seeking £640 applied for driving lessons. Approved £500 (80%), current open grant end report to be requested at the same time by **APA**.

7.1.2 Grant T&C Review – This to be started by the new PM at the beginning of October.

7.1.3 Crafhub/At the Pier update.

CC and **HB** declared an interest. Discussion regarding if the REW DT is to continue renting the Pier Restaurant from the owner and sub-leasing to the Crafhub for a further 6-month. **GW** asked how they felt being at the Pier, **CC** confirmed positively. **HB** mentioned that the monthly rent is inclusive of oil and electricity expenses, would like oil ordered ASAP due to weather. **HC** explained that the electricity bill ownership is being investigated as no bills have been received. **CM**'s email which was not discussed at the last meeting was brought up by **HB**; **HC** gave **CM** a copy of the email and responses. **CC** wanted it made clear that neither **ATPR CIC** or **The Crafhub CIC** had received funds from **REWDT** for operational activities. **HB & CC** left the room. **BM** explained that the grant of £600 awarded includes electricity and utilities for the workshops. **BM** requested a report of income and expenditures from the Crafhub to indicate the additional income from selling food and drink and expenditure against this. It is recognised that this will diminish once winter hours begin. **Co Sec** to request this. If Scottish Land Fund application is successful, then **AtPR** will be running on its own; **ES** said that there should be a decision by 9th November.

JG proposed the vote on whether or not to extend the Crafhub lease for the next 6 months. The vote after discussion resulted in a small majority in favour. **Co Sec** to arrange for the two new 6-month leases to be signed. The board also approved the purchase of 1000 liters of oil which will hopefully last the 6-month lease period. **HB & CC** returned to the meeting

7.1.4 EV Charging Point Tingwall/Rousay. **AP1: Mark** will update at the next meeting.

7.2 Company Secretary Report.

7.2.1 Associate Membership - Received from Hugh Coates- East Barn Hurtiso Farm and William Tulloch. Approved.

7.2.2 AGM Preparations

Meeting to be moved to 10th November 2018 10:15. **ES** reiterated that we need to make a big effort to engage people on the island to become directors. **AP2: All Directors and Staff** to encourage members to come apply to be on the board.

Regarding suggested changes to the Articles, **HB** referenced the clause 80.1: This was discussed, and the board approved the **Co Sec**'s suggested additions to this clause. Article 59 (C) proxy voting, the **Co Sec** shared the Heritage SCIO Constitution section on this and the board agreed to adopt this into the **DT**'s Articles. The **Co Sec** also shared the **SLF** suggestion to include a clause relating to all directors having a UK bank account and that there must not be 3 directors from the same close family group (e.g. partners, parents, children). This did not affect the **DT**'s recent application to the **SLF** and the board felt that if relevant this could be added later via an

AGM or EGM rather than include now. **Co Sec** to write up the changes for inclusion in the AGM invite letters to members so that both these changes can be put for approval at the AGM.

The longest standing members are **JG, KT** and **BM** who will need to stand down at this AGM and if they wish can apply to be re-elected onto the board.

7.2.3 Bank Signatories. All agreed that **GW** (as the new PM) will be added as a bank signatory to all REW DT accounts. **Co Sec** to arrange.

7.2.4 Rousay Stores Loan. It is understood that Alan Odling is now in employment; information was requested from him last Wednesday by recorded delivery post agreed by **JG** and **GW**, and there has been no reply, this was the fourth letter posted to Alan requesting contact for renegotiation of the loan and repayments to restart. The board unanimously agreed to put this into the hands of the DT's solicitors, Lows, and **Co Sec** to Alan by letter of this. Due to Alan's inaction, which has resulted in a financial loss for REWDT, it was recommended that he be removed from the Board under Article 80 (i).

7.2.5 Car Club- slight change to policy.

The DT's car insurers have said that non-UK driving licence holders will be covered to drive the EV proving they can produce written recent proof that they have no driving convictions and a 'clean' licence. Our EV policy states UK licences only, the board approved a change to extend this to all licenses recognised in the UK providing the 'no convictions & clean licence' can be proved and payment is received for the hire at time of taking the EV. **Co Sec** to make the amendments.

7.2.6 G18 22 G Over 60s trip feedback and request. – The grant applicant referenced the inconsistency with the Board approving a children-only trip previously, which was not extended to adults, and the granting of this award only if the trip was extended to all age ranges and not just the over 60s to the Fossil Centre. **JG** proposed to award the original grant request up to £500 in recognition of the inconsistency.

8. AOB

8.1 YIYC 2 – request from VAO that the Co Sec facilitate this again for Rousay & Wyre; the Board agreed. **CC** requested the Co Sec inform VAO that she is happy to be the contact for Egilsay.

8.2 Army Employer Engagement Evening - This event takes place 25.09.18- no one was able to attend, **Co Sec** to inform them.

8.3 Sounds of Rousay email - The Board agreed to investigate the collaboration with the artist, **Co Sec** to inform them and ask exactly what they are expecting from this.

8.4 Old Laptops – The Co Sec informed the board that the office had 3 old laptops in working order (but not of sufficient power to link into the office server) and one broken laptop, plus 2

old printers. It was decided that once the old working laptops' hard drives are cleaned that they be given along with the old printers to the Craithub/Pier for community use and the remaining laptop to be destroyed.

8.5 Community Wellbeing Coordinators. HIE has offered to fund 4 part-time Community Wellbeing Coordinators via the Aspiring Communities Fund to enhance the health and wellbeing of our islands. The positions will cover our three isles plus 4 other northern isles and will hopefully provide a part-time vacancy on REW. The funding will cover all salaries and on costs, desk space etc. It was agreed to go request to HIE that REW is included in this project.

8.6 REW Review Newsletter. CM representing the Rousay Community Association suggested that REWDT funds the expenses to produce and distribute the REW Community Newsletter, The Review. It was agreed that the editor will come back to the DT with how to proceed.

9. Staff Pay Review. HC left the room. A pay rise for HC was requested at a rate of a 3% rise. Directors discussed current costs as this is community funds. JG stated that HC had picked up the extra hours and work without being asked, following the PM leaving in July, and that she has stepped up to meet the challenge. GW asked about objectives (SMART). Being set for appraisals etc. It was suggested a one-off bonus of £500 be paid instead. Pay reviews will be looked at in the forthcoming review of all procedures. and a new system approved.

10. Date of Next Meeting. The next proposed meeting date is Wednesday 21 November 2018 at 19:30, in the REW DT offices at the Manse.

The AGM will be held on 10 November at 10:15 at the Church Centre.

The election of office bearers will be done at the start of the meeting on 21 November instead of immediately after the AGM due to some directors not being able to attend the AGM.

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**

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. **Ongoing:**

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. **Ongoing:**

18 September 2018

AP1: Mark will update at the next meeting any progress with Mark Kermod regarding EV charging points on REW & at Tingwall financially supported via the SMILE project.

AP2: All Directors and Staff to encourage members to come apply to be on the board.

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, plus Mark Hull (Co-opted).

