



*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, Saturday 23 September 2017, 10:15

MINUTES

Present: Bryan Milner (Chair – from 10:30), John Garson (Vice-Chair), Kayleigh Tipper (Treasurer), Diana Compton, Carole Maguire, Clare Daintith, Christina Cox, Eric Shortland & Stuart Sailor.

In Attendance: Michelle Koster (Project Manager), Helen Castle (Co Sec) & Sarah Sailor (Admin/Project Assistant).

- 1. John Garson welcomed everyone & apologies for absence** were received from Hilary Byland & Mark Hull. John Garson acted as Chair until Bryan arrived at 10:30
- 2. Minutes of 02 August 2017 Board Meeting** were approved with a few minor changes, (Proposed: Clare Daintith, Seconded: Chris Cox).

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

25 March 2017

AP7: The **Chair** to work with the staff to decide the duties, hours and advertisement of this increase to REWIRED Ltd. staffing hours. This will be agreed at the next REWIRED Ltd. board meeting (which will be arranged ASAP as the draft accounts have now been received).

Discharged

10 May 2017

AP1: The **Promoting Rousay Steering Group** to find out all of the answers regarding the leasing of the property from OIC and how well the Gateway houses on other islands are working. **On-Going**

AP3: **The Chair, Vice-Chair & staff** to investigate the queries raised regarding the potential purchase of the land at Trumland and get the land officially valued (see Chair's paper for details of the queries). A report on the value of the land, plus any associated burdens associated with it, was commissioned on 20 June and once the report is received this will be forwarded to directors for discussion and consideration at the next board meeting. **Superseded, on Agenda.**

21 June 2017

AP3: Carole to bring to the next board meeting the proposed costs involved on the acquisition of a vehicle for the first responders to use so the board can consider this. **Discharged.**

AP4: The following directors need to get their Annual Declaration & Register of Interest forms completed and returned to the Co Sec ASAP – **Eric Shortland On-Going.**

02 August 2017.

AP1: **All directors** to email their comments regarding the possible purchase of Trumland House and gardens, both positive and negative, to the Co Sec Friday 08 September, **Co Sec** to collate and present to the board at the next meeting. **Discharged.** No additional or alternative comments or suggestions had been received

4. REWIRED Ltd Updates. (See TM Report dated 23 September 2017).

4.1. The REWIRED Ltd Board have approved the annual accounts as a true representation of the financial situation during 2016/17. The accountants have confirmed that a current Corporation Tax liability can be mitigated by an appropriate donation to REWDT. The REWDT Board unanimously approved accepting the offer of this donation from REWIRED Ltd.

4.2. The TM explained the 3 loans REWIRED Ltd has connected to the turbine (two with the Co-op Bank & one to the REW DT). REWIRED Ltd is now in a position where either in one payment or in two equal payments over two years, could repay the 'lesser' loan. The TM informed the board of the overall financial benefit to REWIRED [and hence to REW DT] despite the substantial penalties involved. A proposal by Chris Cox that the staff should take external financial advice regarding the full implications of such a repayment was unanimously agreed. The **TM** will set up a meeting with the accountants. The board were in favour of paying the half of the loan in the first instance and to consider repaying the other half in 12 months' time but will await the accountant's comments before a final decision is made at the November board meeting.

5. Staff reports.

5.1 Project Officer Report. (See PM report dated 23 September)

5.1.1 Grant Applications received: -

G17 13 Ed – seeking £180.00 for Ba (hons) textiles, awarded.

G17 14 G – Allotment Association seeking £4000.00 for materials for the Blide project, an increase in the current budget awarded rather than a grant.

G17 15 G – seeking £1,500 for accommodation costs for a course outwith of Orkney. The board wished to follow the current procedure which allows for up to 50% or £100 (maximum) for accommodation/travel costs for courses. This figure will be reviewed with the full grant process at the February board meeting to be effective from 01 April 2018. £100 awarded.

G17 16G – seeking £1,100 for disability chair. The board wanted clarification that the chair had not already been paid for and that no other funding is available to meet this type of need. If this is not the case then the **PM** to request confirmation from the applicant's doctor that the chair is a necessity. Once this is received the full grant can be paid. In the meantime, the **PM** to write to the applicant to inform that this is being resolved.

G17 17 G – seeking £996.00 for an air source heat pump. The Chair explained the new THAW project and suggested that the **PM** contact the applicant so they can be referred via this first. If THAW is unable to provide sufficient help then the **PM** to contact Orkney

Care & Repair. The DT will reconsider the application should the required support from these other sources not be available PM suggested an Energy Efficiency project for 2018/19 to complement the THAW project. The **PM** to bring this to the budget meeting in February 2018.

G17 18 G – Rousay Stores, Fuel Supply Support – seeking up to £13,000. The board approved a short-term rolling loan to ensure fuel supply for REW, while **the staff** set up a separate subsidiary company ‘REW Trading’. A new subsidiary could then cover this current issue plus any future business ventures. **The staff** to draft a lease agreement for Rousay Stores and the land owners. A separate till/card payment system will need to be drafted and operational procedures agreed. The fuel can then be sold at wholesale process plus a small amount to cover the additional costs of the card machine etc. The **PM** to look at the possibility of expanding this to include all fuels related to ‘fuel poverty’. Stuart Sailor agreed to support the staff with this new process and the dipping of the fuel tanks. **Co Sec** to speak to the land owners ASAP to see if they are supportive of this proposal.

- 5.1.2 **Grant Process and Procedures.** The Chair updated directors regarding the response given to the director who had raised with him concerns over the grant process and procedures. It was agreed that these items will be discussed at the annual grant review to take place at the February budget meeting.
- 5.1.3 **Trumland Land Procurement** – The PM informed the board that the REW DT can now go for Stage 1 funding (e.g. the legal costs involved in checking possible burdens, restrictions, encumbrances etc.), if we have a community support/mandate to purchase the land. As the Community Survey is not underway just yet, the board approved (with slight changes) the voting slip but wished this to go (with the NILPS short questionnaire) to all residents with an SAE. **Co Sec** to arrange this ASAP.
- 5.1.4 **EV Charging Point at Tingwall** – The PM shared the latest information and the board approved the **PM’s** re-opening of this project.

5.2 Company Secretary Report. (See Report dated 02/08/17)

- 5.2.1 **New membership applications.** The board approved the membership applications received from Dennis & Emma soames, Robert & Janet Friel & Gerald Knibbs. Hilary had previously shared information on new residents on Rousay; **Co Sec** to send a welcome pack to the new people.
- 5.2.2 **Finance – 2016/17 Accounts** - The accounts were not available in time for board approval at this meeting. The accountants are confident that the draft accounts will be here by the end of the month. Board agreed the approval via email or if concerns are raised by directors, via a short meeting prior to the AGM.
- 5.2.3 **Survey** - The Heritage Society’s work with the NILPS project would be more likely to succeed at Stage 2 of the application to the Heritage Lottery Fund if there was strong

evidence of community support a short number of questions have been drafted by Bryan Milner (Chair REW HS). The board agreed these can be sent with the Trumland voting slip with a request for the return date of before 14 October. Alister Brown would also like a letter of support for the NILPS Heritage Lottery application for the funding to improve our islands. **Co Sec** to draft this.

- 5.2.4 **AGM** – Due to the change this year to remove the immediately post AGM board meeting where the office bearers have previously been appointed, and to defer this process until the start of the next normal meeting [planned for 06 November], the board agreed that the current office bearers be kept in post for this interim period. The Co Sec went through the Article requirement for directors to stand down for this year’s AGM and the details were agreed.
- 5.2.5 **Rousay Lap Feedback** – The board did not wish to go through this at this meeting but to form a sub group at the December meeting to review the feedback and use this information to inform the 2018 Rousay Lap. **Co Sec** to ensure this is on the December 04 meeting agenda.
- 5.2.6 **Gym – Well Being Grant** – The Co Sec shared the recent update from OIC regarding the Active Life membership for islands. Board approved 80% of annual membership for both Active Islands & Active Life annual membership via the Well Being Grant. **Co Sec** to advertise this in the next Review.
- 5.2.7 **THAW** - The board agreed that THAW could attend the AGM and (in a similar way to last year’s HSO Ltd launch), inform all members of their new project. THAW will provide leaflets to be included in the invitation letters to members and for the **Co Sec** to put into the normal places the minutes are displayed. Due to the new project launch the board approved a change to the THAW current survey questions to match those in the new project leaflet, **Co Sec** to make the changes and inform Emma.
- 5.2.8 **Stone Chippings Scheme** – The Co Sec has been informed that a resident on Egilsay has taken scalplings after she had informed them not to do so and to await delivery by the islands contractor. It appears that they have also taken 40 tonnes when they have only been allocated 30. **Co Sec** to draft a letter to this resident for Chair’s approval. If they respond that they have not taken any scalplings, **Co Sec** to inform the police of the theft.

6. AOB

- 6.1. Clare Daintith suggested that for next year only members of the DT are awarded grants etc. by the DT. The board voted 8 against this and 1 for, therefore no changes will be made.
- 6.2. HSO project update – The PM informed the board that Merrimans will receive the first batch of files for installation to be arranged. VCharge will work with Merrimans to install the dynamos at the same time. The staff are doing everything they can to ensure those

who have been visited get their installations ASAP and the project has been extended by the funder until the end of October 2018 (to reflect the later start date).

- 6.3. The PM updated the board on the Scottish Island Federation's recent meeting that Diana Compton attended and the benefits of being a member of this group. The board approved the European membership level, the PM to complete the relevant paperwork.
- 6.4. The Co Sec passed around the VAO director training schedule. **AP1:** If any directors wish to attend any of the VAO director training dates (other than Clare & Diana), please let the Co Sec know ASAP.

- 7. Date of Next Meeting** – AGM on Saturday 28 October, next full board meeting will be on Monday 06 November 2017 at 19:30 in the REW DT offices at the Manse.

Summary of outstanding action points:

10 May 2017

AP1: The Promoting Rousay Steering Group to find out all of the answers regarding the leasing of the property from OIC and how well the Gateway houses on other islands are working. **On-Going.**

21 June 2017

AP4: The following directors need to get their Annual Declaration & Register of Interest forms completed and returned to the Co Sec ASAP – Eric Shortland **On-Going.**

23 September 2017

AP1: If any directors wish to attend any of the VAO director training dates (other than Clare & Diana), please let the Co Sec know ASAP.

At the time of this meeting the directors of REW DT are Bryan Milner (Chair), John Garson (Vice-Chair), Kayleigh Tipper (Treasurer), Clare Daintith, Carole Maguire, Diana Compton, Hilary Byland, Mark Hull, Stuart Sailor, Eric Shortland & Christina Cox.