



*From the community  
For the community*

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REWDT Board Meeting, Company Office, Wednesday 15 November 2017, 19:30

## MINUTES

**Present:** Bryan Milner, John Garson, Kayleigh Tipper, Clare Daintith, Christina Cox, Eric Shortland, Stuart Sailor, Alan Odling & Mark Hull (via teleconferencing wef item 3).

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

1. **Bryan Milner welcomed everyone & apologies for absence** were received from Hilary Byland, Carole Maguire, & Gill Wigley.

2. **Election of Office Bearers and Co-opted Directors.** Bryan Milner proposed John Garson as the new Chair, this was carried 7:1 for. John Garson then took over the Chair's duties and Stuart Sailor proposed Clare Daintith as Vice-Chair. John Garson proposed Kayleigh Tipper as Treasurer.

Co-opted Directors - The board wished to re-elect Mark Hull as a specialist Co-opted Director. The Co Sec phoned Mark and invited him to join the meeting.

The board reviewed the subsidiary boards. It was agreed the REWIRED Ltd board should stay the same. The **Co Sec** was asked to advertise for two external directors for the HSO Ltd Board in the next Review, as all the directors are either staff employed by, or are currently directors of, REW DT. The HSO Ltd. board will remain the same for now.

3. **Minutes of 23 September 2017 Board Meeting** were approved with one minor change, (Proposed: Clare Daintith, Seconded: Chris Cox).

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

10 May 2017

**AP1:** The **Promoting Rousay Steering Group** to find out all 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 director need to get their Annual Declaration & Register of Interest forms completed and returned to the Co Sec ASAP – Eric Shortland **Discharged.**

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. **Discharged**

**5. Office Resourcing.** Bryan Milner shared the thoughts behind the request for additional administrative resource and the directors discussed this at length. This included current and future expected workloads, projects, the revenue currently received from other funded project work. The current staff roles will be reviewed to see if streamlining is possible, and it was suggested that directors take on business roles. The directors voted on providing a new admin post with 8 in favour (one via proxy) and 2 against. The hours for the new post were then voted upon at 5 in favour of a 10-hour post and 2 in favour of a 7-hour post. As per REW DT policy the position will be advertised internally first. **Co Sec** to arrange.

**6. REWIRED Ltd Updates.** (See TM Report dated 15 November 2017).

6.1. The report was for information only, no board decisions required. Productivity was up in October to 53.1% against a target of 37%

**7. Staff reports.**

**5.1 Project Officer Report.** (See PM report dated 15 November)

5.1.1 **Budgets** – Some of the budget lines are close to being spent, the board approved the moving of funds between lines providing the total grants funds are not exceeded.

5.1.2 **Grant Applications received:** -

**G17 19 WB** – Awarded £187.20 for ActiveLife (80%)

**G17 20WB** – Seeking £624.00 for Octopush, awarded £249.60

**G17 21G** – Seeking £208.00 towards travel to Octopush, awarded £100.00

**G17 22WB** – Awarded £168.00 for ActiveIslands (80%)

**G17 23DL** – Awarded £400.00 for driving lessons (80%)

**G17 24WB** – Awarded £283.20 for ActiveLife (80%)

**G17 25WB** - Awarded £168.00 for ActiveIslands (80%)

**G17 26WB** – Awarded £120.00 for ActiveIslands (80%)

**G17 27WB** – Awarded £168.00 for ActiveIslands (80%)

**G17 28WB** – Awarded £283.20 for ActiveLife (80%)

**G17 29ED** – Seeking £645.00 for a music degree, awarded £500.00

**G17 30WB** – Awarded £187.20 for ActiveLife (80%)

**G17 31WB** – Awarded £168.00 for ActiveIslands (80%)

**G17 33Ed & G17 34 Ed** – two directors seeking 80% grant for /emerging Leaders courses which they are doing at the REW DT Board's request. Board approved this should be paid in full, from the core running costs and not as part of the Education Bursary funds.

**G17 18G** – Rousay Stores – seeking cash-flow financial support to purchase fuel. Alan Odling declared his interest and remained in the meeting to answer directors' questions regarding the past orders, the current situation and short-term monthly fuel orders, plus how, with this financial support, the fuel could be sold at the same or similar price to the pumps in Kirkwall. Alan then left the meeting while the board discussed the application. The board voted unanimously approving a 'soft' rolling loan (with clauses)

for the first two fills (matching previous sales figures), thus keeping the financial risk for all parties to a minimum.

**G17 35G** – Crafhub – Seeking £3,000 for revenue costs – Chris Cox, Eric Shortland & Helen Castle declared interest as they are directors of the Crafhub. Chris informed the board that the Crafhub landlords have given notice for the Crafhub to leave by 01 May 2018. The funding is requested to allow the staff to produce short, medium and long-term options for the Crafhub and look for funding to continue the C.I.C. and all the island benefits this provides. The board unanimously approved the grant.

5.1.3 **Heat Smart Orkney** – A number of issues have delayed the installation of equipment into properties, but it is hoped they will start before Christmas.

5.1.4 **Trumland Land Procurement** – Following the positive response from the community survey, the Drafts of the Stage 1 Application and the Brief for Consultants have been forwarded to our case officer for review.

## **5.2 Company Secretary Report.** (See Report dated 15/11/17)

5.2.1 **New membership applications.** The board approved the associate membership applications received from David & Jean Gibbon. Chris shared information on new residents on Egilsay; **Co Sec** to send a welcome pack.

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 next week. Board agreed the approval via email or if concerns are raised by directors, via a short meeting to be arranged ASAP to allow time for the approved accounts to be uploaded to Companies House & OSCR.

5.2.3 **Rousay Remembered Website Request** - Max Fletcher has asked if the DT would consider becoming responsible for the Rousay Remembered Website if he were to no longer be able to support the website due to ill health. Max wishes to have something in place so that this archive of information is not lost. Currently the annual costs are in the region of £150 for the website and domains. Max would ensure there is an addition to his will, transferring ownership to the DT, if the board is willing to pay the annual fees and ensure the archives security. A director suggested that the REW Heritage Society would be more appropriate, but the Co Sec advised that the REW DT was approached due to being more financially stable. The board approved this request in principle.

5.2.4 **Director Remuneration** – The request about covering directors' expenses for lost earnings, rather than remuneration, was discussed at length. The board voted 6:3 in favour (one via proxy) with one abstention. The expenses will be approved at the board meetings by the directors. **Co Sec** to pull together a policy for approval before this begins.

5.2.5 **Future Meeting Dates 2018** – the board requested meeting dates on Wednesdays and Saturdays, where possible. **Co Sec** to look at the dates again and forward the details for comment, to come back by **Friday 24<sup>th</sup> November**.

5.2.6 **Rousay Lap 2018** –

- a) Motorised Bikes – The board wished the lap to be inclusive and therefore the cycle category will now be divided into manual and electric-assisted bikes. **Co Sec** to check with the insurance that there will not be any issues.
- b) New 5K Peedie race – the board approved this new race, **Co Sec** to plan and keep the board informed.
- c) The board did not want to change the timings of the race in 2018.
- d) On Race day the board agreed for temporary signs to be put up indicating where the play park is situated.

5.2.7 **Wyre Tap & Water Hose** – The Co Sec has finally (following the initial request in August 2016) been given permission by OIC for the DT to put in a tap and water hose for car washing at the waiting room at Wyre Pier. The Co Sec has requested a local contractor to do the work.

5.2.8 **Communications** – Directors requested the DT Facebook page be regularly updated with snappy, short information and adverts on what the DT is currently doing/offering. If additional information is needed to be communicated, then a link to the website where this can be found should be included. **Co Sec** to do this.

## 8. AOB

- 8.1. Clare Daintith informed the board that she has been asked to give IT support and reminded the board of the previous year's budget for a 'Silver Surfers' IT programme. The board approved the spend. **AP1: Clare** to give the Co Sec information on the 'Silver Surfer' IT offer for the website & FB page, **Co Sec** to confirm the budget.
- 8.2. Chris informed the board that she had requested an update regarding the installation of the Egilsay section of the St Magnus Way that the REW DT had provided funding for in February 2017. The Co Sec had received an update from David McNeish that it will all be in place for a St Magnus Day launch around the 14 or 16 April 2018.
- 8.3. The PM informed the board that there will be a HSO Ltd. press release stating that top-up funding and an extension of the trial had been approved for the project. HSO Ltd board members present agreed to meet on 23 November 2017 for a meeting which will include reviewing the 2016/17 annual accounts.

9. **Date of Next Meeting** – The proposed meeting date is Wednesday 17 January 2018 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 the answers regarding the leasing of the property from OIC and how well the Gateway houses on other islands are working. **On-Going.**

15 November 2017

**AP1:** **Clare** to give the Co Sec information on the 'Silver Surfer' IT offer for the website & FB page.

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

