

**Unst Partnership Board Meeting
Wednesday 24th February at 6.30pm. BJHS**

DRAFT MINUTE

1. Welcome, introductions and apologies.

Present:

Gordon Thomson
Rory Tallack
Kelda Hudson
Helen Bradley
Jane Macaulay
Ruth Grainger

Apologies:

Maree Hay (unable to attend due to a bereavement in the family).
Paul Thomson
Karen Smith
Maggi Reyner
Liam O 'Neill
Anna Niven.

2. Minutes of last meeting/matters arising

Membership: Since the last meeting around 8 new members have joined.

Action: Each Director to continue to encourage more people to join.

Action: Gordon to make membership forms available at the shops.

Rory asked for clarification on the group membership category – is this for voluntary or public bodies, or is this for businesses too?

Action: Gordon to clarify this category of membership for next meeting.

Action: Helen to put together group membership form once constitution is checked.

Insurance: Karen has dealt with this. Employers and Public Liability Insurance have been taken out with Charity Connect.

Other matters arising are covered in the following update on the workplan (items in Grey have been completed since last meeting, items in red require attention).

Items outstanding on work plan for Dec	Progress
Complete Company House registrations of new board members	Liam still needs to complete his online form. Action: Gordon forward the form to Liam for him to fill out ASAP

Items outstanding on work plan for Jan	Progress
Arrange training evening on 'Roles and Responsibilities'	Deferred until next meeting. Action Helen to speak to Maree
Identify training required by current board	Skills Audit Completed
Repeat exercise for working groups (or include in initial task)	Skills Audits currently with working groups. Action Helen to collate

Formally create working groups	Groups met in Feb
Nominate directors to each working group	Completed
Prepare 'terms of reference' and work plans for working groups	Still to be done at next meetings
Prepare newsletter to introduce new board members and follow up from 18 th Nov	Complete and out (with minor mistakes!)
Agree membership drive (every adult on Unst)	Liam to co-ordinate database. Action Liam to confirm status database – is it working?

Items outstanding on work plan for Feb	Progress
Arrange training evening budgets and financial management	Helen has arranged for mid yell school, 13 th March. Action: Karen, Anna, Paul and Liam to confirm if they wish to attend.
Identify training required by current board	Skills Audit Completed
Repeat exercise for working groups (or include in initial task)	Skills Audits currently with working groups. Action Helen to collate
Formally create working groups	Groups met in Feb
Nominate directors to each working group	Completed
Prepare 'terms of reference' and workplans for working groups	Still to be done at next meetings
Prepare newsletter to introduce new board members and follow up from 18 th Nov	Complete and out (with minor mistakes!)
Agree membership drive (every adult on Unst)	Liam to co-ordinate database. Action Liam to confirm status database – is it working?
Produce annual budget and agree budget monitoring procedure	Not covered yet due to issues needing to be resolved relating to financial management, see main agenda. Action: to be carried out after training event March 13th

The minutes were approved by Ruth and seconded by Jane.

3. Update on Projects

Unst Trading Company

The market research questionnaire has been prepared and circulated to all relevant businesses through the work of the individual working groups. This questionnaire will identify if there is enough interest and capacity for a trading company and will flesh out some of the specific details of the needs that businesses are experiencing. These are starting to trickle back in; initial feedback is that many people are struggling to see how the work of the UTC would be relevant to them, and it might be necessary to repeat some interviews using workable examples to help people to understand the possibilities better.

The business planning process has begun and Ruth, Rory, Jane and Gordon have met twice now to start assembling the initial sections of the plan. They will meet again shortly once the market research and the feedback from the working groups has been gathered.

Action: nominated directors and Gordon to gather all market research and get to Helen as soon as possible before Monday 8th of March (ideally by next Tuesday though, which is the 2nd).

Action: Helen to copy the questionnaires and send off to Alan and Phil for analysis and comment.

Action: All nominated directors to arrange for working group meetings in March to look over results and discuss findings with their working group.

Renewables/Powerdown

Karen supplied an update by email prior to the meeting. The funding for the allotment project has come through but is not official yet. Powerdown have discovered that planning permission is necessary, and in order to be granted this, a parking area will be needed. Mike has applied to awards for all for the extra funding required for this. There will be a short delay to the onset of the project by between 8 and 16 weeks. Mike has attended a Powerdown conference this week and was at a community renewables conference last week so it was suggested that Mike could come to the next meeting to feedback to the Directors. Funding for scooter has been approved and scooter will be ordered soon.

Action: Karen to invite Mike to come along to next meeting.

Mill Feasibility Study

Gordon was please to report that the project has secured funding for its feasibility study through Investing in Ideas from the Big Lottery.

4. Training Needs – sign up for courses

Helen signed up the directors present who are able to make it to the two courses available at Mid Yell high schools (Financial and Project management on the 13th March and Making Funding Applications on the 17th April).

Action: Helen to confirm attendance from Directors not present.

Helen circulated the ILM Leadership course from the social enterprise academy and much interest was expressed in this. Jane may call the organisation to find out more Helen spoke to Wendy Hand and she will be happy to come for an afternoon to do a targeted session that looks at a range of issues including committee skills, leadership and managing conflict, and OSCR/Charity requirements. Helen asked for a provisional date and it as agreed that the soonest suitable weekend would probably be the 24th April.

Action: Helen to speak to Wendy about suitability of this date for coming up to Unst. .

5. AOB

- i. **Taster Session:** it was discussed that perhaps later in the spring there could be an open day where people could come to find out more about Unst Trading Company and unst Partnership, to see (and taste) some of the products that may be marketed by the new company. This would be a good way to attract new members to the partnership. Action. carry forward to next meeting.
- ii. **Schools:** Paul has submitted a written representation to Schools on behalf of the Partnership. Gordon has written a further email to Cllr Allison Duncan showing an extract from the minute of the last Unst Community Council meeting. The schools service will be guest at the next UCC meeting on Tuesday 2nd March a 7pm, BJHS.

- iii. **Website:** Gordon asked people to look at the UP pages of the Unst website to see how it could be improved. Gordon said that Paul's services could be paid for to do a limited amount of work to the website. Everyone welcomed this, and Ruth pointed out that it would be best practice and fair to Paul if a contract was drawn up prior to any work being done for UP, so the requirements of any work are clearly agreed.
Action: Everyone to look at website and Gordon to speak to Paul.
- iv. **Treasurer Role:** Kelda's commitments are too demanding at the moment to enable her to give this role the time it needs. A brief discussion was held as to whether the duties of the treasurer could be divided up between more than one person. Gordon said that Paul has considered possibly taking on the treasurer role, but that he would need to get a better idea of what is required before he took it on. Helen suggested that it is best practice for one of the Directors to formally take on this role, but that some of the responsibilities could be farmed out to a capable person who could be co-opted. Gordon and Jane agreed that there are a couple of people who might be suitable to help bear the load with this, and Gordon said he would have an informal chat with a couple of prospective people.
Action: Gordon to speak to possible co-treasurer and to speak again to Paul.

Provisional date of next meeting is 6.30pm on Monday the 22nd March at BJHS.