

**Unst Partnership Board Meeting  
Tuesday 25<sup>th</sup> May 2008**

**DRAFT MINUTE**

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**1. Welcome, introductions and apologies.**

**Present:**

Gordon Thomson  
Jane Macaulay  
Kelda Hudson  
Rory Tallack  
Ruth Grainger  
Liam O' Neill  
Paul Thomson

**Apologies:**

Maggi Reyner  
Anna Niven

**In attendance**

Victoria Mouat  
Cheryl Jamieson  
Helen Bradley

**2. Unst Creative (discussion with member guests).**

Cheryl explained that the Arts and Crafts group have decided to separately constitute as Unst Creative because they are keen to get going with projects and felt that a separate constitution and bank account will give them the freedom to do this. The Directors explained that if Unst Creative remains sub committee of the partnership, it is still enabled to develop and deliver its own projects using UP's bank account, and should see itself as empowered to develop projects. Gordon said that being linked to UP could benefit the group because of the Partnership's status as a Charity and a regeneration organisation. Helen said that UP would benefit hugely from retaining positive links with the group, regardless of whether they are called Unst Creative or UP arts and crafts group, because of its island-wide development aims to be influential and representative of the wider community.

Discussion followed about the pros and cons of remaining a sub-committee, or forming a separately constituted group. Cheryl and Victoria said they would go and chat with the rest of Unst Creative about the discussion, and would be in touch about what they would like to do next. Directors agreed that it would be great if UC would continue to maintain links through one of its members, who can also be an UP Director as a representative on projects where there is an existing interest for the Partnership (i.e., the island brand and craft trail which were original set as UP priorities by the working group). Kelda pointed out that there may be a conflict of interest for UP members and Helen said she'd look into this. Ruth suggested that Helen might come to the next UC meeting, and Helen agreed. Gordon thanked Victoria and Cheryl for coming along, and they left the meeting.

Action: Helen talk to Maree Hay about roles and responsibilities of company Directors in this situation.

**3. Minutes of last meeting/matters arising**

All actions/matters arising are covered in the rest of the agenda. The minutes were proposed by Rory Tallack and approved by Gordon Thomson.

**4. Terms of Reference for Working Groups**

Karen said the renewables working group has completed their action plan and terms of reference, which has been forwarded to the rest of the Board.

Action: Directors to read the Tof R ready for comments and approval at next board meeting.

Jane has met with the food and drink working group, and is working towards a Terms of Reference with the group. Rory is planning to recruit more members to the marketing group before moving on to T of R.

## **5. Update on Projects**

### **Unst Trading Company**

Rory explained that the group met last week and is still progressing the business plan. A meeting was held with all working groups to look at the results of the market research, and it was agreed that further questions do not need to be asked at this stage, as the information gathered provides enough material for putting forward the business case. However the subgroup intend to go back out and speak to some businesses again to help spread more understanding and support for the idea.

### **Development Worker**

A discussion was held about the potential benefits of following the regeneration policy/community development plan route. The Board agreed to embrace this opportunity and work closely with HIE/SIC to progress this. Research into external funding opportunities for a dedicated worker will also continue, in order to satisfy the Directors that all options have been pursued to get a worker in place as soon as possible to keep the momentum on current projects. Helen suggested that Gordon write to the relevant agencies locally to appraise them of the Directors' decisions, and noted that funding a development worker through solely external funding in this financial climate may prove difficult.

### **Renewables Working Group update**

The renewables group are meeting regularly and looking forward to progressing the aims of their new action plan. The Unst Allotments project has progressed, and Mike Smith has forwarded an allotments society terms of reference, application form and tenancy agreement.

Action: Directors to read through documentation and send comments to Mike as soon as possible.

### **Spinning Mill**

The Directors discussed the development of the feasibility stage for this project, noting that more should have been done to involve a local specialist who has a great deal to offer on the project. The Directors expressed regret that they had not been fully aware of the dedication and expert knowledge that has been expended on the concept of the mill by this individual, and agreed that they should do whatever they can to work closely with, to involve, and to support the individual concerned to contribute fully to the feasibility study process, noting how valued they are. The tender has now been awarded and an initial meeting will be held next week with the winning consultant to commence the work.

## **6. Community Work Support Role**

Deferred until next meeting, Helen to meet with Line Manager and Julie to discuss.

## **7. AOCB**

### **Membership update**

Helen reminded the Directors of the importance of a continued membership drive. Karen noted that a recent stall at the farmer's market manned by Mike Smith (Powerdown officer) had brought in some new members. The total stands at around 70, which is three times the membership this time last year.

### **Employer responsibilities/Training**

Helen suggested that this is an important area of training for the group, and that she will send details of the next available courses to provide training in this area for one or more directors. Helen said that she has been looking at the skills audits carried out with the partnership, and is researching opportunities for training in the priority areas identified that have not already been covered (organisational structures, managing conflict/dealing with difficult people, and leadership). The courses successfully attended by the Partnership Board include;

- Project Planning and Project Management
- Funding applications and fundraising
- Financial Management
- Roles and Responsibilities of Company Directors.

Action: Helen to look into further training opportunities

### **Policies and procedures**

Helen asked the Board to supply details of current policies and procedures.

Action: Helen to send on information where gaps are identified.

### **Move to Unst and website**

Paul and Karen noted that there is a great deal of interest from families down south about relocating to Unst, and they are often contacting the Unst website for advice about places to stay. It was suggested that a 'move to Unst' help page(s) could be set up to provide support to prospective folk wanting to move to Unst, and that the Directors could offer a sort of 'buddying up' service to carry out research into possible accommodation. Paul and Karen also noted that the houses at Setter's Hill Estate are shortly to be unoccupied and placed on the market. This should be discussed by UP. There may be an opportunity to here to acquire an asset for Unst to avoid the houses being demolished or sold off to external parties. Helen noted that Fetlar Developments Ltd were researching options for a social lettings policy and suggested that Paul might like to speak to Robert Thomson about this. Helen also noted the importance of community consultation on an issue like this, and pointed out that this is where a development plan could prove very useful. Paul and Karen said that they plan to establish a Housing working group within the partnership to look at these issues in more depth.

### **8. Date and Time of Next Meeting.**

Next meeting is 8pm Monday 21<sup>st</sup> June at BJHS.