**Unst Partnership Ltd.**

**Minutes of Directors Meeting held at Unit 1, Hagdale Industrial Estate, Baltasound**

**6.30pm on Wednesday 9th January 2019.**

**Present:**

G. Thomson (Chair), S. McBurnie (Vice Chair), George Rodger, Colin Edwards-Horton, June Harrison, Di Hervey (minutes), Kathleen Johnson (Development Officer).

**Apologies:**

S. Edwards-Horton, Jack Johnston, Frances Browne (SIC).

**Copies to:** Unst CC; Ryan Thomson, Alec Priest, Duncan Simpson (North Isles SIC Councillors).

1. **Minute of 6th August and Matters arising**. *(Gordon apologised for the lack of recent meetings but he had been away for much of September-December.)*

***Office and Shop:*** The second hand shop public opening took place on Sat 8th September, with over 50 people coming in that day (see later item). The legal transaction to purchase Unit 1 from HIE under the Community Asset Transfer Scheme had been completed in November. UP now own their office and no longer pay rental.

Development Officer Kathleen Johnson had been appointed. *(See below)* Display units had been purchased with Scottish Land Fund (SLF) grant and assembled by Kathleen and Sarah.

***Halligarth:*** No further news on the plans to scale down the Halligarth project. The most recent option was to make the house wind and watertight, with access on the ground floor only. SAT were unwilling to take on too much financial responsibility for the building without backing from the NTS.

Sarah and June approved the Minute.

1. **UP Shop**

Kathleen outlined progress so far with the second-hand shop. Over 1,000 people had been through the door since the shop opened on 8th September, opening Thursdays and Saturdays 2-4pm. The shop had taken in £3701 in that period, roughly £900 per month, well over the £300 to £400 predicted in the Business plan. It was early days and we would need to see how it worked out over a whole year. Pricing was low to encourage people to come in and ensure a reasonable turnover of goods. Goods had to be clean and presentable. Items that had not sold for a while were taken to Lerwick.

Records were kept in one ledger, listing numbers through door and amounts spent. Profits would go towards shop upkeep and subsidising the skip scheme. At the end of the financial year in March we could look at giving donations to voluntary groups, giving something back for the donations we received. Any organisations looking for funding could get in touch. (We would need to devise an application form for this.)

The shop now had better shelving, with the Office in the front area. It was open on Monday evening 6-8pm to take items in.

The Day-care group from the Care Centre had been in for a “private” visit and enjoyed it. Kathleen would like to see other groups coming in for a look. It would also be good to get visitors from Fetlar or Yell, although ferry fares could be an issue. Unst residents without transport may find it harder to get to the shop, although lifts could be arranged.

Electrical goods had to be PAT tested, at £3 a time presently. This could take most of the margin on smaller items e.g. lamps and Directors were keen to buy a PAT tester and learn how to use it. This could be bought from the SLF budget, which covered setting up costs in Year 1.

Space was now limited, particularly for larger items but there is nowhere else available at present. It would be good to have a workshop area for repairing and renovating but this would need to be away from sales goods.

Key-cutting. It was suggested we check to see if the Garage Shop still wishes to carry on key-cutting. If not, we could purchase the equipment and provide the service here. It would depend on the price and the time/expertise required in cutting the keys.

TRAIDCRAFT Fair Trade goods had sold in small amounts but Directors questioned whether we should stock much of this. Some items did sell well e.g. chocolate bars or coffee. Kathleen was going to speak to a Farmers Market seller for jams and chutneys.

Kathleen thanked Directors for their assistance and circulated a Rota Sheet for 2019. Only two people needed to be present at any given time. Kathleen was also keen to get other volunteers in to help, to increase the workforce in the future.

1. **Next Skip Day - Saturday 26th January**

Two skips had been ordered. Colin, June, Gordon, George, Di are all available. 10.45 – 1pm at Baltasound Pierhead. Sarah could also do trailer pick-up.

1. **Financial Report**

Gordon circulated Bank statement for September to 12th December. Funds are in good order due to Shop income plus grant from Scottish Land Fund for Development set up. This grant will only be paid for one year.

1. **Asset Maintenance**

Sarah drew attention to a small leak in the corner of the ***Office****.* This would need to be looked at. Insurance for Unit 1 was due shortly and would now include the building insurance as well as contents. The FIT payment for the Wind turbine was about the same as our total insurance costs.

We need to insure ***Polytunnels*** at school for Public Liability but not as tunnels as two no longer had plastic on. The structures were very sound.

A fence had been put around the tunnels but no gate was in place. The contractor had not asked to be paid but requested a donation be made to School. This was agreed.

***Window*** – it was suggested we approach Gina Ritch to see if they would paint a sign for the office window. Some visitors were still not sure where shop was.

***UP Trailer*** Back lights and wheel need attention. Derek in garage is aware.

**AOCB**

1. **Newsletter**

Gordon circulated a draft Unst Partnership newsletter, to go out to members and to shops telling them about Partnership activities. Directors suggested some minor changes.

1. **Hermaness NNR**

Juan Brown of Scottish Natural Heritage had asked UP for a letter of support for a grant funding application totalling £670k for Hermaness. They wish to install a new walkway, toilets, information boards and a better carpark. Directors were in approval, especially for the provision of toilets, but the cost of the walkway seemed very high (£550k). They were also worried about the amount of erosion on the road to Hermaness, although this is more of a Council issue. SNH had to apply to two separate funders before the project could go ahead.

1. **Equity Project:** Nina Hogmo from SIC emailed to ask us about a mentoring Project on equality. The idea was to pair up residents with people in public services to share thoughts and ideas. It would involve about ten 1 hour meetings per year. We agreed to ask Nina here to speak to UP and Unst CC about it.
2. **Policies and Procedures:** As these were due for Review, Directors agreed to ratify present policies for another two years.

Meeting closed 8.15pm

**Date of Next Meeting: 6.30pm Wednesday 13th February 2019**

**Agenda for next Meeting – now on Monday 11th February, 6.30pm at Hamar.**

1. **Welcome and Apologies.**
2. **Matters arising from last Minute.**
3. **Shop progress**
4. **Next Skip Day**
5. **“Space for All” Planetarium Project support**
6. **AOCB**