

# Orkney Fund Board



## Minute

Venue: **Council Chamber, Council Offices, School Place, Kirkwall.**

Date: **Monday, 21 July 2025.**

Time: **14:00.**

## Present:

- Stephen Hagan, Chair.
- Morven Brooks.
- Cheryl Chapman.
- Councillor Kristopher Leask.
- Chief Inspector Scott Robertson.
- Rachel Scarth (via Microsoft Teams).
- Craig Spence.

## Orkney Islands Council Officers:

- Stuart Allison, Service Manager (Enterprise).
- Ross Cunningham, Service Manager (Communications and Policy).
- Hazel Flett, Service Manager (Governance).
- Laura Hutton, Economic Development Manager.
- Harvey Crew, Economic Development Officer.

## 1. Welcome and Apologies

Stephen Hagan, Chair, welcomed everyone to the meeting.

Apologies had been intimated on behalf of Davie Campbell, Liam McArthur MSP, Michael Morrison and Councillor Gwenda Shearer. No response had been received from Alistair Carmichael MP.

## **2. Draft Minute of Meeting held on 12 May 2025**

There had been previously circulated the draft Minute of the Meeting held on 12 May 2025, which was approved as a true record, subject to the following clarification:

### **4-year Investment Plan**

Following discussion on updated guidance on the operation of Plans for Neighbourhoods and the requirement for sign off for investment and regeneration plans, the Board agreed:

- To seek clarification on the requirements for sign off of the 4-year Investment Plan, together with extant Council decisions when the Towns Board was originally established.
- That a seminar be held with members of Orkney Islands Council in mid-November 2025, prior to submission of the 4-year Investment Plan to the UK Government by 28 November 2025.
- That the final 4-year Investment Plan be submitted to the Council's Policy and Resources Committee on 25 November 2025 for information.

#### **Actions:**

- HC to provide clarification on updated guidance regarding sign off.
- HC to arrange members' seminar for mid-November 2025.
- HC to arrange for 4-year Investment Plan to be submitted to the Council's Policy and Resources Committee on 25 November 2025 for information.

## **3. Memorandum of Understanding**

There had been previously circulated the updated Memorandum of Understanding, for consideration.

Cheryl Chapman queried the name of the Board throughout the Memorandum of Understanding, together with the roles and responsibilities, particularly in relation to assessing applications.

The Board agreed that further amendments be made to the Memorandum of Understanding, with a further draft submitted to the next meeting for approval for signature.

#### **Actions:**

- HC to discuss with CC on detail required in roles and responsibilities.
- HC to discuss with OIC Legal Services further proposed changes to MoU.

## **4. Budget Statement**

There had been previously circulated a report setting out a budget statement for the UK Government's Plan for Neighbourhoods' funding received up to 30 June 2025, along with a summary of costs incurred and committed.

Orkney Islands Council had received the following funding:

- 2024/25 – £250,000.
- 2025/26 – £200,000.

To date, costs totalling £86,823 were charged to the Council, with a budget residual of £163,177 carried forward to the current financial year. Budget available as at 30 June 2025 and up to 31 March 2026 was £265,372.

Stuart Allison advised that officers planned to submit regular budget statements to the Board.

## **5. Exclusion of Public**

On the motion of the Chair, seconded by Councillor Kristopher Leask, the Board resolved that the public be excluded for Items 6 to 8, as the business to be considered involved the disclosure of exempt information of the classes described in the relevant paragraphs of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 as amended.

## **6. Place Plan Funding Allocations**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

There had been previously circulated a report presenting an initial assessment of Expressions of Interest and applications for financial assistance towards community-led Local Place Plans to be commissioned, for consideration and approval.

The Board **resolved**:

**6.1.** That the undernoted funding allocations be made in respect of producing Local Place Plans:

- Firth and Stenness Community Council.
- Holm Community Council.
- North Ronaldsay Trust.
- Harray and Sandwick Community Council.

**6.2.** That an allocation be set aside in 2025/26 for Kirkwall and St Ola Community Council.

### **Actions:**

- HC to progress grant awards to the successful applicants.
- HC to advise unsuccessful applicants, noting that there may be another allocation of funding in 2026/27.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **7. Resource and Project Prioritisation**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

There had been previously circulated a report highlighting potential resource challenges in light of the volume of applications received for the first tranche of funding.

Following discussion, the Board agreed that clear parameters for priority projects for the first tranche of funding were required, to allow assessment and presentation to the Board for approval within the available timescale. This would be achieved by reviewing the Eols received to date and further discussion of priorities at the workshop planned for August.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **8. Other Capacity Funding Updates**

Under section 50A(4) of the Local Government (Scotland) Act 1973, the public had been excluded from the meeting for this item on the grounds that it involved the disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A of the Act.

There had been previously circulated a report summarising expressions of interest and funding applications received in respect of feasibility and capacity building, as well as capital projects for delivery in year 1 (2026/27), for information.

Harvey Crew advised that the applications received to date conveyed the variety of projects; and suggested that the funding be allocated to certain sectors, such as regeneration projects or play parks, or alternatively to projects which required match funding and were nearly ready to proceed to delivery.

Agreeing to certain types of projects and schemes, and being able to schedule them throughout the programme, would assist with developing the 4-year plan and help clarify for applicants when funding would potentially be available. Consideration should also be given to geographic spread, given that the Fund now covered all of Orkney; this could potentially be achieved by participatory budgeting.

**The above constitutes the summary of the Minute in terms of the Local Government (Scotland) Act 1973 section 50C(2) as amended by the Local Government (Access to Information) Act 1985.**

## **9. Any Other Competent Business**

No other competent business was raised.

## **10. Date of Next Meeting**

The date of the next meeting would be confirmed in due course but was expected to be late September 2025.

## **11. Conclusion of Meeting**

There being no further business, the Chair declared the meeting concluded at 15:15.