

# Stronsay Development Trust

**Board Meeting on Monday 18<sup>th</sup> February, Woods Yard at 7.30 pm**

**In attendance:**

Richard Seeber (RS)  
Robert Askey (RA)  
Mike Erdman (ME)  
Kevin Kent (KK)  
Laura Wood (LW)  
Alison Fraser (AF)  
Susanne Davidson (SD)  
Raymond Dennison (RD)

**Present :**

Anna Bliss-Davis (ABD)

**1. Welcome and apologies –**

Apologies received from Elsie Dennison, Jim Seaton, Jamie Davidson

**2. Agreement of past minutes**

Proposed	RS	Seconded	LW	All in Favour	Yes
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**3. Action points from last meeting.**

- All Board members to consider treasurer role to be confirmed at next meeting.  
*See item 4*
- CDO to send out draft Development Plan to community groups when completed  
*Ongoing*
- ABD to send out Lease agreements for woods yard for agreement  
*These had been circulated to the board for feedback, RA had raised a few points to be covered with the boards agreement RA and ABD would meet to clarify these and re send for board approval.*
- ABD to put out a tender for works at woods yard to include signage, car park gravel, bin store etc  
*This had been done with the deadline this Wednesday there was currently one tender received.*
- CDO to invite community to join a heritage committee ready to take forward the heritage project.  
*A poster has been prepared to go into this month's limpet ABD to send to Bruce Fletcher.*
- CDO to provide a draft community fund application for agreement  
*Ongoing with Applications still currently closed.*

**4. Board Health check**

The Board discussed the need for this role and the aspects the role included. After discussion RS was nominated for the role with the full board in favour. ABD to meet with RS to discuss role and hand over details etc.

Proposed	ME	Seconded	KK	All in Favour	Yes
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The board discussed the action points from the Board health check action plan which was felt to be near completion with most items either checked off or no longer relevant, it was felt with the number of new additions to the board it would be worth updating and reviewing the skills audit of the current board. All were in favour.

## 5. Operations Update

- ABD is preparing an application for possible funding for a financial training and assistance package to cover setting up finance management packages, including accountancy software and different reporting systems. This will also involve whole board consultation and training as well as specific training with operations manager and treasurer.
- All 8 containers were now spoken for with the lease agreements needing to go out as soon as signed off.  
This includes  
2 x recycling and restore  
1 x Heritage  
5 x private hires (3 of these long terms and 2 short term with a waiting list of 2 to continue once these have finished)
- Rates have been calculated for the woods yard site and with the power now fully connected and the completion certificate now in place we are now ready to advertise the available workshops to the community with a number of community members already expressing an interest.  
ABD asked if the board would be happy for an advertisement in Feb limpet.

Proposed	ME	Seconded	KK	All in Favour	Yes
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- Proposed prices for the various rental units as discussed via email as follows

Unit	Price
Unit 2 and 3 (Large unit with roller shutter)	£1000 per Year
Workshop a,b,c found in unit 4	£40 per month
Container	£30 per month

The board discussed the different qualities each unit possessed to reflect the differences in price, RA asked for clarification as to what this price would include and that this would need to be clearly outlined in the lease agreement. It was agreed that this price would cover the rental of the individual unit with access to the communal portions of the site, Units 2 & 3 have designated loading/parking space with access to their roller shutter with units 4 & 5 benefiting from the large parking area with no specific allocated spaces.

Tenants would also be responsible for electricity charges monitored via the submeters for each unit. Service charges would be included in the rent.

Further discussion would be needed on the deposit amounts and procedure.

- Accounts go to the accountant this month with current balances at

RBS Big lottery	£1296.21
RBS current acc (awaiting reimbursement of CDO funding from HIE)	£18461.36
Co op Community Fund (still awaiting CCF grant claim of around £32,000 +)	£24531.00

- The proposed date for the AGM is Friday May 24<sup>th</sup>

The board discussed areas of focus for the AGM with it possibly being an opportunity to present the community with information on Housing and Development plan. ABD asked the board to consider who they would like to issue with an invitation and who to consider as a Guest speaker if this was wanted.

It was suggested if the focus is on the Development Plan then there could be speakers from the different projects I.e. Housing - Luke Fraser from the council, Andy Golightly the project leader from the NILPS (North Isles Landscape Partnership Scheme) project or perhaps the newly appointed wellbeing coordinator.

The board would consider this further and feedback at the next meeting.

## **6. Development Update - CDO report**

- The CDO reports the Climate Challenge funding application is pending but unfortunately the results have been delayed until March. The board will be updated if any progress is made.
- The CDO would like to pursue and support a number of small projects including the re-establishment of the Sea sports Club, this has been attempted in the past but would need further work, The CDO would like to up the energy on this and have it potentially running this summer.
- The CDO reported that the Community Greenhouse is coming up to the end of the rental year and is in need of maintenance works which have previously been discussed, with John Dunne and Paul Williams continuing to be retained for the various maintenance works as per the Tender issued last year. The CDO was preparing the new rental agreements and various paperwork for the coming year. The CDO would also be pursuing additional funding to expand aspects of the community greenhouse as per community feedback, including public opening and community Compost. An advertisement for empty plot availability would go into the next limpet.

## **7. AOB and end of Public Meeting.**

- Woods Yard Drainage

ME raised the matter of drainage to the woods yard grounds after the recent bad weather which led to flooding and blocked housing drains. The board agreed for quotes to be sought and preparation to have additional land drainage installed in order to combat the issue.

- ME raised the subject of the condition of the road leading to Woods Yard, It was proposed that J Holland Haulage be contacted to discuss possible solutions and how we could work

together to rectify the condition. ME to talk to Jim and report back. ABD to investigate costs of various solutions.

**Public Meeting ended 8.59pm**