

Stronsay Development Trust

Board Meeting held on Thursday 20th August, 7.30pm

In attendance:

Mike Erdman (ME)
Elsie Dennison (ED)
Mike Holland (MH)
Jim Seaton (JS)
Ian Stevenson (IS)
Maryanne Thopmson (MT)

Via Conference Call

Jamie Davidson (JD)

Present:

Anna Bliss-Davis (ABD)

1. Welcome and apologies

The Chair ME opened the meeting at 7.35pm and welcomed all board members including a special welcome to the three new board members.

Apologies received from Raymond Dennison.

ME explained that there were a number of housekeeping items to cover before the meeting continued.

Board members were asked to make sure they used the sanitiser provided or their own. Keep the seating as laid out to maintain social distancing and at the end of the meeting to please leave via the side exit as to maintain the one-way system.

As there were new board members present ME went over the general structure of a meeting including the procedures for decision making, every decision would require a proposer, a second and for all board members to indicate in favour or not.

2. Resignations and appointment of new directors

The board was asked to formally accept the resignations of Susanne Davidson and Richard Seeber and to offer thanks for the years of service to the trust. All directors in favour.

Action: ABD to prepare a formal acceptance letter and to action removal from company's house and relevant records.

The board were asked to formally welcome the three new board members Mike Holland, Ian Stevenson and Maryanne Thompson.

Action: MH, IS, MT to complete and return declaration of interest and code of conduct form

3. Office bearers

As a result of Richard Seebers resignation, a new treasurer would need to be appointed, ME explained in brief the role and his experience in the position. The board were assured training would be provided and were asked for any nominations. MH nominated MT and after a brief discussion MT accepted the nomination, ED seconded with all in favour.

Action: ABD to facilitate induction of new treasurer

Additional signatories were also needed as a result of the resignations. ED and MT both agreed to be added. JS asked if it were possible for a co-opted director to be a signatory. No answer was available and this would need clarifying before the next meeting.

Action: ABD to add ED and MT as a signatory on all Trust accounts

Action: ABD to ascertain if co-opted board members can be a signatory

4. Email decision ratification

The board were asked to ratify the following email decisions

Election of Directors	16 th March 2020
Purchase of Sanitiser With external funding and contribution from Community Council	1 st April 2020
Permission to begin recruitment process for Dementia Friendly Stronsay Coordinator and Peedie Larder Box Coordinator	17 th April 2020
Change of use of Unit 5 Woods Yard	4 th May 2020 26 th June 2020
Appointment of Terri Mackenzie as Dementia project Coordinator	24 th June 2020
Permission to begin Recruitment of Waste Officer	3 rd August 2020

ED proposed, JS seconded with all remaining directors in favour

5. AGM

ME explained that the Trust financial year runs from Sep 1st to Aug 31st and we hope that we can have an AGM in November, the current situation requires the board to look at alternative options on holding an AGM meeting.

It was proposed that we follow the guidelines issued through OSCR (Scottish Charities regulator) and various Government supported advisors and not hold a physical meeting. Based on the advice and the Trusts articles of association the best course for the trust and its members would be to utilise the postal process for written resolutions. A number of the members would struggle to attend a digital/virtual meeting and with the connectivity of the Island a number of problems could be encountered.

The following timeline of events was proposed

Issue AGM pack which would include a full annual report, Accounts, director election details and ballot slips, question/response forms, stamped return address envelop to encourage as many responses as possible.

Deadline for any questions or concerns to be raised with the Trust

Deadline for the Trust to publicise any questions raised and respond publicly

Deadline for follow up and responses

Deadline for all election/voting slips to be returned (this date would be the official date of AGM)

Results published

It was agreed to proceed with this method IS proposed, MH seconded and all were in favour.

Action: ABD to prepare draft items for AGM pack

6. Development report

ABD gave an overview of the current development projects and funding awards as follows

- The Development Trust was successful in its application for continued funding from HIE for the Development officer costs until 2022
- The Trust through VAO and the wellbeing project were successful in its application for continued funding for a wellbeing officer until 2022
- Successful Grant applications for COVID response programmes including, sanitiser, meal deliveries, veg box, grocery support, fuel vouchers, PPE etc

Strengthening Communities fund (administered by HIE)	£19,776
Strengthening Communities fund second stage fund	£4,500
OIC business support grant (to support the operational needs of the development trust)	£11,000
Scottish Wellbeing Fund	£7,160

In addition to COVID support grants we were also successful in a

Scottish Land Fund award	£130,790
Community Council contribution to Sanitiser	£600

Total **£173,826**

ABD gave a brief overview of the various grants and the work that had led to the Scottish Land Fund award and housing project which would be discussed at a further board meeting.

ABD informed the board that additional Community Consultation would be needed for the next stages of the housing project.

7. AOB

ED asked for additional details on the family boxes that had recently been delivered. ABD outlined that the boxes were part of the Wellbeing fund award and that there were still a number to be delivered as relevant items arrived. As far as possible items had been sourced locally and each box was tailor made for each family.

JS asked if there was any possibility of investigating support for the over 75s with TV licence payments, the answer wasn't known but ABD would investigate

Action: ABD to investigate financial support for TV licence payments

8. Date of next meeting

ME asked the board if they would be in favour of fortnightly meetings for the near future to enable the board to get fully up to date and back on track, this would also enable new board members to become familiar with the work of the trust and the meeting process.

All were in favour and the date of next meeting was set for
Thursday 3rd September