

Stronsay Development Trust

Board Meeting on 16 May 2012 at Woodlea 19.00

Approved Minutes

Present:

Malcolm Addison (Chair)	Karen Griffin Marion Macleod	Paul Riley (Vice Chair) Ian Stevenson
Allen Cooke	Roger Neville-Smith (Treasurer)	Stephen Weaver
Nina Gleed		Yvonne Weaver
Cora Goodram		

Apologies: Lisa De Geer (Company Secretary), Adrian Miller.

In Attendance: Julia Crocker (AFO), Anthony Withers (CDO/TDO)

7.00 p.m. site visit to Woods yard followed by meeting/presentation at Woodlea.

Action

1. Welcome by Chair

Malcolm Addison welcomed everyone especially Stephen Weaver and Allen Cooke, the new directors, and thanked them for attending.

2. Minutes of previous meeting (paper circulated)

2.1. *Minutes of the meeting 19 April 2012*

Malcolm Addison asked if the board agreed that the minutes of the meeting on 19 April 2012 were a true account. Karen Griffin proposed and Cora Goodram seconded and the minutes were formally approved.

2.2. *Minutes of the meeting 8 May 2012*

Malcolm Addison asked if the board agreed that the minutes of the meeting on 8 May 2012 were a true account. Yvonne Weaver proposed and Cora Goodram seconded and the minutes were formally approved.

3. Matters Arising - none

4. Correspondence – none

5. Chair's report

Questions arising from the AGM

5.1 *The record of the minutes on the website.* It was confirmed that all the meeting minutes for the period 1 September 2010 to 31 August 2011 were correct on the website. Two meetings during the year had been cancelled; 22 December 2010 because there was not a quorum, 22 January 2011 because of dangerous travel conditions.

Roger Neville-Smith suggested that the Agendas and Minutes were 'married up' by date on the website for ease of checking.

LDG

5.2 Treasurer's report and financial information, especially director's expenses.
The board agreed that Treasurer's report would not appear on the agenda in future but would be replaced by a financial report. For a trial period of 3 months all cheques written from the unrestricted Capacity funds would be noted at the following board meeting.

Action

(All payments from restricted funds are audited on the regular basis by the funders) If this proved not to be particularly useful then other ways to increase transparency of financial transactions would be explored.

JC

6. Secretary's Report

6.1 Sick leave

Julia Crocker explained that Lisa De Geer is still on sick leave and may need to take annual leave shortly, if well enough; returning to her full hours on 31 May.

6.2. Appointment of co-opted directors

The board agreed to co-opt Ian Stevenson and Adrian Miller as directors to the board.

6.3 Election of new directors

The board agreed to write to Leo Martini-Brown to advise him of the AGM election results.

MA

Julia Crocker told the new directors that they would receive an e mail with hyper links to the directors Welcome Pack and that Lisa De Geer would call them to ask for a couple of details for the on-line Companies House submission.

LDG

7. PQASSO

7.1 Managing People

Julia Crocker advised the board that in the next week she would be sending out the drafts of the revised Employment Policy and Recruitment Process and would be grateful for any errors and omissions to be pointed out.

JC/All

8. CDO report

8.1 Presentation and discussion on the revised Woods yard purchase offer.

Tony Withers explained the background and the current situation.

The board discussed the options.

It was proposed that we should continue with the project purchase subject to planning permission. 10 directors voted with the proposal 1 voted against.

Tony Withers to approach OIC

The Chair to contact Lows by letter/e mail.

AW

8.2 Youth Greenhouse project

MA

Tony Withers said that we had been successful in our application to Lottery Awards for All and had a grant of £9450. Stephen Weaver commended this result.

The board was asked to agree the project start date and to consider the staff recruitment implications.

AW

9. Admin and Finance Report.

9.1 Big Lottery grant

Julia Crocker handed out the financial report on our original £435,000 lottery grant for the wind turbine and explained why only £27,500 had been spent. From the remainder, as of the Lottery reporting date (13 Feb) £83,409 was in our SDT 'Big' account. The agreed draw down of funds for the next year includes; purchase of lobster ponds – now completed, purchase of Woods yard, building costs estimated at

£300,000, Community Hall heating £30,000, building insulation skills training £5000 and legal costs.

Action

9.2 Liberty accounts package

We have an extension to the free month's usage because we have not been able to start entering the data.

9.3 Turbine revenue- Community Fund

Julia Crocker reported on how useful the HIE/CES workshop on 10 May had proved and asked the board to agree a date for the next workshop. 13 June was decided. Venue to be booked and e mail invitations will be sent.

JC

10. Any Other Business

10.1 Allen Cooke raised the subject of the poor impression that the appearance of the village gives, especially the buildings that are getting dangerous. The board advised him to contact the Community Council

11. Date of next meeting

Next board meeting Wednesday 20 June at 7.30 p.m. in the Community Hall

Meeting Closed at 21.00