

# Stronsay Development Trust

Board Meeting on 11 July 2012 at the Community Hall 19.30

## Approved Minutes

**Present:** Allen Cooke                      Marion Macleod                      Stephen Weaver  
Nina Gleed                                  Roger Neville-Smith                  Yvonne Weaver  
Karen Griffin                              (Treasurer)  
Cora Goodram

**Apologies:** Malcolm Addison (Chair), Adrian Miller, Paul Riley (Vice Chair)

**In Attendance:** Lisa De Geer (Company Secretary), Julia Crocker (AFO),  
Anthony Withers (CDO/TDO)

### Action

Lisa De Geer asked Anthony Withers to chair the meeting since both the chair and the vice chair couldn't attend.

### 1. Welcome by Anthony Withers

Anthony Withers welcomed everyone, and thanked them for attending.

### 2. Minutes of previous meeting (paper circulated)

#### 2.1. Minutes of the meeting 20 June 2012

Anthony Withers asked if the board agreed that the minutes of the meeting on 20 June 2012 were a true account. Roger Neville-Smith proposed, Yvonne Weaver seconded and the minutes were formally approved.

### 3. Matters Arising

#### 3.1. Letter to Julie Andrew regarding Stronsay's Taxi Service

Since the meeting on 20 June Roger Neville-Smith has asked Lisa De Geer to wait with the reply to Julie Andrew regarding taxi service to the Surgery. Roger Neville-Smith stressed the importance of having a community transport. He offered to contact Sanday Development Trust that runs a successful community bus to see how they operate. There was a discussion on how to go ahead since the Trust needs to be very careful not to compete with any existing businesses. Lisa De Geer will write a reply according to what was decided on the meeting 20 June but add that the Trust will investigate the need for a community transport service and what the options would be. Roger Neville-Smith will contact Sanday Development Trust.

**RNS**

**LDG**

#### 3.2. Insurance Policy

Julia Crocker has contacted Clark Thomson Insurance Brokers and is awaiting a reply.

### 4. Correspondence - none

### 5. Chair's report - none

## 6. Secretary's Report

### 6.1. New Director

The Stronsay Community Council has asked for Viv Erdman to represent them as co-opted Director on the SDT board. Adrian Miller has asked to become an ordinary Director.

The board voted regarding appointing Adrian Miller as a Director up till the next AGM – out of eight votes there were seven for and one against and he was appointed Director.

The board voted regarding Viv Erdman becoming a co-opted Director – out of eight votes there were seven for and one against and she was appointed co-opted Director for the Community Council.

### 6.3 Paper Copies to Directors Without Access to Internet

The board agreed for Lisa De Geer to send out material for board meetings by post to Directors without access to Internet. Other correspondence will not be sent out by post and the Directors in question are individually responsible for making arrangements with other directors to share information between meetings.

## 7. Admin and Finance Report

### 7.1. Financial Report

#### 7.1.1. SREL Loan Repayment

SREL has agreed for £10,000 of the subsidiary loan to be paid back to the Trust.

#### 7.1.2. Capacity Funding Update

Julia Crocker gave an explanation to the capacity funding cashbook for June 2012.

Payee	Amount	Notes
VAO payroll charges	£138	Previous cheque was returned because VAO had charged too much.
Secretary/Admin salary gross/includes SSP	£490.99	50% admin salary to be claimed back from SREL
Clark Thomson Insurance New combined annual policy	£1259.84	Includes credit given for previous cancelled policies.
Orkney tourism group	£54.00	Stronsay advertisement in 'bedroom folders'
Stronsay Community Association	£60.70	Hall Hire and electricity
<b>TOTAL</b>	<b>£2003.53</b>	

#### 7.1.3. Project Administration

The financial processes for the Trust's continuing and successful projects has been reviewed and the Trust will now record all the petty cash items associated with each.

#### *7.1.4. Director's and Project's Expenses Claims*

The board agreed that expenses claims should be handed in at a board meeting for approval to be paid at the following end of month. In a month without a board meeting the expenses claim should be handed in at the latest on the 15<sup>th</sup> to be paid at the end of the month.

#### *7.2. Community Fund*

The Community Fund Policy has been approved by the board by email. Julia Crocker is continuing to produce the process and forms needed.

#### *7.3. PQASSO*

##### *7.3.2. Visit by Edwina Cook (VAO)*

Edwina Cooke (VAO) will be visiting Stronsay on 2 October 2012.

### **8. CDO report**

#### *8.1. Enterprise Zone Update*

##### *8.1.1. Lobster Ponds*

The Trust has received one quote for the restoration of the Lobster Ponds. The board discussed the importance of employing local tradesmen when possible.

##### *8.1.2. Purchase of Woods Yard*

It has come to the CDO's knowledge that Jim Holland hasn't received the offer from the Trust from his solicitor as of today's date. The board agreed regarding the time span for the haulier to accept the offer within three days after he has received the letter from his solicitor. He will have to clear the yard within seven days after planning permission has been given by the Orkney Island Council (this will be approximately six weeks after he has accepted the offer). These conditions will be put to him with the offer.

#### *8.2. Community Heating Project*

Anthony Withers has received two quotes for the insulation and heating system at the Community Centre. The board decided for the CDO to go back to the local tradesmen to ask for another quote before making a decision.

**AW**

### **10. Project Reports**

#### *10.1. Wind Turbine*

The wind turbine production is still very good. A sign has gone up by the site with information that it is a SDT project.

#### *10.2 Greenhouse Group - none*

#### *10.3. ECO Club ( paper circulated)*

Marion Macleod expressed a conflict of interest.

Roger Neville-Smith explained the amount of voluntary work Marion Macleod puts in towards the ECO club and thanked her. He also expressed, as involved with the ECO club, that he thinks that there could be a paid position to cover some of the work needed or more support.

Julia Crocker explained the financial situation for the board. The funds for the Green Island project ceased in March 2011 and since then the Eco club has evolved into a well attended community group for the children with no real financial support apart from the children's attendance fees and fund raising events. The board agreed that since the ECO club officially is under the Trust, the Trust should take more responsibility for getting funds in and for governance. There was a discussion of possible funding, who on the board that could be responsible for the club and whether there is a need for a paid person.

**Action**

The board agreed for a sub-group to meet up and discuss and make a presentation at the next meeting in September when more time will be allocated to the subject.

**RNS, AW**

#### *10.4. Youth Greenhouse Project Worker*

The board will receive an update when the recruitment process has finished.

### **11. Any Other Business**

#### *11.1. Difficulties Contacting the Community Association*

Anthony Withers and Lisa De Geer explained to the board about their difficulties in contacting the Community Association's Caretaker for access to the hall and for bookings. The Community Association cannot be contacted by email and they do not have an answering machine to record messages. The board discussed the importance of supporting the Community Hall and agreed for Lisa De Geer to write a letter to ask them to improve the service so that the Trust can continue to use their venue for meetings etc.

**LDG**

#### *11.2. Signs for Project Sites*

The importance of marketing the Trust was discussed. It was decided to put up signs at all project sites and the board agreed for Anthony Withers to get quotes.

**AW**

### **12. Date of next meeting**

Next board meeting; Wednesday 12 September at 7.30 p.m. in the Community Hall

**Meeting Closed at 21.10**