

# Stronsay Development Trust

Board Meeting on 10 October 2012 at the Community Hall 19.30

## Approved Minutes

**Present:** Malcolm Addison                      Nina Glead                      Paul Riley (Vice Chair)  
(Chair)    Cora Goodram                      Stephen Weaver  
Allen Cooke                                      Roger Neville-Smith                      Yvonne Weaver  
Viv Erdman                                      (Treasurer)

**Apologies:** Karen Griffin

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

## Action

### 1. Welcome by the Chair

Malcolm Addison welcomed everyone, and thanked them for attending.

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

#### 2.1. Minutes of the meeting 12 September 2012

Malcolm Addison asked if the board agreed that the minutes of the meeting on 12 September 2012 were a true account. Roger Neville-Smith proposed, Cora Goodram seconded and the minutes were formally approved.

### 3. Matters Arising

#### 3.1. Community Transport Service

Roger Neville-Smith has been in touch with the Sanday Development Trust. There is a mini-bus on Sanday on contract with Orkney Island Council, similar to the contract on Eday. There is also a taxi-service on Sanday. Roger Neville-Smith also met with Julie Andrew who runs the taxi-service on Stronsay. She believes that subsidised transport would reduce their business, but they could apply for tender of a community transport.

Roger Neville-Smith stated that the problems a community transport on Stronsay would encounter would be competition with existing businesses and sustainability. The board discussed if a feasibility study should be made, but no decision was taken.

Roger Neville-Smith will approach the Orkney Island Council and the Ambulance Service to see they would be interested in funding/supporting a community bus.

**RNS**

#### 3.2. Letter from the Community Council regarding Support for the Fishmart

Due to a misunderstanding regarding who was going to draft the letter to the Community Council, it is still to be written.

**LDG**

#### 4. Correspondence

##### 4.1. Letter from Carol Cotterill regarding the Community Fund's Awards Panel

Carol Cotterill has sent a letter requesting a voluntary awards committee for the Community Fund. Sadly, only two volunteers came forward and so following discussions with other Trusts where only one is proposing to use a voluntary group; Stronsay took the majority view that it was better to use paid staff. There is a requirement for the committee to understand the Trust's objectives and Charity Law. There is also the advantage that paid staff can assess applications on a frequent basis. This process will be review annually, next time during the Summer 2013.

#### 5. Chair's report – none

#### 6. Secretary's Report

##### 6.1. Change of Chair and Vice Chair

The board agreed for Paul Riley to become Chair, and for Malcolm Addison to become Vice Chair.

##### 6.2. Date of Next AGM

The preliminary date for the AGM is Wednesday 24 April 2013.

##### 6.3. Explanation of the Accounts 2011/12

SDT and SREL will hand in the accounts 2011/12 to the accountant Alan Long at the end of October. He will come to Stronsay at the end of November to explain the accounts for the board.

LDG

##### 6.4. New Board Members for SREL

The SREL board has requested the SDT board to appoint 1-2 more Directors for SREL to ease the succession planning. Alexander Maclean volunteered. This will be brought up at the next SREL meeting in November.

JC, LDG

#### 7. Admin and Finance Report (paper circulated)

##### 7.1. Financial Report

##### 7.1.1. Funds Granted by the BIG Lottery Fund for a Project Officer

SDT has obtained £68,586 extra funding from the BIG Lottery Fund in order to help pay staff costs for a Project Officer for three years, dating from 14 February 2013.

##### 7.1.2. Capacity Funding Update

The payments from SDT capacity funding during September 2012 were as follows:

September 2012	Payee	Amount
	Secretary/Admin salary gross	468.33
Secretary/Admin printer cartridges	Orkney Office supplies	55.39
Postage (since 08/2011), travel, Companies House annual return £14, home office expenses £20	Secretary/Admin	91.04
<b>Total</b>		<b>614.76</b>

Julia Crocker asked the board if they would like her to continue to publish the amount spent from the Capacity Funding on a monthly basis. The board agreed that there was no need for them as a board to get this monthly breakdown, but that the AFO should continue because of the public request.

### *7.1.3. Future Staffing and Business Case to BIG Lottery*

AFO and CDO have both been in discussions with David Knight, our case officer at BIG Lottery Fund, and he has informed that the £66,586 grant from Big Lottery has been approved with conditions: As Lottery money is state funding their auditors insist that the Project Officer post is advertised as a new contract from the point where their grant starts, i.e. 14 February 2013, even though it is a continuation of the TDO post.

The Trust's CDO, Anthony Withers, does not want to risk SDT losing the funds or making any of the recruitment process/timetable difficult and has very generously offered to resign as CDO with effect from 31 December 2012 in order to allow the board to advertise a reasonable job for someone else – i.e. a 9 month contract with effect from 1 January 2013 until the HIE/LEADER funding ends 30 September 2013.

The HIE funding for the TDO post ends at the end of December 2012. The board agreed to extend the contract full-time until 13 February 2013 as a gap in staffing could leave some projects at risk. This would also ensure a proper handover and induction of the new CDO. The cost for this is estimated to £3,500 and SDT will put in an application to the Community Fund.

The board agreed for the recruitment of the CDO to start mid November and the Project Officer recruitment to start mid December. The posts will be advertised in both the Limpet and the Orcadian.

**JC**

The board is still to appoint directors responsible for the recruitment process, especially chairing interview boards and being panel members.

## *7.2. Community Fund*

### *7.2.1. Workshop*

All amendments agreed at the workshop 19 September to 'test drive' the forms have been done. The Trust is now looking for someone with desktop publishing experience who can make the customer facing forms look more professional. The board decided to try to find someone locally.

**JC**

### *7.2.2. Opening a New Bank Account*

The board agreed for the following persons to be signatories for the Community Fund bank account: The Chair Paul Riley; The Vice Chair Malcolm Addison; The Treasurer Roger Neville-Smith; Lisa De Geer as employee.

## *7.3. PQASSO*

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

There was a very useful and successful day with Edwina Lloyd from VAO on 1 October. She has offered help over a wide range of topics.

At present Julia Crocker and Lisa De Geer are working on the PQASSO area 'Managing People'. Lisa De Geer has attended a three day Employment Course hosted by VAO as director of SREL. She will summarise the course for SDT as well. The area in 'Managing people' that requires attention by the board is in the supervision of staff.

**JC, LDG**

## **8. CDO report**

### *8.1. Enterprise Zone Update*

#### *8.1.1. Lobster Ponds*

Anthony Withers has proceeded with plans to redevelop the Lobster pond for the Enterprise Zone's business units as decided at the last meeting. There will be four units and an office for SDT and SREL.

The board agreed to contract Peter Finnigan as architect. Every job on the building can now be done by local workforce. It was decided to advertise the tender with the condition for the contractor to employ two Stronsay residents as apprentices.

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

The OIC Road Department has approved of the plans of an entrance towards the yard, but there has to be a locked gate.

After the meeting with OIC Road Department the final date for clearance of the yard has been set to 31 October. Jim Holland will be informed by his solicitor, but Anthony Withers will give him a copy of our solicitor's letter to allow him more time for clearance.

**PR**

#### *8.2. Community Heating Project*

Anthony Withers showed the board a draft letter to be sent to the Community Association with information of the process of the Hall Heating Project. The board agreed for the Chair to send the letter.

#### *8.3. New Slipway*

The Trust will invite everyone to a meeting on Wednesday 7 November to discuss a proposed development of a new concrete slipway for public use at the harbour. This will potentially be funded by the Community Fund subject to Community Approval. The proposal is that the Trust pays for materials and admin/planning costs and that it will be built by voluntary labour.

**AW**

## **9. Project Reports**

### *9.1. Wind Turbine*

The Turbine has had broadband issues, but it has not affected the production which is still very good.

Anthony Withers attended the public meeting held by SSE to inform about the new wind turbines. The TDO informed the board that the SREL turbine will be curtailed when the SSE's five new turbines come into use and that the Community Fund then will receive £50,000 less per year.

### *9.2 Greenhouse Group - none*

### *9.3. ECO Club*

The ECO Club has started again and has had two sessions.

**R N-S**

A sub-group has still to meet up and discuss the admin and finance of the ECO club. The board will discuss the future of the ECO club and the Youth Greenhouse Project at the next board meeting.

#### *9.4. Youth Greenhouse Project*

There have been two successful sessions at the youth greenhouse where the children have prepared local produce on a camping stove.

**AW**

### **10. Any Other Business**

#### *10.1. Lime Scale Reduction*

The water engineer researching lime scale that Allen Cooke has been in touch with is willing to come to Stronsay to explain the process. Anthony Withers will set up a meeting.

#### *10.2. Stronsay Representation at Rural Broadband*

Viv Erdman asked on behalf of the Stronsay Community Council if Stronsay is being represented at Rural Broadband. It was confirmed that the CDO is representing Stronsay.

#### *10.3. HIE Meeting in Inverness*

The board approved for the AFO and CDO to attend an HIE meeting in Inverness on 16, 17 November. The travel and subsistence costs for both will be reduced by shared car travel and will be claimed back via HIE/LEADER

### **11. Date of next meeting**

Next board meeting; Wednesday 14 November at 7.30 p.m. in the Community Hall.

**Meeting Closed at 21.15**