

Stronsay Development Trust

Board Meeting on 14 November 2012 at the Community Hall 19.30

Approved Minutes

Present: Allen Cooke Cora Goodram Paul Riley (Chair)
Viv Erdman Roger Neville-Smith
Karen Griffin (Treasurer)

Apologies: Malcolm Addison (Vice Chair), Nina Glead, Stephen Weaver
Yvonne Weaver

In Attendance: Julia Crocker (AFO), Lisa De Geer (Company Secretary),
Paul Glaze (SDT member), Colin McAlpine (SDT member)
Anthony Withers (CDO/TDO)

Action

1. Welcome by the Chair

Paul Riley welcomed everyone, and thanked them for attending.

2. Minutes of previous meeting (paper circulated)

2.1. Minutes of the meeting 10 October 2012

Paul Riley asked if the board agreed that the minutes of the meeting on 10 October 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 gave a summary of information about Community Transport that has been given up to date (please see minutes from 10 October 2012). The board discussed the possibility of approaching the Orkney Island Council to investigate if they would be willing to fund a community transport service on Stronsay. The board decided that the question will be investigated by the new project officer to be presented by the board in late spring.

4. Correspondence

4.1. Phone call from Colin McAlpine regarding incorrectly addressed letter

Colin McAlpine has contacted Paul Riley regarding a letter incorrectly addressed to him as 'Clerk of the Community Association' by Anthony Withers (CDO). He is the Honorary Treasurer and Caretaker and the CA have a Secretary not a Clerk. Anthony Withers apologised directly to Colin McAlpine for his misunderstanding.

The board discussed the need for a list of all of Stronsay's organisations with relevant contact details. This list could be displayed at public places. Paul Riley will ask Bruce Fletcher to contact the different groups on Stronsay and ask what details they would like to include.

PR

5. Chair's report – none

6. Secretary's Report

6.1. Board Meeting with Alan Long

There will be an extra board meeting at the end of November / beginning of December when accountant Alan Long will explain the accounts for the year 2011/2012.

6.2. AGM

The AGM will be held at the Community Centre 24 April 2013. The board decided to have the same setting as last year with refreshments. Alan Long and Andrew Stennett will attend the meeting.

6.3. Annual Report

The work on the Annual Report will now need to be started for it to be printed in time for the AGM. Lisa De Geer will organise and delegate the work and keep the board posted.

LDG

6.4. Resignation of Directors

Both Ian Stevenson and Adrian Miller have resigned as Directors. On behalf of the board, Lisa De Geer thanked them for the time on the Trust.

At present the board consists of 10 Directors. The board discussed the potential need to appoint more directors before the next AGM. Roger Neville-Smith will write a personal notice about his experience as Director for the next issue of the limpet.

RNS

6.5. Information about new Process of Booking the Community Hall

Colin McAlpine has informed Lisa De Geer about the new booking process for the Community Hall. When making a booking one should state name, date and time on the answering machine. He will not call back to confirm the booking, unless the hall is already booked.

7. Admin and Finance Report (paper circulated)

7.1. Financial Report

7.1.1. Capacity Funding

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

Payee	Amount	Notes
Orkney Office Supplies	6.36	Stationery
Secretary/Admin salary gross	468.33	
J Holland Haulage	1.92	
Secretary/Admin Expenses Claim	26.06	Home Office and Postage
Total	502.67	

7.2. Recruitment

Our CDO has resigned with effect from 31 Dec 2012. Recruitment process for a CDO from 1 Jan 2013 to 30 Sept 2013 has begun.

The advertisement is on SDT website/shops and in the Orcadian. Deadline for receipt of applications is 23 November. HIE is paying for the cost of the Orcadian advert.

Interviews will be held at the Community Centre 5 December 2012. Chessa Llewellyn-White (HIE) will be the independent board member. AFO will prepare the packs and organise the interview venue

7.3. *Community fund* (forms circulated)

7.3.1. *Launch*

The Community Fund will be officially launched in November *Limpet*. The initial fund will be £40,000. The Trust has received its first application which we shall aim to have ready for board consideration at December meeting as long as the applicant has provided the extra information requested. Every board meeting will have a report on expressions of interests and applications.

7.3.2. *Community fund folder*

All staff and directors will receive a Community Fund ring binder by December meeting. This will hold the SCF policy, SDT aims and objectives from M&As and the grant forms. These will be SDT property and should always be brought to meetings and be returned if ceasing to be a member of staff or on the board.

7.3.3. *Community Fund Bank Account*

The Community Fund Bank Account is opened. The board decided that there would be no need for "telephone bank".

7.4. *PQASSO*

No updates to report

8. CDO report (paper circulated)

8.1. *Enterprise Zone Update*

8.1.1. *Lobster Ponds*

A site meeting with the architect Peter Finnigan has been arranged. Building warrants etc will be applied for before Christmas and tenders for the build is to be announced in mid December.

8.1.2. *Purchase of Woods Yard*

The purchase of the yard was completed on 1 November 2012.

8.1.3. *Site Hut*

There is a requirement to have a site office and toilet at the yard to provide work space during the build of the Enterprise Zone. The board agreed for Anthony Withers to purchase a site office.

AW

Viv Erdman left the meeting at 20.30.

8.1.4. *Stronsay Community Initiatives Limited (SCIL)*

The Trust subsidiary to run the Enterprise Zone will be known as Stronsay Community Initiatives Limited (SCIL). It was proposed that the board of SREL will take on the role of company directors for this company during its set up phase. Decision postponed for the next board meeting.

8.2. *Community Heating Project*

A communication from David Knight, Lottery Grant Officer, states that the RDI quote should be accepted under tender rules and not the revised quote received from Patersons after being informed of the RDI quote which is unacceptable as a tender process.

A letter informing the Community Association has been sent. Anthony Withers apologised once more for incorrectly addressing this letter to Colin McAlpine. Colin McAlpine confirmed that he has hand delivered the letter to Sheena Cooper, Secretary to the Community Association.

8.3. New Slipway

The meeting on Wednesday 7 November was successful. There is a hope that the project will be match funded by Orkney Harbours. The board decided for the CDO to go ahead to investigate the proposed project. This project will be passed to the new project officer on his/hers appointment to carry forward.

8.4. Theme Weekend

The Board discussed about possible themes for a yearly weekend event to attract more visitors to the island.

9. Project Reports

9.1. Wind Turbine

The Turbine still has communication issues which mean that performance cannot be checked remotely using SCADA, but it has not affected the production which is still very good.

9.2 Greenhouse Group - none

9.3. ECO Club

The future of the ECO Club will be discussed at the next meeting.

9.4. Youth Greenhouse Project

The Youth Greenhouse Project is a success. Marion Miller is keeping a photo diary.

10. Any Other Business

10.1. Update of the Development Plan

Update of the Development Plan is on the agenda for the next meeting.

10.2. Quorum According to M&As

Paul Glaze questioned if there was a quorum and referred to the M&As on the SDT web site. It was confirmed that the site didn't have the latest version of the M&As and that six Directors need to be present for a quorum. Lisa De Geer will update the web site.

LDG

10.3. Appointments of Directors at AGM

Paul Glaze raised his disapproval of the procedure of not appointing all nominated directors at the AGM in May 2012. One of the nominees got less than 50% of the votes and was not appointed. Julia Crocker confirmed that to be elected, a nominee had to achieve a majority of votes and this procedure had been confirmed as correct by DTAS (Development Trusts Association Scotland).

Colin McAlpine asked that the exact number of votes for each nominee should be read out at the election and not to be counted by two persons in another room. The board agreed to carry on with the current procedure.

11. Date of next meeting

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

Meeting Closed at 21.15