

Stronsay Development Trust

**Board Meeting on Tuesday 12 March 2013 in the Community Centre at 7.30 pm
Approved Minutes**

PRESENT

Paul Riley (Chair)
Cora Goodram
Nina Gleed

Roger Neville-Smith (Treasurer)
Stephen Weaver
Yvonne Weaver

IN ATTENDANCE

Julia Crocker (AFO)
Lisa De Geer (Secretary)
Jacqueline Dennison (CDO)
Anthony Withers (PO)

Paul Glaze (member)
Colin McAlpine (member)
Leo Martini-Brown (member)

1. APOLOGIES

Malcolm Addison (Vice Chair), Viv Erdman, Karen Griffin

2. WELCOME BY CHAIR

The chair welcomed everyone and thanked them for attending.

3. MINUTES OF PREVIOUS MEETING

Stephen Weaver proposed, Nina Gleed seconded and the minutes from the board meeting on 13 February 2013 were formally approved.

4. MATTERS ARISING

(i) Contact List for the Organisations on Stronsay

NOTED:

The contact list has been printed.

ACTION POINT 1

The chair will deliver the list to Bruce Fletcher for distribution on Wednesday 13 March.

(ii) Alteration of the Community Fund Policy

ACTION POINT 2

AFO will alter the Community Fund Policy to include that the applicant needs to seek advice from the SDT staff before submitting the application.

ACTION POINT 3

AFO is to write an article for the March issue of the limpet to inform the public about the change.

5. CORRESPONDENCE

The Company Secretary read out a letter from Stronsay Junior High School thanking the Trust for the £150 donation towards the Burns Supper.

6. CHAIR'S REPORT - none

7. SECRETARY'S REPORT

(i) Full Member Applications

NOTED:

One membership has ended due to removal from Stronsay.

RESOLVED:

The board welcomed Raymond Dennison, Shirley Grummitt, Andrew King, Gary Middleton, James Miller, Alan Smith, Gaynor Smith, and Andrew Whiteman as full members of the Trust. The number of members is now 87.

8. ADMIN AND FINANCE OFFICER'S REPORT

(i) Finance Report

The payments from SDT capacity funds February 2013 were as follows:

Month 2013	Payee	Amount	Notes
January (previously omitted)	HMRC	201.39	TDO – Employers NI*
	Stronsay Parent Council	150.00	Donation to 'Support Our School' fundraising
February	Secretary/Admin salary gross	468.33	
	Lisa De Geer	70.27	Expenses
	Orkney Office Supplies	72.20	TDO stationery*
	Orkney Office Supplies	141.09	SDT Stationery
	J Holland Haulage	6.96	TDO £3.48* to be recharged to SREL
	TDO Anthony Withers	115.70	travel*
	Orkney Tourism Group	24.00	Annual membership
Total		£1249.94	

* TDO burdens and expenses are to be recharged to SREL.

NOTED

AFO informed the board about expected income to the Trust.

(ii) Community Interest Company - BIS CIC

NOTED

The Directors Malcolm Addison, Julia Crocker, Lisa De Geer, Cora Goodram and Andrew Stennett have signed the Companies House forms for setting up the company.

ACTION POINT 4

The chair is to sign the M&As on Wednesday 13 March.

ACTION POINT 5

The company secretary will send all signed forms to Alan Long at the Long Partnership for submitting to Companies House.

(iii) PQASSO

NOTED

AFO informed the board about the full list of policies and guidance held by SDT. There was a discussion about an induction process for new staff.

ACTION POINT 6

AFO is to draft a check list for line managers for new employees.

ACTION POINT 7

The board is to identify any gaps or requirements in policies and processes and agree on an order of work.

9. COMMUNITY DEVELOPMENT OFFICER'S REPORT

(i) Climate Challenge Fund

ACTION POINT 8

CDO is to find out about the Climate Challenge Fund's funding criteria for battery driven minibuses.

(ii) CDO Meeting

CDO informed about the CDO meeting that she attended.

(iii) Dark Skies

RESOLVED

The board were in favour of the joint Dark Skies project with Westray

ACTION POINT 9

CDO is to register the Trust's interest

(iv) Fair Trade Island Status

CDO informed the board about the plans of trying to achieve a fair trade island status for Orkney.

(v) Tourism Report

NOTED

CDO will hold a meeting on 13 March with those interested in forming a Stronsay tourism group.

ACTION POINT 10

CDO will prepare a tourism report for the next meeting.

(vi) Island Ranger

RESOLVED

The board agreed for the RSPB Island Ranger Katy Norbury to visit Stronsay.

ACTION POINT 11

CDO is to contact the RSPB Island Ranger and arrange a visit.

10. PROJECT OFFICER'S REPORT

(i) Enterprise Zone

NOTED

PO gave an update on the progress of the Enterprise Zone.

RESOLVED

Roger Neville-Smith proposed, Nina Gleed seconded and the board agreed to contract Orkney Construction Consultants (OCC) for technical support during the construction phase of the Enterprise Zone

ACTION POINT 12

PO is to contact the BIG Lottery Fund regarding the decision to use OCC for technical support during the construction phase.

ACTIONPOINT 13

Tender quotes for the provision of a toilet and kitchenette area within the site office / welfare unit are to be sent by the PO to the board via email for approval by the end of March.

(ii) Slipway

NOTED

Orkney Marine would like new drawings.

RESOLVED

Roger Neville-Smith proposed, Cora Goodram seconded and the board agreed for the PO to apply to Lottery's Investing in Ideas fund to pay for a feasibility study for a slipway and pontoons.

(iii) Hall Heating

No quotes received at today's date.

(iv) IT Training at Business Gateway

PO informed about an IT training course he attended in Kirkwall.

Paul Glaze left the meeting.

11. PROJECT REPORTS

(i) SREL Wind Turbine project

SCADA is now working.

(ii) Greenhouse Group

A grant application has been made to the Community Fund for replacement of rotten wood shuttering.

(iii) ECO Club

NOTED

The future of the Eco Club and the Plot to Plate group were discussed. Volunteers have been identified and they would like to carry on with the project even without a paid co-ordinator and are prepared to run the group themselves.

RESOLVED

Stephen Weaver proposed, Nina Gleed seconded and the board agreed for volunteers to run the ECO club as outlined in the circulated proposal during the summer 2013.

ACTION POINT 14

Roger Neville-Smith is to organise a meeting for the volunteers to plan the activities for the summer 2013.

ACTION POINT 15

AFO is to send out application forms and job description plus the self declaration forms to the volunteers for them to fill in prior to initiating CRBS clearance process.

(iv) Youth Greenhouse Project

NOTED

Marion Macleod has been in touch with Awards for All and asked for an extension to the project for a month, they have agreed to an extension to July 13.

RESOLVED

Copies of the Awards for All authority to extend the project are to be given to PO and AFO.

ACTION POINT 16

Roger Neville-Smith and PO are to have a meeting to discuss any variations to the project and subsequent Awards for All report.

ACTION POINT 17

The company secretary is to update the spread sheet of expenses.

12. COMMUNITY FUND

(i) Fuel Poverty Grant

RESOLVED

Deferred to next meeting

ACTION POINT 18

The board is to read and respond to the AFO by email at the latest Thursday 14 March.

ACTION POINT 19

AFO is to include this proposal in an update on applications and grants awarded for the March issue of the Limpet.

(ii) Educational and Skills Training Bursary

RESOLVED

Deferred to next meeting

ACTION POINT 20

The board is to read and respond to AFO by email at the latest Thursday 14 March.

ACTION POINT 21

AFO is to include this proposal in an update on applications and grants awarded for the March issue of the Limpet.

(iii) Applications

(a) Stronsay Community Council

RESOLVED

Stephen Weaver proposed, Yvonne Weaver Seconded and the board granted the Stronsay Community Council £3960 for getting the Fish mart ready for opening this summer.

The board agreed that the Stronsay Community Council could purchase the dehumidifiers before receiving the cheque.

(b) Greenhouse Group

Nina Gleed proposed, Cora Goodram seconded and the board granted the Greenhouse group £1570.17 for replacement shuttering between the plots.

(iv) Expression of Interest

The Community Fund has received one new expression of interest.

13. DEVELOPMENT PLAN

ACTION POINT 22

AFO is to publish the updated chart showing progress against the SDT 2011 Development Plan on the SDT website.

14. FUTURE OF THE ECO CLUB AND THE PLOT TO PLATE GROUPS

Discussed under 11 (iii) Eco club.

15. FUTURE STAFFING

ACTION POINT 23

The staff are to estimate their workload prediction for the next 12 months and present to the board at the next meeting.

16. ANY OTHER BUSINESS

(i) SDT Website

RESOLVED

The board agreed to look into on how to improve the website hosted by Orkney Communities instead of getting quotes from other web hosts.

(ii) Exercise on prescription

NOTED

The community fund has received an expression of interest regarding exercise on prescription.

ACTION POINT 24

The chair is to arrange a meeting to discuss.

17. DATE OF NEXT MEETING

RESOLVED

17 April 2013, 7.30 p.m. in the Community Hall

Leo Martini-Brown and Colin McAlpine left the meeting.

18. CONFIDENTIAL ITEMS to be minuted in the open meeting minutes

(i) Approval of Confidential Minutes

Nina Glead proposed, Cora Goodram seconded and the minutes from the board meeting on 13 February 2013 were formally approved.

(ii) Training in how to compose a tender quote

RESOLVED

The board agreed to apply to the community fund to pay for a training course in how to write a tender quote. The course is to be open for all residents on Stronsay.

ACTION POINT 25

PO is to apply for a grant to the community fund for a training course in how to write a tender quote.

(iii) SDT Equipment

NOTED

The Trust needs to identify the status of all equipment that is in the accounts.

RESOLVED

The board agreed to write off the energy monitors (Owls) that were bought and has been distributed by the Powerdown officer.

(iv) Letter from Colin McAlpine

NOTED

Colin McAlpine has written a letter to the Company Secretary asking her to change the minutes from 16 January in accordance with his notes.

RESOLVED

(a) Approved minutes cannot be changed and any comments about errors or omissions should be addressed to the board, not a member of staff.

ACTION POINT 26

The board will write Colin McAlpine a reply to clarify certain aspects of the business and stating that his points had been noted.

(v) Letter from Leo Martini-Brown

NOTED

The board has received a letter from Leo Martini-Brown regarding the procedure at meetings and the voting process of Directors.

RESOLVED

The board agreed for Burness Paull & Williamsons LLP to draft a reply on behalf of the Trust.

(vi) Updating of M&As

NOTED

(a) As part of PQASSO the board has been aware that the M&As need updating according to Companies Act 2006.

(b) The solicitors at Burness Paull & Williamsons LLP have advised the Trust to make other updates in the Articles of Association to better reflect the needs of the community and continuation of a voluntary board.

RESOLVED

The board agreed for the updated Articles of Association to be presented at the AGM 24 April.

ACTION POINT 27

The company secretary is to send the draft Articles of Association to the board for a response by Sunday 17 March.

19. CLOSE OF MEETING

The meeting ended 22.40.

LDG

March 2013