

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 17 April 2013
in the Stronsay Community Hall at 7.30 pm**

MINUTES

PRESENT

Paul Riley (Chair)
Viv Erdman
Cora Goodram
Nina Gleed

Roger Neville-Smith (Treasurer)
Stephen Weaver
Yvonne Weaver

IN ATTENDANCE

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

Paul Glaze (member)
Colin McAlpine (member)
Andrew Rose (member)
Valerie Stone-Lucas (member)

1. APOLOGIES

Malcolm Addison, Karen Griffin

2. WELCOME BY CHAIR

The Chair welcomed everyone and thanked them for attending.

3. MINUTES OF PREVIOUS MEETING (paper circulated)

Roger Neville-Smith proposed, Cora Goodram seconded and the minutes from 12 March 2013 were formally approved.

4. ACTION POINTS AND MATTERS ARISING

(i) Action points from the board meeting 13 March

AP1 – Ongoing

The contact list will be printed in the April issue of the Limpet.

AP2 – Resolved

AP3 – Ongoing

The article will be in the April issue of the Limpet.

AP4 – Resolved

AP5 – Resolved

AP6 – Ongoing

The board is to read the check list for line managers for new employees before the next meeting

AP7 – Ongoing

a. Burness has advised that SDT need a code of conduct for Directors.

b. AFO is to draft policies for code of conduct for Directors, Volunteers and Employees to be presented at the next meeting.

AP8 – Ongoing

a. CDO gave information about possible funding for a mini bus by Climate Challenge Fund

b. Roger Neville-Smith proposed and all approved for the CDO to apply for a development grant for a feasibility study for a Stronsay mini bus.

AP9 – Resolved

AP10 – Resolved

AP11 – Resolved

AP12 – Resolved

David Knight at BIG Lottery has confirmed that SDT can use Orkney Construction Consultants for technical support during the construction phase of the Enterprise Zone.

AP13 – Deferred to the confidential part of the meeting

AP14 – Resolved

AP15 – Ongoing

AFO sent out application forms to the four Eco club volunteers immediately after the last board meeting, one had been completed and returned by 8 April 2013.

AP16 – Ongoing

Roger Neville-Smith and PO are to have a meeting to discuss any variations to the Youth Greenhouse Project and subsequent Awards for All report w/c 22 April.

AP17 – Ongoing

The Company Secretary is to update the spread sheet of expenses for the Youth Greenhouse Project

AP18 – Resolved

AP19 – Resolved

AP20 – Resolved

AP21 – Resolved

AP22 – Resolved

AP23 – Ongoing

The Chair, AFO, CDO and Company Secretary is to meet and discuss the work load prediction for the next 12 months and present to the board at the next meeting.

AP24 – Resolved

AP25 – Ongoing

PO is to present the grant application for a training course in how to write a tender quote at the next meeting.

AP26 – Resolved

AP27 – Resolved

(ii) Website

NOTED

The Company Secretary is responsible for the information on the website, but the current contracted hours does not allow for time to improve the site.

ACTION POINT 1

a. The board will discuss how to change the staffing to meet the need for improvement and maintenance of the website when discussing future staffing at the next board meeting.

b. CDO is to visit Orkney Communities and report to Company Secretary.

5. CORRESPONDENCE

(i) Letter from Leo Martini-Brown

Deferred to the confidential part of the meeting.

6. CHAIR'S REPORT - none

7. SECRETARY'S REPORT

(i) Full Member Applications and Resignation

NOTED

One member has resigned.

RESOLVED

Nine members applications were considered and approved and the total number of members were 95.

(ii) Resignation of Director

NOTED

Karen Griffin will resign for the AGM and will not stand for re-election.

(iii) Printed copies of material for board meetings

NOTED

a. Directors must read all material before the board meeting.

b. At present copies are being printed that are not being kept.

RESOLVED

a. Directors will print copies for their own use.

b. The company secretary will provide directors with copies only when asked.

(iv) Employees attendance at board meetings

NOTED

A member has question the correctness of employees attending board meetings when confidential items are being discussed.

RESOLVED

The solicitor at Burness Paul and Williamson LLP has confirmed that it is the board's decision who attends any part of a board meeting, including employees.

8. ADMIN AND FINANCE OFFICER'S REPORT (paper circulated)

(i) Finance Report

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

Payee	Amount	Notes
Companies House	£35.00	Registration of BIS CIC
Secretary/Admin salary gross	£468.33	
Stronsay Hotel	£15.00	Lunch for Project Officer interview panel
The Orcadian – Orkney Media Group Ltd	£528.00	Printing of annual report
The Long Partnership	£3227.04*	SDT Accounts and OSCR return for 2011/12
Total	£4273.37	

* SREL has agreed to fund 50% of the Long Partnership fees because the turbine business increased the Trust's financial activity. AFO has raised an invoice.

(ii) Community Power Orkney meeting on Fund Management

NOTED

AFO attended the Community Power Orkney meeting on Fund Management, 15 March.

(iii) Legal costs for updating of M&As

NOTED

a. Big Lottery needs to see and check any revised M&As to ensure that they meet their requirements.

b. Big Lottery will consider funding costs associated with revisions of the M&As.

c. Big Lottery case officer David Knight has confirmed he is content with SDT new draft Articles.

d. If SDT is to apply to SCF for any legal costs not funded and coming from capacity funds then, they should do so before paying the bill as per the Community Fund policy.

RESOLVED

The board agreed that the Trust can apply to the Community Fund in arrears since it were allowable circumstances in this case while the AFO establish how much Big Lottery will fund.

(ii) *PQASSO*

NOTED

AFO informed about the progress with PQASSO

9. COMMUNITY DEVELOPMENT OFFICER'S REPORT (papers circulated)

(i) *Stronsay Tourism Group*

NOTED

An initial meeting were held 13 March with six people attending. CDO informed about topics discussed.

(ii) *Community Fund Meetings*

NOTED

AFO and CDO had meetings with two applicants. Will be reported under Community Fund

(iii) *Orkney Tourism Group Bedroom Pack Contribution*

NOTED

CDO presented the article to Orkney Tourism Group for inclusion in the Bedroom Packs.

(iv) *Meeting regarding an Event Weekend on Stronsay*

NOTED

An initial meeting with CDO and 3 attendance were held 6 April and plans were drawn for an annual weekend event.

10. PROJECT OFFICER'S REPORT (papers circulated)

(i) *Enterprise Zone*

a. Planning Application

NOTED

No credible objections have been noted by OIC for the planning application.

b. SEPA report

NOTED

A SEPA Report has been conducted and sent to OIC Planning Department.

The ground percolation report has also been sent to OIC/SEPA.

c. General Status Report

NOTED

PO informed the board of the progress with the Enterprise Zone.

(ii) *Slipway*

NOTED

PO attended a meeting with Curry Brothers Marine Construction on 9 April.

ACTION POINT 2

Curry Brothers Marine Constructions is to come out to Stronsay within a fortnight.

(iii) *Hall Heating*

NOTED

Quotes need to be in within 4 months to meet the timeline for the grant.

(iv) Training Course in Tender Quotes
Deferred to the confidential part of the meeting.

11. PROJECT REPORTS

(i) SREL Wind Turbine project
NOTED

Site Manager Anthony Withers attended CPO meeting with reference to turbine curtailments.

(ii) Greenhouse Group
NOTED

- a. Material for the replacement wood has been ordered.
- b. The greenhouse group held a meeting last week.
- c. The group do not want to form a formal group.

ACTION POINT 3

AFO is to invite the Greenhouse group for a meeting within a month with the purpose to iron out an agreement.

(iii) ECO Club

Covered under matters arising

(iv) Youth Greenhouse Project
NOTED

Roger Neville-Smith informed about the project.

12. COMMUNITY FUND

(i) Fuel Poverty Grant
NOTED

AFO gave information about the content of the draft fuel poverty grant.
RESOLVED

Roger Neville-Smith proposed and all were in favour for this to be a pilot running for 12 months.

(ii) Educational and Skills Training Bursary
NOTED

AFO gave information about the content of the draft educational and skills training bursary.

RESOLVED

Nina Gleed proposed and all were in favour for this to be a pilot running for 12 months.

(iii) Applications

Deferred to the confidential part of the meeting.

(iv) Expressions of Interest

Deferred to the confidential part of the meeting.

(v) Balance in account

The balance in the Community Fund account 28 March was £40,007.19

(vi) Monitoring Spread Sheet

AFO has constructed a monitoring spreadsheet for applications, expressions of interest and grants awarded.

ACTION POINT 4

AFO is to send the spread sheets by email to the members of the board.

13. FUTURE STAFFING

Dealt with under matters arising.

14. ANY OTHER BUSINESS – none

15. DATE OF NEXT MEETING

- (i) 24 April 2013 directly after the AGM to appoint office bearers.
- (ii) 15 May 2013 – board meeting

Question from Paul Glaze

NOTED

- a. Paul Glaze asked the Company Secretary for the last date for proxy voting forms to be handed in.
- b. The Company Secretary confirmed that according to the M&As it is 48 hours before the AGM.

Paul Glaze, Colin McAlpine, Andrew Rose and Valerie Stone-Lucas left the meeting 21.30.

16. CONFIDENTIAL ITEMS to be minuted with the open meeting.

(i) Correspondence from Leo Martini-Brown

NOTED

- a. Leo Martini-Brown has written to accountant Alan Long with questions regarding the information about office bearers in the annual accounts for the financial year ending 31 August 2013.
- b. Leo Martini-Brown has written to the board with questions regarding the forthcoming AGM and the special resolution.

ACTION POINT 5

The Chair is to reply to clarify the board's decision.

(ii) Community fund applications

(a) First Responder

RESOLVED

- a. The board agreed to grant the First Responder £611.40 towards AED training equipment.
- b. The Trust will pay for this directly since the group doesn't have a bank account.

b. Individual Applicant

RESOLVED

- a. The board agreed to grant an individual £3000 towards work equipment if named conditions have been met within 9 months.
- b. The applicant will remain anonymous until the grant has been formally rewarded.

c. GP Referral Scheme

RESOLVED

Stephen Weaver proposed and the board agreed to grant the Healthy Living Centre £7500 towards a one year pilot GR referral scheme for exercise on prescription.

(iii) AP13 from meeting 13 March 2013 - resolved

The board approved the tender quote to supply and fit toilet and kitchenette in the site hut.

17. CLOSE OF MEETING 22.30

LDG, May 2013