

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Wednesday 19 June 2013 in the Fishmart at 7 pm

AGENDA

1. APOLOGIES

2. WELCOME BY CHAIR

3. MINUTES OF PREVIOUS MEETINGS (papers circulated)

(i) *Board meeting 22 May 2013*

(ii) *Board meeting 29 May 2013*

4. ACTION POINTS AND MATTERS ARISING

(i) *Ongoing action points from the board meeting 12 March*

AP 7 – Drafting of Director's Code of Conduct

AP 8 – Application for feasibility study regarding community mini bus

AP 15 – Clearances for the ECO club volunteers

AP 23 – Staff meeting about prediction of work load

AP 25 – Grant application for Tender Quote Course

(ii) *Ongoing action points from the board meeting 17 April*

AP 1 – Staffing to improve and maintain the website

AP 2 – Visit from the Curry Brother regarding slipway

AP 3 – Agreement between SDT and the greenhouse group

(iii) *Action points from the board meeting 22 May*

AP 1 – Letter of thanks to former AFO

AP 2 – Gift to former AFO

AP 3 – Letter of apology regarding grievance from AFO

AP 4 – Letter to Leo Martini-Brown regarding grievance

AP 5 – Leo Martini-Brown's registration as director with Companies House

AP 6 – Letter to Leo Martini-Brown regarding his resignation

AP 7 – Letter of thanks to Malcolm Addison

AP 8 – Letter to Julie Andrew regarding her correspondence with SDT

AP 9 – Letter of appreciation to PO

AP 10 – Recruitment of AFO

AP 11 – Refurbishment of site hut

AP 12 – Installation of water and electricity to site hut

AP 13 – Change of registered address with Companies House

AP 14 – Redirection of mail to new registered address

AP 15 – Ranger job description

(iv) *Action points from the board meeting 29 May*

AP 1 – Draft Articles of Association

AP 2 – Date for EGM

AP 3 – Review of Correspondence Policy

AP 4 – Limpet Notice about implementation of the correspondence policy

AP 5 – Information meeting about Lobster Ponds and the Enterprise Zone

AP 6 – Meeting with the Community Association regarding Hall heating grant

AP 7 – Reply to Julie Andrew's correspondence

AP 8 – Supportive letter to PO

AP 9 – Directors role and responsibility forms

- AP 10 – Evening course on directors role and responsibilities
- AP 11 – RBS signatories, digital banking and business credit card
- AP 12 – Change of data controller
- AP 13 – Community fund application for extra legal and correspondence costs
- AP 14 – Claim to Big Lottery Fund for changes of M&As
- AP 15 – Change of signatories for Big Lottery Fund

5. CORRESPONDENCE

6. CHAIR’S REPORT

7. SECRETARY’S REPORT (paper circulated)

- (i) *Monthly Limpet Report and Reports on Website*

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

- (i) *Finance Report*
- (ii) *Funding*
- (iii) *PQASSO*

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

- (i) *Stronsay Tourism Group*
- (ii) *Stronsay Fest - Annual Event Weekend and*
- (iii) *Visits by Ranger Kate Norbury*

10. PROJECT OFFICER’S REPORT (papers circulated)

- (i) *Enterprise Zone*
- (ii) *Hall Heating*
- (iii) *Housing for Elderly*
- (iv) *Enercon Meeting*
- (v) *Slip way*
- (vi) *Development plan*

11. PROJECT REPORTS

- (i) *SREL Wind Turbine project*
- (ii) *BIS CIC*
- (iii) *Greenhouse Group*
- (iv) *ECO Club*
- (v) *Youth Greenhouse Project*

12. COMMUNITY FUND

- (i) *Fuel Poverty Grant*
- (ii) *Educational and Skills Training Bursary*
- (iii) *Applications*
- (iv) *Expressions of Interest*
- (v) *Open meeting*
- (vi) *Review of Policy and Process*

13. ANY OTHER BUSINESS

14. DATE OF NEXT MEETING

15. CLOSE OF MEETING

LDG, May 2013