

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

DRAFT MINUTES

PRESENT

Paul Riley (Chair)
Tracey Boler
Carole Cotterill
Raymond Dennison
Viv Erdman
Nina Gleed

Cora Goodram
Roger Neville-Smith (Treasurer)
Val Stone-Lucas
Stephen Weaver
Yvonne Weaver

IN ATTENDANCE

Lisa De Geer (Company Secretary)
Jacqueline Dennison (CDO)
Anthony Withers (Project Officer)

Ruth Bowen (member)
Leo Martini-Brown (member)
Doris Shearer (member)

1. APOLOGIES

Christopher Evans, Paul Glaze

2. WELCOME BY CHAIR

The chair welcomed everyone and thanked them for attending.

3. MINUTES OF PREVIOUS MEETINGS (papers circulated)

(i) Board meeting 22 May 2013

Roger Neville-Smith proposed, Cora Godram proposed and the minutes from the board meeting 22 May 2013 were formally approved.

(ii) Board meeting 29 May 2013

Nina Gleed proposed, Raymond Dennison seconded and the minutes from the board meeting 29 May 2013 were formally approved.

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: Ongoing

The draft is to be circulated to the board by the AFO/CS at the latest two weeks before the next board meeting.

AP 8 – Application for feasibility study regarding community mini bus: Ongoing

The application is ready to be submitted. Dead line is 22 June.

AP 15 – Clearances for the ECO club volunteers: Ongoing

The AFO/CS is to send the gathered forms to VAO that has confirmed that they can do the clearances.

AP 23 – Staff meeting about prediction of work load: Resolved

The staff has sent a summary of the meeting to the board.

AP 25 – Grant application for Tender Quote Course: Resolved

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

AP 1 – Staffing to improve and maintain the website: ongoing

AP 2 – Visit from the Curry Brother regarding slipway: ongoing (see PO report)

AP 3 – Agreement between SDT and the greenhouse group: ongoing

(iii) Action points from the board meeting 22 May

- AP 1 – Letter of thanks to former AFO: Resolved
- AP 2 – Gift to former AFO: Ongoing
- AP 3 – Letter of apology regarding grievance from AFO: Resolved
- AP 4 – Letter to Leo Martini-Brown regarding grievance: Resolved
- AP 5 – Leo Martini-Brown's director registration with Companies House: Resolved
- AP 6 – Letter to Leo Martini-Brown regarding his resignation: Ongoing
- AP 7 – Letter of thanks to Malcolm Addison: Resolved
- AP 8 – Letter to Julie Andrew regarding her correspondence with SDT: Resolved
- AP 9 – Letter of appreciation to PO: Resolved
- AP 10 – Recruitment of AFO: Ongoing (Reported at the closed part of the meeting)
- AP 11 – Refurbishment of site hut: Resolved
- AP 12 – Installation of water and electricity to site hut: Ongoing
The services has been ordered.
- AP 13 – Change of registered address with Companies House: Resolved
- AP 14 – Redirection of mail to new registered address: Resolved
- AP 15 – Ranger job description: Resolved (see under CDO report)

(iv) Action points from the board meeting 29 May

- AP 1 – Draft Articles of Association: Resolved

RESOLVED

All were in favour and it was decided to shorten article 4.12 and to add a clause about supporting and promoting tourism.

ACTION POINT 1

The Company Secretary is to contact Burness regarding the agreed changes.

ACTION POINT 2

The Company Secretary is to circulate a summary of the changes and the draft to all board members. They should reply within one week to confirm if they approve of the draft or not.

- AP 2 – Date for EGM: Ongoing

The Company Secretary is to suggest a date and circulate this to the board for approval once the draft articles have been approved.

- AP 3 – Review of Correspondence Policy: Ongoing

- AP 4 – Limpet Notice about implementation of the correspondence policy: Resolved
Article is to be published in the June issue.

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

- AP 6 – Meeting with the Community Association regarding Hall heating grant:
Ongoing (please see PO report)

- AP 7 – Reply to Julie Andrew's correspondence: Resolved

- AP 8 – Supportive letter to PO: Resolved

- AP 9 – Directors role and responsibility forms: Resolved

- AP 10 – Evening course on director's role and responsibilities: Resolved

VAO will hold a course on director's role and responsibilities on Stronsay 27 June 7.30-10 pm.

- AP 11 – RBS signatories, digital banking and business credit card: Resolved

- AP 12 – Change of data controller: Resolved

- AP 13 – Community fund application for extra legal and correspondence costs:
Resolved

- AP 14 – Claim to Big Lottery Fund for changes of M&As: Resolved

The claim has been approved and grant payment has been made.

- AP 15 – Change of signatories for Big Lottery Fund: Resolved

5. CORRESPONDENCE – deferred to the closed part of the meeting

6. CHAIR'S REPORT – deferred to closed part of the meeting

7. SECRETARY'S REPORT (paper circulated)

(i) Monthly Limpet Report and Reports on Website

RESOLVED

- a. All were in favour and it was decided for the Company Secretary to collate a short article for the Limpet.
- b. All were in favour and the board approved for the PO, AFO and CDO reports to be published on the website.
- c. The board agreed for a summary of the accepted grants to be published on the website.

(ii) Distribution of Draft Minutes

RESOLVED

The Company Secretary is to send out the draft minutes 7-10 days after the board meeting with all action points for directors highlighted.

(iii) SDT and Community Fund Signage

ACTION POINT 3

The board agreed for the PO to order plaques with the SDT logo and for the Community Fund to be displayed at projects that have been funded by the Trust and the Community Fund.

(iv) AFO Temporary Duties

NOTED

The Company Secretary started to cover for the AFO with 17.5 hours per week from the 1 June 2013. This will be funded by HIE/LEADER.

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

(i) Finance Report

Payments from SDT capacity funding at the end of May 2013:

Payee	Amount	Notes
RBS	£10.42	Account Charge
Clark Thomson	£1521.97	Insurance*
Stronsay Hotel	£39.50	B&B for accountant at AGM
Voluntary Action Orkney	£15.00	Membership
Company Secretary	£1470.34	Wages gross*
RBS	£14.17	Account Charge
Total	£3071.40	

* This is a combined insurance. This includes the two greenhouses, lobster pond and eco club that will be invoiced when we have had a breakdown from the insurance company.

* The Company Secretary's salary includes £901.44 for extra hours due to legal complaints and increased correspondence.

(ii) Funding

RESOLVED

The board agreed to apply for £40,000 for Capacity Funding to the Community Fund one year at a time. This will be reviewed after six months.

ACTION POINT 4

The AFO is to submit an application to the Community Fund.

(iii) PQASSO –reported under Action Points.

Doris Shearer left the meeting 20.00

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

(i) *Strosay Tourism Group*

NOTED

The Strosay Tourism Group has approved its constitution.

(ii) *Strosay Fest - Annual Event Weekend*

NOTED

The CDO gave information about the advancement of plans for the Strosay Fest.

(iii) *Visits by Ranger Kate Norbury*

NOTED

The ranger will have several walks on Strosay during June and July.

(iv) *Ranger Job Description*

RESOLVED

All were in favour and the job description for the Ranger post was formally approved.

ACTION POINT 5

The CDO is to submit the application to Scottish Natural Heritage before the end of July.

(v) *Leaflets*

NOTED

A discussion was held on the need to change and reprint the leaflets.

Viv Erdman informed that the Strosay Community Council is to reprint a summary leaflet.

RESOLVED

The matter was deferred to future meetings.

10. PROJECT OFFICER'S REPORT (papers circulated)

(i) *Enterprise Zone*

NOTED

The PO gave an update on the Enterprise Zone project.

(ii) *Hall Heating*

NOTED

A letter has been sent to the Community Association regarding the urgency for the quotes for the hall heating.

ACTION POINT 6

Tracey Boler will bring this up at the Community Association's board meeting 20 June.

(iii) *Housing for Elderly*

NOTED

(a) The PO and the Company Secretary will attend a meeting with OHAL regarding sheltered housing on Strosay.

(b) There was a discussion regarding the need for housing of elderly on Strosay.

RESOLVED

The meeting with OHAL will go ahead at the same time as a feasibility study will be made.

ACTION POINT 7

The PO is to make an application for a feasibility study to be made on the need of housing for elderly and subject to grant arrange for the study to be made.

(iv) Enercon Meeting

NOTED

The PO couldn't attend the Enercon meeting due to Orkney Ferries temporary changes of the service to Stronsay.

(v) Slip way

NOTED

The Curry brothers has failed six meetings and the PO has arranged for two companies from Thurso to come to Stronsay regarding the slipway.

(vi) Development plan

NOTED

The PO has once more distributed the updated development plan to the board.

(vii) Insulation Course in Manchester

NOTED

Information was given about the insulation course in Manchester that will be funded by the Growing Community Asset Grant from BIG Lottery.

11. PROJECT REPORTS

(i) SREL Wind Turbine project

NOTED

PO gave an update of SREL.

(ii) BIS CIC

NOTED

There will be nothing to report regarding BIS CIC until the Enterprise Zone is built.

(iii) Greenhouse Group

ACTION POINT 8

Roger Neville-Smith and the CS will arrange a meeting to discuss possible agreements.

(iv) ECO Club

NOTED

There is a need for a co-ordinator of the volunteers.

(v) Youth Greenhouse Project

NOTED

The end of project event has been held.

Ruth Bowen and Leo Martini-Brown left the meeting 21.15.

12. COMMUNITY FUND

(i) Fuel Poverty Grant – nothing to report

(ii) Educational and Skills Training Bursary – nothing to report

(iii) Applications – confidential minutes

(iv) Expressions of Interest – nothing to report

(v) Open meeting – deferred to next meeting

(vi) Review of Policy and Process – deferred to next meeting

5. CORRESPONDENCE

(i) Julie Andrew

NOTED

Roger Neville-Smith handed out a copy of previous communication.

RESOLVED

No further action

Lisa De Geer, Jacqueline Dennison and Anthony Withers left the meeting

(ii) Colin McAlpine

RESOLVED

The board agreed to send a conciliatory letter to Colin McAlpine regarding the Community Hall.

ACTION POINT 9

The chair is to send a conciliatory letter to Colin McAlpine, caretaker of the Community Hall.

13. ANY OTHER BUSINESS

(i) Future Staffing

(a) Recruitment of AFO

NOTED

The chair informed the board about the progress of the recruitment of a new AFO.

Lisa De Geer, Jacqueline Dennison and Anthony Withers entered the meeting.

(b) Greenhouse co-ordinator

NOTED

There is a need for a post in order to take care of the greenhouses which are the Trust's assets.

RESOLVED

The board agreed to employ a greenhouse co-ordinator

ACTION POINT 10

Roger Neville-Smith and the AFO are to meet and make a draft for the next meeting.

(c) Changes of Current Staffing

Deferred to the next meeting.

14. DATE OF NEXT MEETING

Wednesday 14 August 2013, 7 pm at the Fishmart.

15. CLOSE OF MEETING

LDG, June 2013