

# Stronsay Development Trust

Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 11 September 2013 at 7 pm in the Community Centre**

## APPROVED MINUTES

### PRESENT

Paul Glaze (Chair)  
Tracey Boler  
Carole Cotterill  
Raymond Dennison

Cora Goodram  
Val Stone-Lucas  
Stephen Weaver  
Yvonne Weaver

### IN ATTENDANCE

Roger Dart (AFO)  
Jacqueline Dennison (CDO)  
Anthony Withers (Project Officer)  
Ian & Cindy Hockley

Richard Scanlan  
Fran & Jan Miller  
Julie Andrew  
Dave Fernley

### 1. APOLOGIES

Christopher Evans, Viv Erdman

### 2. WELCOME BY CHAIR

The chair welcomed everyone and thanked them for attending. The chair explained to members that they would have time for questions at the end of the Board Meeting. He introduced Roger Dart who has taken up the post of AFO and as the meeting was quorate he opened the meeting.

### 3. MINUTES OF MEETING dated 21 August 2013 (attached)

Raymond Dennison proposed and Carole Cotterill seconded the adoption of the minutes which were approved.

### 4. COMMUNITY DEVELOPMENT OFFICER'S REPORT (attached)

Jacqueline briefly went through her report and confirmed that she would be the point of contact with the community for all grant applications.

### 5. PROJECT OFFICER'S REPORT (attached)

Tony presented his report and highlighted the following points:

BIS CIC will run the Enterprize Zone with Chris Evans as the SDT representative on the board.

Community Fund Policy process must be followed as the Trust has moved from being a receiver of grants to a granter of funds.

Tony expressed his thanks to Julie and Andy for their assistance with the Exercise on Prescription programme. AFO agreed to meet with Gordon Hill of OIC and get letter of comfort.

PO expressed his annoyance at the malicious accusations regarding the dry stone wall at his home. The Chair noted his disappointment at this story and hoped that it would end.

## **6. ADMINISTRATION & FINANCE OFFICER'S REPORT** (attached)

The attached report was presented and noted by the Board.

## **7. OUTSTANDING ACTION POINTS AND MATTERS ARISING**

### *Action points from the board meeting 12 March*

AP 7 – Drafting of Director's Code of Conduct: To be reviewed by AFO and draft is to be circulated to the board members for consideration at the November meeting.

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

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

AP 15 – Clearances for the ECO club volunteers:

CDO will progress this matter and report back to next meeting.

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

This matter will be considered at the Board workshop in October with Fiona Smith to review future staffing of the Trust.

### *(ii) Action points from the board meeting 17 April*

AP 1 – Staffing to improve and maintain the website: on -going

AP 2 – Visit from the Curry Brother regarding slipway: on-going (see PO report).

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

AP 12 – Installation of water and electricity to site hut: On-going

The services will be in place in the next few weeks.

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

AP 1 – Draft Articles of Association:

AFO has contacted Burness Paull and detailed dates for an open meeting of members to attend at which a presentation on the implications of the proposed changes would be discussed and agreed. It was resolved that this meeting take place on 9 October 2013 at 7.00pm in the Community Hall. AFO will take care of all arrangements.

AP 2 – Date for EGM:

Date will be set following Burness Paull meeting to comply with statutory requirements.

AP 3 – Review of Correspondence Policy: On-going

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

AP 5 – Information meeting about Lobster Ponds and the Enterprise Zone: Resolved  
– see PO report. Signed letter from Chair handed to PO authorising BIS CIC to run project.

(v) **Action points from the board meeting 19 June**

AP 1 - Website to include reports from CDO, AFO & PO as well as approved grants once all paperwork has been finalised.

AP 3 - PO to order plaques for Trust and Community funded projects.

AP 5 – Ranger Post: On-going – see CDO report.

AP 7 – Housing for Elderly – on-going.

AP 8 – Greenhouse Group – deferred for consideration after staffing workshop.

(vi) **Action points from board meeting 21 August**

AP 3 – Director to be nominated as contact point for the North Isles Development Partnership.

AP 4 – Orkney Micro Renewables survey requires director to volunteer to undertake survey on behalf of the Trust.

## **8. ENTERPRIZE READY ZONE**

This item was removed from the agenda.

## **9. PROPOSED DATES FOR FUTURE BOARD MEETINGS**

The Chair proposed that the Board holds meetings on the last Wednesday of the month commencing in January 2014. Dates for the remainder of 2013 are as follows:

16 October, 20 November and 18 December 2013. Meetings will be held at the Community Centre.

## **10. ANY OTHER COMPETENT BUSINESS**

### **Scottish Rural Homes Grant**

Steve Weaver mentioned this grant and asked if the Trust might consider something similar within Stronsay. The Chair deferred discussion to the next meeting.

### **Organ Fund**

Tony Withers apologised for getting the amount wrong on the dummy cheque presented during the Fest.

### **Office Space**

The Chair introduced this subject and explained that office space was required for the CDO and AFO to carry out their duties. He advised that he had made preliminary enquiries as to the availability of the church hall and asked for Board approval to proceed further with details coming back to the next meeting. Tracey Boler proposed and Carole Cotterill seconded this proposal.

### **Property in Kirkwall**

Steve Weaver suggested that the possibility of acquiring a property for use by Stronsay Residents attending training courses or the like on the mainland of Orkney. This matter would be investigated and a report brought back to a future meeting.

### **Banking Arrangements**

After Stephen Weaver proposed and Carole Cotterill seconded the proposal that the AFO be it authorised to control the Trust's credit card and electronic banking facilities it was resolved that the AFO progress these matters with RBS and the Cooperative Bank.

**14. DATE OF NEXT MEETING**

Wednesday 16 October 2013, 7 pm at the Community Centre.

**15. CLOSE OF MEETING**

The chair thanked all who had attended and closed the meeting.

*RJD, September 2013*